

Assessment conducted by: C Boddy	Job title: Headteacher	Covered by this assessment:
Date of assessment: 04/01/2022	Date of next review: 01/02/2022	This document was written on 01/09/2021

The sole purpose of this risk assessment is to support schools for all pupils in all year groups **while reducing the risk of coronavirus transmission**

- 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 and unions must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This 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.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.

<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.
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 Head Teacher Sign ...C Boddy..... Date ..... Chair of Governors sign ..... Date .....
Completion Date:	The date by which required plans for controls will be in place.
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
The school lapses in following national guidelines and advice, putting everyone at risk	M	<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, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils and their families updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union 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>			Head	5/1/2022	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> <li>All staff/pupils/parents aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Head teacher to share risk assessment with all staff and governors</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>			Head	ongoing	
Lack of awareness of policies and procedures	H	<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> </ul> </li> </ul>			Head	3/9/2021 & ongoing	

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
		<ul style="list-style-type: none"> <li>➤ Business Continuity/Resilience</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 (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• A comprehensive and current list of key staff members available each day</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via staff briefing on 3/9/2021</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/school website / poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery on their first morning in nursery / school (from 6/9/2021). All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Regular electronic updates 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>					
Extremely clinically vulnerable (High risk) individuals	H	<ul style="list-style-type: none"> <li>• Individual risk assessment to be updated for staff in high risk category exposure to Coronavirus (COVID – 19)</li> </ul>			Deputy	From 5/1/2022	

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
Clinically vulnerable staff and pupils	H	<ul style="list-style-type: none"> <li>Individual risk assessment to be reviewed and updated for vulnerable staff and pupils</li> <li>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</li> </ul> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p>See further guidance in CEV and CV guidance and up dated risk assessment</p>			Deputy	From 5/1/2022	
Routine testing of staff and pupils		<p>The asymptomatic testing programme in education currently covers all staff at school and pupils – see further details in <a href="#">Schools Operational Guidance</a></p> <p>Staff are encouraged to lateral flow test twice weekly (every 3-4 days)</p> <p>Primary aged children are not required to routinely test.</p>			Head	On-going	
Poor hygiene practice in school - <b>General</b>	M	<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 (e.g. washing hands before entering and leaving school)</li> </ul>			Head	ongoing	

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		<ul style="list-style-type: none"> <li>• Pupils to wash their hands with soap &amp; water on entry to school, before and after break times and lunchtimes for no less than 20 seconds</li> <li>• School to use the E-Bug material</li> <li>• Staff to provide hand washing demonstrations</li> <li>• Teachers to reiterate key message ‘catch it, bin it, kill it’ in class-time 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>• The ‘catch it, bin it, kill it’ approach continues to be very important, so school will ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine</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, classrooms 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>• All doors which can be safely left open will remain open.</li> <li>• Pupils and staff do not share cutlery, cups or food. Children to bring in their own drink bottle daily. School to provide emergency supply of disposable (single use) bottles of water.</li> <li>• Staff to bring in their own cups and utensils</li> <li>• All items are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning routines. Toilets will be cleaned at the end of the morning (Let’s Clean cleaner). Door handles, light switches, taps and tables are cleaned during the day (end of the morning by staff and</li> </ul>					

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		<p>end of the day by Let's Clean cleaners) and paper/hand towels are refilled regularly (end of the morning by staff and end of the day by Let's Clean cleaners)</p> <ul style="list-style-type: none"> <li>Follow T&amp;W cleaning in school guidance</li> <li>All staff to be made aware of the contact time for cleaning chemicals (5 minutes for virucidal spray being used currently)</li> <li>Let's Clean cleaners to be allocated defined areas of school to minimise risk of transmission particularly where cleaning staff work in school with children during the day</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Hand Hygiene	M	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. School / Nursery will ensure that pupils clean their hands regularly, including :</p> <ul style="list-style-type: none"> <li>when they arrive at school,</li> <li>when they return from breaks,</li> <li>when they change rooms</li> <li>before and after eating.</li> </ul> <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> <li>ensuring the school has enough hand washing 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>Small children and pupils with complex needs should continue to be helped to clean their hands properly. Supervision of hand sanitiser use given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul>			Head	ongoing	
Poor hygiene practice – <b>specific – school entrance</b>	H	<ul style="list-style-type: none"> <li>Administrators to have a written log of visitors/contractors</li> <li>Areas touched to be wiped down</li> <li>Discourage parents from entering the school building</li> </ul>			Deputy Head	ongoing	

