
SILVER SPRINGS PRIMARY ACADEMY

COVID-19: Operational Risk Assessment
April 2022



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Risk Assessment

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COVID-19: Operational Risk Assessment

Please note: this risk assessment has been undertaken in conjunction with the guidance for schools issued by the Department for Education and should be read in conjunction with local documents and government guidance as detailed below.

Assessment conducted by:	D Mason	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	Initial: 24 02 2022 Current: 01 04 2022	Review interval:	Fortnightly	Date of next review:	08 04 2022
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Related documents	
School / Trust/ Local Authority Reference documents: Outbreak Management Plan	Government guidance: Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)

National Risk:

On the 12th December 2021 the national alert level was raised to 4

Stage of outbreak	Level	Measure in place
Risk of healthcare services overwhelmed	5	Lockdown begins
Transmission is high or rising exponentially	4	Physical distancing continues
Virus in general circulation	3	Gradual relaxation of restrictions
Number of cases and transmission is low	2	Minimal physical distancing enhanced tracing
Coronavirus no longer in UK	1	Routine international monitoring

Latest R number and growth rate

On 1st April: Latest R number range for England was 1.1 to 1.2; latest growth rate range for England +1% to +4%. In the North West the figure is 1.1 to 1.3 with a growth rate of +1% to +5%.

As of 1st April, the number of eligible children and adults vaccinated nationally with the 1st dose is **52,803,065** (91.8%). The number of people vaccinated with the 2nd dose is **49,439,759** (86%). The number of people who have received a booster dose is **38,823,674** (67.5%).

The infection rate for England is 873.9 per 100,000. The number of people who died within 28 days of a positive test was 1,116.

Tameside Covid-19 Data

The infection rate in Tameside continues to be lower than the national rate. In the seven days up to the 1st April there were 1,451 new cases. In Stalybridge North that figure was 57 new cases with a rate of 946.4 per 100,000. In the last 7-day period, 61 patients have been admitted in Tameside and Glossop Integrated Care, which is up 4 on the previous 7 days. During the same period, in Tameside 3 people died within 28 days of a positive test, which is down 1 on the previous 7 days. As of the 1st April, in Stalybridge North 78.7% of eligible children and adults have been vaccinated with their first dose and 71.8% have received their second dose. 51.9% have received a booster dose.

Risk Rating (LI x LO = RR)			Likelihood of occurrence					
				Probable	Possible		Remote	
HIGH RISK	MEDIUM RISK	LOW RISK	Score	5	4	3	2	1
Likely impact	Major: Causes major physical injury, harm or ill-health. High transmission risk. Results in significant school closure or long-term reputational damage affecting future stability, halts learning progress	5	25	20	15	10	5	
	Major/Severe	4	20	16	12	8	4	
	Severe: Causes physical injury or illness requiring first aid. Typical transmission risk in line with National rating. Results in temporary school or portion of school closure or reputational damage and impact on learning progress is likely	3	15	12	9	6	3	
	Minor/Severe	2	10	8	6	4	2	
	Minor: Causes physical or emotional discomfort. Low and controlled transmission risk. Results in changes to practice to secure continued provision, minor impact on continuity or progress	1	5	4	3	2	1	

System of Controls

In normal circumstances from , the academy will continue to follow the Public Health England system of controls, listed below is a summary of our actions in response to Essential Measures, these can also be found within the Risk Assessment. In the event of an outbreak (5 or more cases in a rolling 10-day period) the affected classes will kept as separate as possible and will be subject to the Outbreak Management Plan.

1. Ensure good hygiene for everyone

Hand Hygiene

- Handwashing / sanitising is scheduled into the school day. It takes place: when pupils, staff or visitors enter the school; when moving rooms e.g. for PE; before and after lunch; whenever the toilet is used.
- Classroom-based staff will be vigilant and remind children to wash their hands or use hand-sanitiser as necessary.
- Hygiene Stations are easily identifiable in all classrooms and stocks of hand sanitiser, soap and paper towels will be checked and replenished as necessary.
- Each classroom has a sink with running hot water from a self-filling 10-litre water heater. All water heaters are five years old and have all been checked as part of Legionella Testing. Each toilet has a corresponding wash basin. Toilet facilities within EYFS are directly off the classroom and easy to supervise, with sufficient toilets and wash basins for the maximum capacity of children according to building regulations.
- A Hygiene room is adjacent to the EYFS classrooms for use for intimate care – this room has additional resources for nappy changing.
- Hand sanitiser is made available for staff and children throughout school, children in Upper Years are permitted to bring in their own hand sanitiser
- Toilet facilities within Middle Years: Year One and Two share a block of toilets, cubicles and sinks will be labelled and allocated to specific classes. Whereas for Year Three toilets are self-contained bathrooms with toilet and basin within the same room. Upper Years toilets are the same and will be allocated to Year Groups. There will an upper years' toilet allocated downstairs for use at playtimes.
- All Midday supervisors and sports coaches will be provided with hand sanitiser for dispensing for ad hoc use outside as required additional hand sanitiser will be provided in rooms where there is no sink e.g. studio and hall
- The staffroom has one sink with a hygiene station located under the sink and hand sanitiser is available on tables
- The community room, which is adjacent to the playground, has two sinks.
- Hand sanitiser is made available at the reception desk and at the staff sign in point and in all offices for staff and visitor use

