

# Howley Grange Primary School

## Full school operation following Step 4.

Revised 16/09/21  
Reviewed 01/03/22



This risk assessment outlines the actions Howley Grange will take to reduce the risk of transmission of coronavirus (COVID-19) in their school from the changes announced by the Government in February 2022.

### DFE Control measures

#### Schools should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### Coronavirus (COVID-19): Risk Assessment Action Plan from Step 4

### Howley Grange Primary School

|   |                              |  |
|---|------------------------------|--|
| Assessment conducted by: Angela Lewis                   | Job title: Head teacher      | Covered by this assessment:<br>Full operation of school following Step 4 |
| Date of assessment: 19/07/21<br>Date of review 29/11/21 | Date of next review: ongoing |  |

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

|                                |  |
|--------------------------------|--|
| <b>Key:</b>                    |  |
| Level of risk prior to control | Identifies the risk before any steps to reduce the risk have been taken  |
| Risk Description:              | Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.   |
| Risk Controls:                 | The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <a href="#">&lt;additional information&gt;</a>   |
| Impact:                        | Could be L/M/H or numeric, depending on what is used in the school setting.  |
| Likelihood:                    | Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>                      |
| Responsible person:            | The identified staff member(s) responsible for implementing the risk controls.   |
| Completion Date:               | The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b> |
| Line Manager Check:            | Sign off to ensure that the risk has been minimised as far as possible.  |

| Risk Description/Area of Concern  | Level of risk prior to control <> | Risk Controls  | Level of risk is now <> | Likelihood <> | Responsible person  | Planned completion Date   | Line Manager Check |
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| The school lapses in following national guidelines and advice, putting everyone at risk | Medium                            | <p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via teachers</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p> | Low                     | Low           | <p><b>SLT and Govs</b></p> <p><b>KT Teachers</b></p> <p><b>AL</b></p> | Ongoing as guidance is issued/updated<br>Risk assessment sent to staff 20/07/21   |                    |
| Poor communication with parents and other stakeholders                                  | Low                               | <ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> <li>School will follow the SOP and put additional communications as they deem necessary.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>   | Low                     | Low           | <p><b>AL</b></p> <p><b>AL</b></p> <p><b>AL</b></p> <p><b>AL</b></p>   | <p><b>From sept 2021</b></p> <p>Risk assessment shared with staff and parents on 20/07/21<br/>W/B 13/09/21<br/>Letter sent to families and staff 28/02/22</p> |                    |

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| Lack of awareness of policies and procedures | High                              | <ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive and/or update any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via risk assessment</li> </ul> | Low                     | Low           | <p>EW/LB to coordinate any policy updates and communication to staff.</p> <p><b>LB to coordinate guidance and legislation info and communicate to staff.</b></p> <p>SLT/LA</p> <p>AL</p> <p>AL</p> <p>Teaching Staff</p> | 02/07/21 onwards        |                    |

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|  |                                   | <ul style="list-style-type: none"> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via email and risk assessment on website</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>Regular briefings issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p> |                         |               | SLT  |   |                    |
| Poor hygiene practice in school - <b>general</b> | High                              | <ul style="list-style-type: none"> <li>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school</li> <li>Children, staff and visitors will wash/sanitise their hands; <ul style="list-style-type: none"> <li>when they enter school</li> <li>before and after breaktimes</li> <li>after they have been to the toilet</li> <li>if they cough or sneeze,</li> <li>before and after eating</li> <li>before they leave school.</li> <li>after they have touched a mask</li> </ul> </li> <li>Our youngest children will be supervised to do this.</li> </ul>  | Medium                  | Medium        | <b>LH and class teachers</b><br><br><b>All staff</b><br><br><br><br><b>All staff</b> | <b>Already in place</b><br><br><br><br><b>Daily from Sept</b> |                    |

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|                                  |                                   | <ul style="list-style-type: none"> <li>• Staff will recap the correct hand washing technique and posters around school will remind children of this.</li> <li>• Hand sanitisers are available, stored appropriately in all classrooms and at key points around school.</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• There is to be no cross multi bubble use of toilets</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Staff to bring in their own cups etc and wash their own items after use.</li> </ul> |                         |               | <p><b>LB/LH/All staff</b></p> <p><b>Teachers</b></p> <p><b>LH</b></p> <p><b>All staff</b></p> <p><b>LH/LB</b></p> <p><b>All staff</b></p> <p><b>All staff</b></p> <p><b>All staff</b></p> <p><b>Kitchen Staff</b></p> <p><b>All staff</b></p> <p><b>LH/cleaning team</b></p> |                         |                    |