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		<ul style="list-style-type: none"> <li>• Reduce the amount of people accessing reception area at any one time (ideally only one person / family at a time)</li> <li>• Furniture removed in reception area</li> <li>• Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – <b>specific – office spaces.</b>	H	<ul style="list-style-type: none"> <li>• Ensure distancing is maintained between desks</li> <li>• Tissues/hand sanitiser to be available in office locations</li> <li>• Staff to wash hands on arrival at school</li> <li>• Each individual is responsible for wiping down their own work area before and after use.</li> <li>• Each individual responsible for wiping down equipment such as printers</li> <li>• Photocopier to be relocated into the office but staff to be mindful of social distancing when collecting printing.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>• Display the ‘COVID-19 secure’ poster</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>			Deputy Head	ongoing	
System of Controls - <b>Prevention</b>		<p><b>Prevention You must always:</b></p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</li> <li>2) Ensure face coverings are used in recommended circumstances.</li> <li>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</li> <li>4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.</li> <li>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> </ol>			Head	ongoing	

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		<p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible or when recommended. 7) Keep occupied spaces well ventilated.</p> <p><b>In specific circumstances:</b></p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available</p> <p><b>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</b></p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p>					
System of Control - <b>Responsive</b>		<p><b>Response to any infection</b></p> <p>10) Promote and engage with the NHS Test and Trace process. Manager to advise Health Protection hub via email of positive cases. 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advise Health Protection hub via email of positive staff. 12) Contain any outbreak by following local health protection team advice.</p> <p><b>Numbers 9 to 11 must be followed in every case where they are relevant.</b></p>			Head	On-going	
Use of equipment		<p>Classroom based resources, such as books and games, can be used and shared within year groups and across year groups. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> <li>• Lunch boxes</li> <li>• Hats and coats</li> <li>• Books</li> <li>• Stationery</li> </ul>			Head	On-going	
Poor hygiene practice – <b>specific</b>	H	In line with government advice:			Head	ongoing	

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- spread of potential infection at the start of the school day.		<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> <li>• Issue information to parents about arrival and departure procedures, including drop-off and pick-up.</li> <li>• Senior staff to be outside at the start of the day to ensure parents know where to go and any applicable social distancing</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 3 boundary gates open daily. Children in school waiting on the playground and entering through their outside classroom door when called by a member of staff. Children in nursery waiting outside the main entrance (with parents) until called in.</li> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue as they wait for facilities</li> <li>• All staff to wash hands on arrival in school</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – gloves, apron (see PPE guidance for schools)</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</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>• Staff to ensure children wash their hands following current guidance after using the toilet</li> <li>• Provide paper towels instead of blow dryers (less risk of aerosol)</li> <li>• Prop doors open where possible to reduce hand contact surfaces</li> </ul>			Assistant Head	ongoing	

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
		<ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>	H	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Senior staff to be outside at the end of the day to ensure parents know where to go and any applicable social distancing</li> <li>Inform pupils and their parents of the allocated exit points and pick up points. All 3 boundary gates open daily. Parents (school) to wait on the playground and children will be sent out one at a time. Parents (nursery) to wait outside the Nursery entrance (on the zigzag ramp) and children will be sent out one at a time.</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>			Head	ongoing	
<p>Ill health in school.</p>	H	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> <li>➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature)</li> <li>➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>➤ A change to their normal sense of taste or smell (anosmia)</li> <li>➤ Children may also display gastrointestinal symptoms and you should follow advice provided by the Health Protection Hub</li> </ul> </li> </ul> <p>They must be sent home and advised to follow current government guidance.</p> <p>Schools should notify the local authority of any positive cases within staff members or pupils.</p> <p>Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a precautionary PCR test.</p>			Assistant Head	3/9/2021 & on-going	

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		<ul style="list-style-type: none"> <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 (see PPE guidance for schools)</li> <li>• Each teaching space, staffroom &amp; main office to have a supply of PPE (gloves, aprons, masks, hand sanitiser)</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the Headteacher</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to the Headteacher and is sent home (See guidance on Dealing with incidents at school)</li> <li>• Staff ensure that any unwell pupils are moved to the agreed location (next to main office) and are supervised whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom (Hub toilets) 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. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn 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 a designated area by the main office where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul>					