Respiratory Hygiene

- Children will be reminded of the “Catch it, Bin it, Kill it!” campaign, using posters and other “e-bug” resources to support this for younger children where needed
- All classrooms have bins that will continue to be checked and emptied at lunch time as necessary
- All classrooms will be provided with facial tissues for children and adults to use as required
- Classroom based staff will remind children to clean their hands after using and disposing of a tissue
- Tissues can be found on all hygiene stations or around the classroom these are checked and replenished as needed
- The school keeps adequate stocks of tissues

Use of personal protective equipment (PPE)

- CHILDREN ARE NOT REQUIRED TO WEAR FACE-COVERINGS IN SCHOOL
- If children arrive at school wearing a face-covering, parents will be required to assist their child with removing it and taking it home
- If a child needs to keep their face-covering in school, they will be asked to keep it in their coat pocket
- The school will continue to provide PPE, including wipeable visors and disposable face coverings for all first aiders and those providing intimate care for children as required
- Staff are **recommended** to wear a face covering where social distancing is not possible e.g. on door duty. A stock of disposable masks is maintained and made available for use. Staff can continue to provide their own face coverings if they wish; they are responsible for the safe storage and handling of these.

2. Maintain appropriate cleaning regimes, using standard products such as detergents

- Full cleaning protocols are in place and all cleaning staff have been briefed and systems quality assured
- All new cleaners and Midday staff fully briefed on Covid-19 measures on induction
- Cleaning products have been upgraded to SafeZone as a precaution, disposable cloths are in use
- Hygiene Stations are easily identifiable in all classrooms and are checked and replenished as needed. Some midday supervisors have 15 minutes to complete additional hygiene duties.
- Cleaning wipes are provided as standard in all classrooms. Additional cleaning wipes are provided for wiping PE equipment and outdoor play equipment after use
- Cleaning is scheduled daily for rooms where breakfast club takes place
- Support staff ensure that all shared iPads are wiped clean after use and put away, children are encouraged to get involved by maintaining tidy work stations so that surfaces are clear for cleaning
- Teachers are advised to wipe down tables between use by different groups as applicable
- Some midday supervisors have been trained to provide a clean of high touch points in the middle of the day
- PPE is provided for cleaning staff as required and all those involved in any wiping down of surfaces
- Kitchen staff have revised their cleaning protocols in accordance with guidance
- Staggered lunch times enable midday supervisors and kitchen staff to clean down tables between sittings
- Children no longer self-serve cutlery etc to minimise transmission; there are sufficient trays that there is no requirement for cleaning and re-using between sittings

3. Always keep occupied spaces ventilated

- All classrooms have direct access to fresh air through opening windows. On the ground floor, classrooms also have access to an external door for further ventilation. First floor classrooms have additional access to fresh air via opening skylights.
- Most office spaces have opening windows, those that don't have a fresh air circulatory system
- Interior spaces with no windows have a fresh air circulatory system which draws out stale air and draws in fresh air directly from external vents
- Extractor fans are in place in the kitchen, additional fans can be used to assist with ventilation with the main door and roller shutter remain open if needed
- Large communal areas such as the hall have direct ventilation from opening windows / doors or skylights

4. Follow public health advice on testing and managing confirmed cases of COVID-19

- Pupils, staff and other adults will be advised to follow public health advice on what to do. They should not come into school if they have symptoms, have had a positive PCR test result
- Any staff member who develops symptoms, whilst at work should contact a senior leader who will advise them of the latest Public Health guidance. They will be reminded that they should take a PCR test.
- Staff will be instructed that they should contact the office or their Phase Leader when a child is unwell with symptoms. Parents will be advised that they should arrange to collect their child from school. Children awaiting collection will be supervised by a staff member in the Reception Area.
- Staff and parents will continue to be reminded that routinely taking the temperature of pupils in school is not recommended by Public Health England as this is **an unreliable method** for identifying coronavirus (COVID-19)
- LFT Testing Kits will be made available to staff who wish to use them in the event they believe that they have been in close contact with a confirmed case
- Staff with a positive LFD test result are advised to stay at home and follow the latest government guidance.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- Contact details for the local Public Health England team and local authority health and safety team are readily to hand in all offices and this process is common practice
- A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive
- A recording system is established and maintained to record all staff and pupils who are self-isolating who have tested positive.