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|                                  |                                   | <ul style="list-style-type: none"> <li>• Lunchtimes are staggered so not all staff need to use the staffroom at the same time. When using the staffroom, staff should remain socially distanced.</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day twice and paper/hand towels are refilled regularly as required.</li> <li>• Staff who work across bubbles eg the PPA team will be mindful of keeping their distance and always work in well ventilated areas.</li> <li>• School will constantly revisit timetable to endeavour to keep cross bubble movement to a minimum.</li> <li>• Sports coach to maintain a distance of 2M at all times and to remain outside as much as possible.</li> <li>• If they are able to do so, all members of staff and any parents/carers and visitors who enter school for essential meetings will remain socially distanced where possible, will meet in well ventilated areas.</li> <li>• The children will come to school in their PE kits on PE days.</li> <li>• Events will be limited, individually risk assessed and take place outdoors where possible.</li> </ul> |                         |               | <p><b>PPA team</b></p> <p><b>KT</b></p> <p><b>SH</b></p> <p><b>All staff</b></p> <p><b>KT</b></p> <p><b>All staff</b></p> |                         |                    |

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|   |                                   | As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.   |                         |               |   |  |                    |
| Poor hygiene practice – <b>specific – school entrance</b>   | High                              | <ul style="list-style-type: none"> <li>Clear signage in place reminding staff, children and visitors of control measures in place.</li> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>Frequently touched areas to be wiped down as part of the additional cleaning regime</li> <li>Discourage parents from entering the school building unnecessarily eg to look through lost property.</li> <li>Discourage staff from entering the office to minimise mixing.</li> </ul> <p>As a result, reception staff are protected.</p> | Medium                  | Medium        | LB<br>LB<br><br>LB<br><br>LH<br><br>LB<br><br>All staff | In place (2m)<br>In place                    |                    |
| Poor hygiene practice – <b>specific – office spaces.</b>  | Medium                            | <ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to support social distancing</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands/sanitise on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>   | Low                     | Medium        | LB<br><br>LH<br><br>Staff<br><br>Admin team             | In place<br>Already in operation<br>In place |                    |
| Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b> | High                              | In line with government advice: <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> </ul>   | Medium                  | Medium        | AL<br><br><br>AL  | Ongoing<br><br><br>20/07/21                  |                    |



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|                                  |                                   | <ul style="list-style-type: none"> <li>• Issue information to parents about arrival and departure procedures-arrival between 8.50-9.00am. Prompt and speedy collection at 3.15pm</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival -All classes that have an outside door immediately off their classroom will arrive and depart through that door. Year 6 who will enter and leave school through the hall and Year 5 arriving and leaving through the main back stairwell entrance.</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• hand sanitiser is an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• ensure supervision and correct storage of hand sanitiser use given risks around ingestion.</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• All staff to sanitise hands on arrival in school</li> </ul> |                         |               | <p>AL</p> <p>All staff</p> | <p>20/07/21</p> <p>ongoing</p> |                    |

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|   |                                   | As a result, the risk of infection is reduced as pupils and staff arrive at school.  |                         |               |  |                                      |                    |
| Poor hygiene practice – <b>specific – toilet/changing facilities.</b> | High                              | <ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, visor, gloves, apron</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures see policy</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>  | <b>Medium</b>           | <b>Low</b>    | <b>All staff<br/>LB to ensure supplies</b> | <b>Already in operation</b>          |                    |
| Ill health in school.   | Medium                            | <ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school- Any pupil who displays signs of being generally unwell is immediately referred to the admin team.</li> </ul> | <b>Medium</b>           | <b>Medium</b> | SLT<br><br>LB<br><br>AL                    | <b>Ongoing refreshed on 02/09/21</b> |                    |