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		<ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</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>					
Personal Protective Equipment		<ul style="list-style-type: none"> <li>Review your provision of PPE</li> <li>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> </ul> <p>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p>			Head	ongoing	
Face coverings		<p><b>Staff are currently required to wear face coverings when moving around school.</b></p> <p>If necessary -</p> <ul style="list-style-type: none"> <li>Ensure where there is a need for face coverings in the school the control is implemented e.g. in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas) when a positive case has been identified.</li> <li>Ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth</li> </ul> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> <li>Cleaning of hands before and after touching, this includes removal and putting on</li> <li>Safe storage of them in individual, sealable plastic bags</li> </ul> <p>When face coverings become damp, it should not be worn, and the face covering should be replaced carefully</p> <p>Ensure there are sufficient waste bins located around the school for disposal of face masks and face covers</p>			Head	ongoing	

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		<p>You should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering</li> </ul>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	H	<p>There is no longer a requirement for 'bubbles' and to restrict mixing between children.</p> <p>The outbreak management plan will be followed if measures need to be reintroduced.</p> <p>Some measures and good practice will remain in place -</p> <ul style="list-style-type: none"> <li>• Avoiding contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings</li> <li>• Good ventilation in all rooms</li> </ul>			Head	On-going	
Ventilation		<p><b>Keeping occupied spaces well ventilated</b></p> <p>It remains important to ensure rooms are well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems, should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only fresh outside air is circulated</li> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air</li> </ul> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus out break <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>And</p>			Head	Ongoing	

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		CIBSE - <a href="#">CIBSE - Coronavirus COVID 19</a> Provide more information See further information in T&W Ventilation guidance					
Mental Health and Wellbeing for pupils	M	Where children are in school or nursery we would expect leaders and teachers to; <ul style="list-style-type: none"> <li>➤ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn</li> <li>➤ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks</li> <li>➤ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils</li> </ul>			Deputy Head	On-going	
A pupil is tested and has a confirmed case of coronavirus.	H	In line with government guidance follow guidance from the Test and Trace team in the Health Protection Hub As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.			Head	On-going	
Insufficient staff to run face-to-face sessions for pupils.	M	Outbreak Management Plan in place. Additional measures introduced if needed and staffing issues discussed with the Health Protection Hub when needed. <ul style="list-style-type: none"> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul>			Head	On-going	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	Although no longer a requirement the following measures will remain - <ul style="list-style-type: none"> <li>• Staggered starts / finishes to be put in place for break time and lunchtime</li> <li>• Weather permitting, a one-way system to implemented for pupils arriving and leaving the hall at lunchtime. (go to the hall along the veranda and return to class along the corridor)</li> <li>• 'Road' markings to be used in the corridors to support children in their understanding of social distancing</li> <li>• Allocated outdoor areas for each year group to be identified for break time and lunchtime</li> <li>• Lunchtime to be staggered for different year groups</li> </ul>			Head	On-going	

Version 6 – 04/01/2022, Version 5 - 01/09/2021, (Version 1 - 21/05/20, Version 2 - 09/07/2020, Version 3 - 4/1/2021 and version 4 - 8/3/2021)

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
		<ul style="list-style-type: none"> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> <li>• Tables to be cleaned prior to use and at the end of session</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• Screen provided to protect food in canteen when pupils choose food</li> <li>• Nursery 30 hours children to eat in nursery</li> <li>• Year groups to have allocated tables in the hall.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>• Keep movement around the school to a minimum. Brief passing in corridors or playground is low risk. Avoid creating busy corridors, entrances and exits.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> <li>• Tissues, hand soap, paper towels and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied at least twice daily in classrooms.</li> <li>• All bins in shared areas to be pedal pins. All other bins must be lidded bins and the lid cleaned regularly.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised.</li> <li>• All doors which can be safely left open will remain open.</li> <li>• Good ventilation will be ensured in all rooms.</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</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>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> </ul>			Head	On-going	