Contain any outbreak by following local health protection team advice

- An outbreak management plan is prepared to replace this risk assessment in the event of 5 or more cases in the school in any 10-day period
- Advice provided by the local health protection team is acted on immediately.
- Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Operational Processes for full opening of school					
1.1 Organisation of classes					
HAZARD: Adult: pupil ratio's fall below required numbers due to illness RISK: Insufficient supervision leads lapses in compliance and to wider spread of the virus	4x2=8	<ul style="list-style-type: none"> • Full assessment of adult to pupil ratios required against number of staff available for work completed • Full assessment of appropriate qualifications according to cover supervision policy completed 	Y Y Y	<ul style="list-style-type: none"> • Sufficient First Aiders including paediatric first aiders are available in each phase • Tameside Sports Coaches will attend as usual and deliver lessons according to their own Risk Assessment 	4x1=5

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Risk: Quality of education suffers due to lack of qualified teachers to deliver lessons		<ul style="list-style-type: none"> Consideration given to use of SLT cover and Agency cover given – balanced against capacity for responding to urgent and Covid related matters Needs of vulnerable children and children with EHCPs are given priority Lateral Flow Home-Testing kits distributed to staff for twice weekly use, enabling us to identify asymptomatic cases 	Y Y	<ul style="list-style-type: none"> Phase Leaders and HLTAs can provide cover School Leaders have a clear picture of the vaccination status of staff members (96% fully vaccinated) 	
HAZARD: Mixing between classes RISK: increased risk of wider transmission leading to more children / staff becoming ill (e.g. respiratory symptoms, fever, cough, shortness of breath, etc.) leading to unavoidable closure of more than one class or whole school closure	5x2=10	<ul style="list-style-type: none"> There is full compliance with the PHE system control measures set out in the latest government guidance. Each class remains within its designated room/space and predominantly stays within this area. Any facilities used by more than one class are cleaned after use and between use by different groups Pupils observe hygiene guidance and wash hands frequently. Teachers / support staff moving between groups comply with hygiene guidance. When two or more class come together the space is well ventilated and the use of space maximised Staggered lunch times will continue to maximise use of space in the hall 	Y Y Y Y Y Y	<ul style="list-style-type: none"> PE doubles as PPA cover all PE lessons will be double lessons to reduce swapping classes and as far as possible will be delivered outside or in a large well-ventilated space Assemblies will take place in half year groups Staff Meetings and Briefings will take place in well ventilated spaces Each phase will have its own first aid station Each phase will have designated first aiders Additional Sanitiser dispensers is located at the points where individuals move between phases 	5x1=5
1.2 Organisation of teaching spaces					
HAZARD: Teaching pupils in full classes will increase the risk of transmission RISK: leading to more children / staff becoming ill (e.g. respiratory symptoms, fever, cough, shortness of breath, etc) leading to unavoidable closure of more than one class or whole school closure	5x3=15	<ul style="list-style-type: none"> There is full compliance as applicable with the PHE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced. Use of space is maximised 	Y Y Y Y	<ul style="list-style-type: none"> Teachers are encouraged to continue to make use of a range of teaching strategies that enable them to maintain social distance where it doesn't impede education Teachers will be required to maintain adequate ventilation using doors windows and skylights All classes are a minimum of 56 m sq All classrooms have direct access to fresh air from window / door or skylight 	5x1=5