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|                                  |                                   | <p>Temperature checks will automatically be undertaken.</p> <ul style="list-style-type: none"> <li>Any pupil who displays signs of covid symptoms is to be escorted to the Business Managers office, the staff member will then alert the admin team that there is a child in the isolation room. Admin team to contact parents and carers, staff member to observe the child from a 2m distance or wear PPE if this cannot be maintained.</li> <li>If the pupil needs to use the bathroom, they should use a separate bathroom Ladies staff toilet which will be cleaned after use.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If possible, the door should be closed but the child should be able to be seen through the window in the door.</li> <li>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>Unwell pupils who are waiting to go home are supervised in the Business Manager's Office where they can be at least two metres away from others</li> </ul> |                         |               | <p>AL</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>LB</p> |                         |                    |

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|   |                                   | <ul style="list-style-type: none"> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to LB/AL (maintaining 2m distance) and is sent home</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p> |                         |               | All staff  |                         |                    |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | High                              | <ul style="list-style-type: none"> <li>• Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Children will remain in year groups bubbles</li> <li>• Where possible, pupil movement to be limited to make social distancing easier</li> <li>• School will use TEAMS for assemblies</li> <li>• Any potential face to face gatherings eg parents' evenings will be thoroughly risk assessed prior to the event</li> <li>• Any potential educational visit/visitors will be thoroughly risk assessed</li> </ul>   | medium                  | medium        | Classroom staff<br><br>All staff<br><br>All staff<br><br>SLT<br><br>SLT<br><br><br>SLT<br><br><br>EW/KT and Govs | 02/09/21                |                    |

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|  |                                   | <ul style="list-style-type: none"> <li>• Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> <li>• Staff meetings will take place in a socially distanced manner in a well-ventilated space (school hall) or on TEAMS.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>   |                         |               | SLT/all staff                  |                         |                    |
| A pupil is tested and has a confirmed case of coronavirus. | High                              | <p>School to follow the latest SOP.</p> <p>Children, staff and any other adults with COVID-19 should not attend the education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> | High                    | High          | SLT/Office team/Parents/Carers |                         |                    |

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| Insufficient staff to run face-to-sessions for pupils.                                     | High                              | <ul style="list-style-type: none"> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate as they are positive or have symptoms. (There are no available staff to create a rota- supply teachers will be used if no cover available or groups will be closed.)</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>   | Medium                  | Medium        | LB<br>KT/EW   | Completed<br>01/09/20 onwards |                    |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | High                              | <ul style="list-style-type: none"> <li>• Staggered starts in place for breaktime and lunchtime</li> <li>• Allocated outdoor areas for each year group to be identified for breaktime and lunchtime</li> <li>• Lunchtime to be staggered for different year groups</li> <li>• Pupils to wash/sanitise hands before and after lunch</li> <li>• Screen provided to protect food in canteen when pupils purchase food.</li> <li>• Cashless catering in place. Ipad operator searches for pupils by name on the electronic system</li> <li>• Tables to be cleaned between year groups using lunchtime facilities</li> </ul> | Medium                  | Low           | KT<br>All staff<br>KT<br>All staff<br>LB/Dudley Catering<br>Catering team<br>Lunchtime supervisors<br>Catering team | 02/09/21                      |                    |

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|   |                                   | <ul style="list-style-type: none"> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>Children to eat lunch in the hall in their year group bubbles</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>  |                         |               | <b>Lunchtime supervisors</b>   |                              |                    |
| Spread of infection in classrooms/shared areas. | High                              | <ul style="list-style-type: none"> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Bins to be emptied regularly in classrooms.</li> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>Where possible, windows to be opened to provide ventilation.</li> <li>Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>Staff to ensure staffroom does not become overcrowded and to maintain social distancing wherever possible. Only one person in each toilet at any one time.</li> </ul> | <b>Medium</b>           | <b>Medium</b> | <b>Classroom staff</b><br><br><b>LH</b><br><b>LH/classroom staff</b><br><br><b>All staff</b><br><br><b>All staff</b><br><br><b>All staff</b><br><br><b>All staff</b> | <b>Completed and ongoing</b> |                    |