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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
		<ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Breakfast club/After school provisions		Breakfast Club will be run and children will be permitted to mix between year groups.			Head	On-going	
Spread of infection in staffroom / staff toilets	H	<ul style="list-style-type: none"> <li>Tissues, hand soap, paper towels and hand sanitiser to be located in every staffroom</li> <li>Staff to wash hands on entering and leaving their staffroom</li> <li>Bin (pedal bin) to be emptied at twice daily (end of morning and end of day)</li> <li>Contact with communal surfaces, such as door handles etc to be minimised.</li> <li>Staffroom door will remain open.</li> <li>Windows to be opened to provide ventilation.</li> <li>Any shared resources (kettle etc) will be cleaned prior to and after every use.</li> <li>3 sets of kitchen resources available with set groups of staff to use each set.</li> <li>Staff toilets – awareness of allowing space if more than person using the sink area</li> <li>Staffroom – generally staggered break / lunchtimes for staff mean there is still room to allow distancing between staff.</li> <li>Staff encouraged to provide their own cups / plates / utensils / tea towel. These must be stored in their locker. Staff can either take items home to be washed or wash and dry their own cups, plates and utensils, using their own tea towel (stored in personal locker)</li> </ul> <p>As a result, the risk of infection to staff and pupils in staff shared areas is reduced.</p>			Head	On-going	
Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> <li>Behaviour expectations, routines, rewards and sanctions revisited with all staff prior to school opening</li> <li>Behaviour expectations, routines, rewards and sanctions will be revisited / shared with all pupils during first week of term.</li> <li>Pupils' individual behaviour plans are reviewed and any specific control measures identified and shared with pupils and staff where necessary.</li> <li>Follow T&amp;W PPE guidance</li> </ul>			Head	On-going	



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
		As a result, pupils and staff understand the behaviour policy/individual plans in context.					
Pupils with complex needs are not adequately prepared for school or safely supported.	H	<ul style="list-style-type: none"> <li>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education. Schools should monitor engagement with this activity</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE (see PPE guidance)</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> <li>Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>			Deputy Head / SENCo	On-going	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about being at school are well supported.</p>			Deputy Head / SENCo	On-going	
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place at the start of term including provision for any pupils who do not return or have poor attendance</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, pupils or the wider community swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>			Head	4/1/2022	

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
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> <li>Practice fire drill completed in first week</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result any necessary social distancing is maintained in the event of an emergency evacuation.</p>			Head	7/1/2022	
Cleaning is not sufficiently comprehensive.	H	<p>From 5<sup>th</sup> January 2021 all cleaners have had designated areas to clean, which take into account their level of contact with children and staff during the school day, to reduce the risk of transmission of infection</p> <ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to start of term</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>Additional cleaning hours to increase the regularity of cleaning (focus on lunchtime cleaning of shared areas, toilets, frequently touched surfaces)</li> <li>Whilst pupils are at break time/lunchtime, a member of staff from the group (on a rota basis) to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>Disposable gloves/wipes are next to photocopiers/printers etc</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> <li>Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>Follow current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>			Head	On-going	

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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.	H	<ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Agree arrival and departure times with contractors to ensure that there is no unnecessary contact with staff or pupils</li> <li>• All contractors/visitors to sanitise or wash hands either prior to or on entry to the school site</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</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>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff.</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> <li>• Surfaces to be cleaned after any deliveries have been made.</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>			Deputy Head	On-going	
Transport		Follow transport guidance					
First Aid Care		Ensure appropriate PPE is worn when giving first aid to children			Head	On-going	
Professional Visitors	H	<ul style="list-style-type: none"> <li>• Where at all possible, professional visitors will undertake their work remotely using Microsoft Teams or conference calls</li> <li>• Only visitors whose work cannot be carried out remotely will be permitted to visit</li> <li>• All visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Pre questionnaire completed by professional visitor</li> <li>• Agree arrival and departure times with professional visitor to ensure that there is no unnecessary contact with staff or pupils</li> <li>• All professional visitors to sanitise or wash hands on entry to the school site</li> </ul>			Head	On-going	

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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
		<ul style="list-style-type: none"> <li>• Professional visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which Professional visitor work are cleaned in line with government guidance</li> <li>• Professional visitors to bring own food, drink and utensils onto site.</li> <li>• Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul> <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>					
Educational Visits		<ul style="list-style-type: none"> <li>• No overnight or overseas educational visits</li> <li>• Non-overnight domestic educational visits can take place</li> <li>• Pupils to be kept to the school groups</li> <li>• Destination should be COVID-secure</li> </ul>			EVC	On-going	
Environmental and building risks if your school does partially/ completely close		<ul style="list-style-type: none"> <li>• Review any maintenance requirements</li> <li>• Test fire alarms and evacuation procedures</li> <li>• Flush through taps and other equipment with water systems (Consider Legionella risks) to reduce risks</li> <li>• Playground equipment</li> </ul> <p>For further advice check with the BiT team</p>					