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>HAZARD: The use of shared spaces increases the risk of infection between classes</p> <p>RISK: cross-contamination between groups of children will increase from touching surfaces that have not been cleaned leading to more children becoming ill and wider school closure</p>	5x3=15	<ul style="list-style-type: none"> • Larger spaces are well-ventilated when share by more than one class • Large spaces are cleaned between groups e.g. lunch time sittings • Space will be maximised when groups share spaces 	Y Y Y	<ul style="list-style-type: none"> • There are no specialist classrooms with multiple users • Old Nursery will be used for 1 to 1 therapy – staff will be responsible for wiping down between children • Where larger spaces are used for multiple interventions – timetables will be shared with relevant staff and displayed • Assemblies will be a maximum of 6 classes 	5x1=5
1.3 Staffing					
<p>HAZARD: Due to COVID-19 the number of staff who are available is even lower than that required to teach multiple classes in school</p> <p>RISK: unable to provide full curriculum entitlement for children, potential for school closure or partial school closure increases</p> <p>Increase of risk due to lack of appropriate supervision</p>	5x2=10	<ul style="list-style-type: none"> • There is full compliance with the PHE system control measures set out in the latest government guidance. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Dialogue is held with Professional Associations/Trade Unions on the school's approach 	Y Y Y	<ul style="list-style-type: none"> • Interventions will continue for evidence-based interventions e.g. ECC / BRP / ECAR • SLT available for cover • Staff survey has highlighted areas of concern that have been taken into consideration when planning for school procedures • Lateral flow tests continue to be available for high risk staff members e.g. pregnancy and for those working with SEND children 	5x1=5
1.4 The school day					
<p>HAZARD: The start and end of the school day create risks of contact between discrete class groups</p> <p>RISK: increased transmission means more children become ill across more than one class leading to more than one phase of school or whole school having to close</p>	5x3=15	<ul style="list-style-type: none"> • Start and departure times are supervised by senior leaders • The number of entrances and exits to be used is maximised and a one-way system in place. • Different entrances/exits are used for different groups. • Staff and pupils have been briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for monitoring the movement of people on arrival to avoid groups of people congregating. 	Y Y Y Y	<ul style="list-style-type: none"> • We operate a drift in approach from 8.45 am to 9 am to reduce waiting times • SLT and staff from each phase will be on duty outside to direct parents and children • There will be a 10-minute departure window from 3.10 pm to 3.20 pm 	5x1=5
1.5 Planning movement around the school					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
HAZARD: Movement around the school risks contact between discrete classes or phases RISK: increased transmission means more children become ill across more than one class leading to more than one phase of school or whole school having to close	5x2=10	<ul style="list-style-type: none"> Class groups remain in their home bases for most of their learning. Staff are alert to issues of overcrowding in circulation space are instructed to avoid it Staff moving between class groups observe hygiene procedures Pinch points and bottle necks are identified and managed accordingly. Training on supervising children in circulation spaces has been provided for support staff Children are required to walk in single file with their hands behind their backs 	Y Y Y Y Y	<ul style="list-style-type: none"> Where classes from different phases come together it is in a controlled way e.g. assembly – no more than 6 classes Some limited mixing of classes will resume e.g. play leaders and Reading Buddies Toilets are within accessible within phases without cross contamination Each phase has its own play area Exterior routes can be used 	5x1=5
1.6 Curriculum organisation					
HAZARD: Having missed months of face to face teaching in the previous academic year, pupils will have fallen behind -further time away from school will lead to further widening of the gap RISK: children do not achieve age related expectations, children become anxious about their learning due to pressure Reputation of the academy is negatively affected	4x4=16	<ul style="list-style-type: none"> The school has in place comprehensive 'catch-up' plans, which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum and additional planned intervention programmes. Gaps in learning will be assessed and addressed systematically in teachers' planning Home learning for self-isolating pupils will continue and will be calibrated to complement in-school learning and address gaps identified. 	Y Y Y	<ul style="list-style-type: none"> School will continue to make use of a range of assessments and testing to monitor the progress of groups and individuals Termly tests will provide a diagnostic analysis of gaps in knowledge and will inform future planning and intervention 	4x2=8
HAZARD: Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection Risk of increased rate or direct transmission between staff and children leading to increased	3x3=9	<ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed e.g. 1 to 1 SEND support / speech therapy Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. 	Y Y	<ul style="list-style-type: none"> Assemblies will resume in groups of no more than six classes Coaches will provide risk assessment to be signed off by HT Swimming continues with a risk assessment Speech and Language therapy 1 to 1 support will continue according to their own risk assessment 1 to 1 Play therapy will continue with a risk assessment 	3x2=6