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|   |                                   | <ul style="list-style-type: none"> <li>Staff bring their own crockery from home and must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>  |                         |               | <b>All staff</b>   |   |                    |
| Poor pupil behaviour increases the risk of the spread of the infection.                           | High                              | <ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>Sanctions are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>                                 | <b>Medium</b>           | <b>low</b>    | <b>All staff</b><br><br><b>KT/EW</b><br><br><b>CR/KT/EW</b>  | <b>02/09/21</b><br><br><b>02/09/21</b><br><br><b>02/09/21</b>                                 |                    |
| Pupils with complex needs are not adequately prepared for a return to school or safely supported. | High                              | <ul style="list-style-type: none"> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual plans/passports and ensure new teachers are aware of triggers and responses.</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories/transition information to support pupils with autism /</li> </ul> | <b>Medium</b>           | <b>Medium</b> | <b>CR</b><br><br><b>CR</b><br><br><b>CR</b><br><br><b>CR</b> | <b>02/09/20</b><br><br><b>02/09/21</b><br><br><b>02/09/21</b><br><br><b>Prior to 21/07/21</b> |                    |



| Risk Description/Area of Concern   | Level of risk prior to control <> | Risk Controls  | Level of risk is now <> | Likelihood <> | Responsible person     | Planned completion Date               | Line Manager Check |
|--|-----------------------------------|--|-------------------------|---------------|------------------------|---------------------------------------|--------------------|
|  |                                   | <p>learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</p> <p>As a result, pupils with complex needs are well supported.</p>  |                         |               |                        |                                       |                    |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | High                              | <ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>• Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>   | Medium                  | low           | CR<br><br>CR           | 02/09/21<br><br>02/09/21              |                    |
| Increased number of safeguarding concerns reported after the summer break  | High                              | <ul style="list-style-type: none"> <li>• Agree safeguarding provision to be put in place to support returning pupils</li> <li>• Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>• Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>              | Medium                  | low           | EW<br><br>EW<br><br>EW | Ongoing<br><br>Ongoing<br><br>Ongoing |                    |
| Emergency evacuation due to fire etc.                                      | Medium                            | <ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that distancing between year groups can be maintained</li> </ul> <p>Leave by nearest fire exit- Leave school by the NEAREST fire exit, taking any children under your supervision with you.</p> <p>Gather, maintaining distance wherever possible, at the assembly point at the far end of the playground in</p> | Medium                  | Low           | AL<br><br>All staff    | Ongoing-<br>refreshed<br>02/09/21     |                    |

| Risk Description/Area of Concern            | Level of risk prior to control <> | Risk Controls   | Level of risk is now <> | Likelihood <> | Responsible person                                       | Planned completion Date  | Line Manager Check |
|---|-----------------------------------|---|-------------------------|---------------|--|--|--------------------|
|   |                                   | <p>groups-Year 3,4,5 and 6 in the trim trail side of the playground. Reception, 1 and 2 in the millennium garden side of the playground.</p> <p>Group leader to complete a head count, if all children in the group have been evacuated then class bend down (facing away from the school).</p> <p>Group leader to then complete register.</p> <ul style="list-style-type: none"> <li>• Leaders to communicate procedures to all staff</li> <li>• Staff to communicate emergency evacuation procedures to pupils at the beginning of term.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>  |                         |               | AL Teachers  |  |                    |
| Cleaning is not sufficiently comprehensive. | Medium                            | <ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p> | Low                     | Low           | LB/LH<br><br>LH<br><br>LB/LH<br><br>LH and cleaning team | 01/09/21<br><br>01/09/21<br><br>01/09/21 (ongoing)<br><br>02/09/21 |                    |

| Risk Description/Area of Concern                                     | Level of risk prior to control <> | Risk Controls   | Level of risk is now <> | Likelihood <> | Responsible person  | Planned completion Date | Line Manager Check |
|--|-----------------------------------|---|-------------------------|---------------|---|-------------------------|--------------------|
| Contractors, deliveries and visitors increase the risk of infection. | Medium                            | <ul style="list-style-type: none"> <li>• Agree arrival and departure times with contractors to ensure that there is minimal contact with staff or pupils</li> <li>• All contractors/visitors to wash/sanitise hands either prior to or on entry to the school site</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p> | Low                     | Low           | <p><b>Admin Team/LH</b><br/> <b>LB/LH</b><br/> <b>Admin team/LH</b></p> <p><b>Admin team/LH</b></p> <p><b>LH</b></p> <p><b>LH</b></p> <p><b>Admin Team</b></p> <p><b>Admin team</b></p> | Already in operation    |                    |