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
illness and possible part or whole school closure					
HAZARD: The resumption of non-overnight school visits poses risks to infection control RISK: Children spend long periods on coaches together and come into contact with others from other settings and transmission risk cannot be managed sufficiently well leading to increased numbers of children becoming ill in turn leading to part or whole school closure	5x3=15	<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that groups do not mix with other schools on school visits. Ventilation should be maximised during a coach journey PUBLIC TRANSPORT SHOULD NOT BE USED FOR SCHOOL TRIPS 	Y Y Y	<ul style="list-style-type: none"> Teachers will take account of the individual underlying illnesses when planning trips and ensure that risks to these children are mitigated e.g. asthma inhalers, higher ratios of staffing Parents accompanying children on visits will be placed with their own child's group and a record kept A record of groupings / coach seating plan will be kept if different from class groupings All school visit risk assessments must be signed off by HT Teachers should request a copy of the venue's covid risk assessment 	5x2 =10
1.7 Staff workspaces					
HAZARD: Staff rooms and offices do not allow for adequate ventilation RISK: leads to high transmission amongst staff potentially leading to part or whole school closure	4x3=12	<ul style="list-style-type: none"> Staff spaces and offices have been reviewed and appropriate ventilation is in place through opening windows or where there are no windows there is an air circulatory system Hygiene resources are available for wiping down and hand sanitising Staff are reminded to continue to be aware of the risks of overcrowding in small spaces or multiple occupancy spaces 	Y Y	<ul style="list-style-type: none"> Staggered lunch breaks allow staff to use the staffroom at different times to avoid overcrowding Hygiene stations are provided and reminders posted for staff to use as a reminder to wipe down equipment before use. Hand sanitiser is available on all tables / desks Staff are strongly advised to wear a face covering in situations where social distancing is not possible 	4x1=4
1.8 Managing the school lifecycle					
HAZARD: Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures RISK: school improvement plans are halted and the reputation of the school is damaged	3x3=9	<ul style="list-style-type: none"> School calendar for 2021-22 was finalised within the context of the latest guidance on full re-opening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for Spring 2022 completed as necessary 	Y Y Y	<ul style="list-style-type: none"> Provide staff meeting time and non-contact time for staff to work on curriculum leadership Timetables for meetings will be shared with staff on INSET Day Induction for all new and returning staff on all procedures 	3x1=3

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.9 Governance and policy					
HAZARD: Governors are not fully informed or involved in making key decisions about operational plans RISK: Plans are not properly scrutinised and failing not spotted leading to higher transmission rates, more children or staff becoming ill and potential school closures	3x3=9	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on plans. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	Y Y Y	<ul style="list-style-type: none"> Governors are kept up to date via Governor Hub Link Governor Visits will re-commence HT keeps Chair up to date on developments by phone / email 	3x1=3
1.10 Policy review					
HAZARD: Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances RISK: policies do not reflect practice leading to ineffective communication of procedures inconsistent approaches to these policies by staff leading to confusion thus higher transmission rates and more children becoming ill / reputationally the school is affected negatively	4x2=8	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour. Staff, pupils, parents and governors will have been reminded accordingly. 	Y Y	<ul style="list-style-type: none"> Amended policies shared with Governors via Governor Hub Policies also made available on the school website 	4x1=4
1.11 Communication strategy					
HAZARD: Key stakeholders are not fully informed about the plans	3x3=9	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents 	Y Y Y	<ul style="list-style-type: none"> School makes good use of Classdojo / school website/ Seesaw/ text messages / Facebook page to keep parents and children up to date e.g. with consultation surveys / outline plans 	3x1=3

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
for opening and the implications RISK: Leads to confusion about strategies locally and more widely impacts negatively on school reputation		<ul style="list-style-type: none"> • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Y Y Y Y	<ul style="list-style-type: none"> • Senior Leaders and Office staff are available via phone and email for parents • Online meetings and Governor Hub used for governors • CEO is conduit for information to Trustees and RSC • HT feeds back to LA as required • As required headteacher emails Sports trust / Intraquest etc 	
1.12 Pupil attendance					
HAZARD: Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection RISK: Children fall further behind, fitness levels worsen, children's mental health deteriorates and attendance in school becomes a huge barrier	3x4=12	<ul style="list-style-type: none"> • Communications with parents reassure them about of measures that are in place • Office staff are experienced at supporting parents 	Y Y	<ul style="list-style-type: none"> • Systems for this include telephone scripts for those leading on phone calls to ensure consistent messages are given 	3x1=3
1.13 Staff induction and CPD					
HAZARD: Staff are not trained in new procedures RISK: leads to risks to health from transmission from surfaces as well as direct transmission if guidance not adhered to – leads to more children / staff becoming ill (e.g. Respiratory symptoms, fever, cough, shortness of breath etc) and potential school closure	4x2=8	<ul style="list-style-type: none"> • Induction programmes are in place or available for all staff on appointment and include: • The PHE system control measures set out in the latest government guidance • Organisational arrangements (i.e. class groups, routines) • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Y Y Y Y Y	<ul style="list-style-type: none"> • Induction meeting for new volunteers / trainees as required • Regular Midday staff briefings MH 	4x1=4
1.14 Free school meals					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
HAZARD: Pupils eligible for free school meals do not receive them due to discontinuity during the week that they are learning from home RISK: Parents get in to financial difficulty	1x4=4	<ul style="list-style-type: none"> Office Manager ensures that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	Y	<ul style="list-style-type: none"> All systems up to date – number of eligible children have increased during the Covid closure period N Burton very experienced with this and familiar with family circumstances 	1x1=1
1.15 Risk assessments					
HAZARD: Risks are not comprehensively assessed in every area of the school in light of COVID-19, Risk: leads to breaches of hygiene guidance leading to Direct or Indirect transmission of COVID -19 virus from close contact with people with the virus.	4x3=12	<ul style="list-style-type: none"> Risk assessments are updated regularly and before reopening and mitigation strategies are put in place and communicated to stakeholders: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits 	Y Y Y Y Y Y	<ul style="list-style-type: none"> Support and quality assurance is provided for these by the Trust's Facilities Manager Whole school risk assessments are shared with Governors / Trustees /staff / union reps / TMBC and are made available on the school website for parents to view. Activity specific risk assessments are signed off by a Senior leader Staff are familiar with these systems 	4x1=4
1.16 Responding to cases of COVID-19 and local lockdowns					
HAZARD: The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff RISK: incorrect procedures lead to raised transmission rates, more individuals becoming ill and potential partial or whole school closures.	5x3=15	<ul style="list-style-type: none"> There is full compliance with the PHE system control measures set out in the latest government guidance. The local health protection team is contacted immediately for advice. 	Y Y	<ul style="list-style-type: none"> Essential Measures are outlined at the start of this document (pages 7 to 10) 	5x1=5

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>HAZARD: The school is unprepared for a local changes should the rate of infection rise in the area</p> <p>RISK: Parents become anxious and irate and trust between parents and school is adversely affected</p> <p>The reputation of the school is negatively affected</p>	5x3=15	<ul style="list-style-type: none"> There is full compliance with the PHE system control measures set out in the latest government guidance. An outbreak management plan is in place should a local conditions change ie 5 cases in school in any 10-day-period and staff are briefed on its contents. There is liaison with the local health protection team as required Lessons learnt during the school local restrictions period are applied to the plan. 	Y Y Y Y	<ul style="list-style-type: none"> Each member of SLT has a key communication / organisational role: MH: Staff Rotas /Midday Supervisors / breakfast club staff / Middle years staff PG: Keyworker Parents /home IT access / seesaw / EYFS Staff OH: SEND Parents /EHCP RAs / Upper Years staff CH – Vulnerable parents / Children’s Social Care DM whole staff communications /Parents / LA /Governors / Policy and RA Two Remote Learning co-ordinators have been identified – GW & AB 	3x1=3

2. Investing in health and safety arrangements to limit the spread of COVID-19

2.1 Public Health England system control measures

<p>HAZARD: Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</p> <p>RISK: High Transmission Rates lead to large numbers of staff and students becoming ill leading to whole school closure</p>	4x3=12	<p>Current government guidance is being applied, and specifically the 4 PHE system of control measures set out in the latest government guidance are in place as follows:</p> <p style="text-align: center;">1. Ensure good hygiene for everyone</p> <p>This information has been issued and will be re-visited at staff and pupil briefings:</p> <p>Hand Hygiene</p> <ul style="list-style-type: none"> Handwashing / sanitising is scheduled into the school day. It takes place: when pupils, staff or visitors enter the school; when moving rooms e.g. for PE; before and after lunch; whenever the toilet is used. Handwashing routines will be re-visited with pupils on the first day and will be supervised. Classroom-based staff will be vigilant and remind children to wash their hands or use hand-sanitiser as necessary. Hand sanitiser is made available for staff and children throughout school, older children are permitted to bring in their own hand sanitiser Hand sanitiser is made available at the reception desk and at the staff sign in point and in all offices for staff and visitor use 	Y Y Y Y	<p>Essential Measures are laid out in full on pages 7 to 11.</p> <ul style="list-style-type: none"> Hygiene Stations are easily identifiable in all classrooms and checks are scheduled at lunchtime and at the end of each day on stocks of hand sanitiser, soap and paper towels. Steps have been taken to double amounts usually in-stock, so that if at any point stock becomes unavailable to purchase, we have four-weeks operational stock. Each classroom has a sink with running hot water from a self-filling 10-litre water heater. All water heaters are five years old and have all been checked as part of Legionella Testing. Each toilet has a corresponding wash basin. Toilet facilities within EYFS are directly off the classroom and easy to supervise, with sufficient toilets and wash basins for the maximum capacity of children according to building regulations. 	4x1=5
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Any staff member who develops symptoms, whilst at work should contact a senior leader who will advise them of the latest Public Health guidance. They will be reminded that they should take a PCR test. • Staff will be instructed that they should contact the office or their Phase Leader when a child is unwell with symptoms. Parents will be advised that they should arrange to collect their child from school. Children awaiting collection will be supervised by a staff member in the Reception Area. • Staff and parents will continue to be reminded that routinely taking the temperature of pupils in school is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19) • LFT Testing Kits will be made available to staff who wish to use them in the event they believe that they have been in close contact with a confirmed case • Staff with a positive LFD test result are advised to stay at home and follow the latest government guidance. • Manage confirmed cases of coronavirus (COVID-19) amongst the school community • Contact details for the local Public Health England team and local authority health and safety team are readily to hand in all offices and this process is common practice • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive • A recording system is established and maintained to record all staff and pupils who are self-isolating who have tested positive. • Contain any outbreak by following local health protection team advice • An outbreak management plan is prepared to replace this risk assessment in the event of 5 or more cases in the school in any 10-day period • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Staff with a positive LFD test result are advised to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> Contact details for the local Public Health England team and local authority health and safety team are readily to hand in all offices and this process is common practice A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive A recording system is established and maintained to record all staff and pupils who are self-isolating who have tested positive. <p>Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> An outbreak management plan is prepared to replace this risk assessment in the event of 5 or more cases in the school in any 10-day period Advice provided by the local health protection team is acted on immediately. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
2.2 Cleaning					
<p>HAZARD: Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p> <p>RISK: Raised levels of transmission from surfaces leads to more children and staff becoming ill and partial or whole school closure</p>	3x3=9	<ul style="list-style-type: none"> An induction plan is in place for cleaning staff who are new to school An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff remain the same as during full-school opening Kitchen staff have revised their cleaning protocols in accordance with guidance Full cleaning protocols are in place and all cleaning staff have been briefed and quality assured as a part of wider opening 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Some Midday supervisors have been trained to provide a clean of high touch points in the middle of the day PPE is provided for cleaning staff and all those involved in any wiping down of surfaces Cleaning products have been upgraded to SafeZone as a precaution, disposable cloths are in use Cleaning wipes are provided as standard in all classrooms. Additional cleaning wipes are provided for wiping all PE equipment and outdoor play equipment after use Support staff ensure that all iPads are wiped clean after use and put away, children are encouraged to get involved by maintaining tidy work stations so that surfaces are clear for cleaning 	3x1=3

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.3 Hygiene and handwashing					
HAZARD: Pupils forget to wash their hands regularly and frequently RISK: Rate of transmission increases leading to more children becoming ill (e.g. Respiratory symptoms, fever, cough, shortness of breath etc.)	3x5=15	<ul style="list-style-type: none"> Staff briefing includes the need to remind pupils of the need to wash their hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. 	Y Y Y	<ul style="list-style-type: none"> Classroom based staff will be vigilant for children touching their faces, blowing or picking their nose or biting nails and remind children to wash their hands or use hand-sanitiser. Hand sanitiser is made available for staff and children in the outdoor area for ad hoc use. Upper Years children are permitted to bring hand sanitiser 	3x2=6
2.4 Clothing					
HAZARD: Not wearing clean clothes each day RISK: may increase the risk of the virus spreading – more children becoming ill (e.g. Respiratory symptoms, fever, cough, shortness of breath etc) and potential partial school closures	3x3=9	<ul style="list-style-type: none"> Parents and staff will be advised on revised uniform policy before opening and any subsequent changes Expectations and guidance are communicated to parents via Class Dojo and Seesaw along with any changes 	Y Y	<ul style="list-style-type: none"> Tabards for Cleaning staff and Midday supervisors are changed and washed daily New uniforms / PPE for Kitchen staff has been arranged PE kit has been modified and parents already made aware New PE kit is suitable for outdoors and will enable all children to wear PE kit for the whole day on PE day – as weather becomes warmer parents will be re-advised 	3x1=3
HAZARD: Staff, pupils and parents are not aware of the school's procedures should anyone display symptoms of COVID-19 RISK: children and staff who are unwell mix with others and transmission is increased	5x3=15	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and parents as part of whole staff briefing and outline planning information Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y Y Y	<ul style="list-style-type: none"> Infrared thermometer has been purchased for contactless temperature taking in the event that a child reports feeling unwell An area has been identified in school to use for pupils awaiting collection 	5x1=5
2.5 First Aid/Designated Safeguarding Leads					
HAZARD: The lack of availability of designated First Aiders and Designated Safeguarding Leads RISK:	3x5=15	<ul style="list-style-type: none"> First Aid certificates up to date and displayed A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y Y N	<ul style="list-style-type: none"> First Aiders in each phase have been identified There are still sufficient First Aiders including Paediatric First Aiders First aid stations in each phase in place 	3x1=3

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
children's safety compromised, potential discomfort or pain due to treatment for minor injuries unavailable				<ul style="list-style-type: none"> Safeguarding Lead supported by SLT who are all Deputy DSLs 	
2.6 Medical rooms					
HAZARD: Medical rooms are not adequately equipped or configured to maintain infection control RISK: transmission of virus between children and first aiders – leads to illness and shortage of staff or first aiders	1x3=3	<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas 	Y Y	<ul style="list-style-type: none"> PPE and PPE instructions available in all medical / first aid stations in place First Aid PPE stock is checked weekly and replenished as required 	1x1=1
2.7 Communication with parents					
HAZARD: Parents and carers are not fully informed of the health and safety requirements for the contingency attendance plan in the event of limited opening RISK: Confusion at start and finish times causes anxiety and trust between parents and school is negatively affected	3x2=6	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations regularly using a range of communication tools. A specific communication on the requirements for school attendance will be issued and followed up with discussion where necessary. A COVID-19 section on the school website is created and updated. 	Y Y Y	<ul style="list-style-type: none"> Letter prepared in advance – publish on dojo and Seesaw so that EAL parents can translate Further information / reminders to specific groups by direct message as required SLT, Office staff and DSL to telephone individual parents to support understanding as required Bitesize reminders to parents to make information understandable 	3x1=3
2.8 Personal Protective Equipment (PPE)					
HAZARD: Provision of PPE for staff where required is not in line with government guidelines RISK: Transmission from children to staff providing intimate care or first aid – staff become ill.	2x3=6	<ul style="list-style-type: none"> Updated Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y Y Y	<ul style="list-style-type: none"> LR / MH to check supplies and replenish as required – alerting SLT when stocks need to be re-ordered 	2x1=2

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Adopting the organisational model of discrete class or phase groups					
3.1 Pupil behaviour					
HAZARD: Pupils' behaviour on return to school does not comply with the new guidance RISK: handwashing protocols not adhered to – leading to higher transmission rates more people becoming ill leading to unavoidable closure of more than one class or whole school closure	2x4=8	<ul style="list-style-type: none"> The movement of pupils around the school is monitored by staff – groups of children do not move around school without supervision Supervision of children moving around school is modelled for staff and codified Large gatherings happen only in large spaces or outside and no more than six classes at any one time – space between groups is maximised Break times and lunch times are structured to avoid overcrowding The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. Wilful disobeying of rules relating to following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 	Y Y Y Y Y Y	<ul style="list-style-type: none"> Briefing for teachers and support staff 28 02 2022 Individual Behaviour plans put in place as required -OC 	2x2=4
3.2 Classrooms and teaching spaces					
HAZARD: The size and configuration of classrooms with full classes does not allow teachers to maximise circulation space and ventilation RISK: Transmission risk from children to teachers is raised – teachers more likely to become ill leading to unavoidable closure of more than one class	3x2=6	<ul style="list-style-type: none"> All teachers have been advised to maximise circulation space All furniture not in use has been removed from classrooms and teaching spaces. Windows, sky lights, vents and external doors can be used to increase ventilation in teaching spaces 	Y Y Y	<ul style="list-style-type: none"> EYFS / Y1 environments will remain the same Additional ventilation breaks can be taken if teachers deem it necessary 	3x1=3
3.3 Shared spaces					
HAZARD: Over use of larger shared spaces (e.g. hall, studio) RISK: different class groups mixing, without	3x3=9	<ul style="list-style-type: none"> No more than six classes are scheduled to occupy a shared space at any one time. Space is maximised between groups if occupying the same shared space. Shared spaces are cleaned after use. 	Y Y Y	<ul style="list-style-type: none"> Staggered lunchtime arrangements allow time for cleaning between usage and prevent interaction between phases PE taught outside as much as possible 	3x1=3

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
sufficient time to clean between – leading to increased chance of cross contamination between classes which leads to more than one class having to close in the event of a positive case		<ul style="list-style-type: none"> Large spaces have good ventilation from windows doors or skylights 		<ul style="list-style-type: none"> Breakfast club will make use of large spaces and outdoor area to maximise space Y2 & 3 have direct access to outdoor play areas from classroom 	
3.3 Break times					
Hazard: Class groups may mix at break times RISK: increased risk of cross-contamination between groups leading to larger numbers of children becoming ill and therefore more risk of multiple classes having to close	4x3=12	<ul style="list-style-type: none"> Pupils are kept within phases during outdoor social times Wet play arrangements will remain in discrete classes Pupils are reminded about staying in their assigned classes as wet play break times begin. Staff supervision at transition times will ensure that overcrowding in circulation spaces is minimised 	Y Y Y Y	<ul style="list-style-type: none"> Children will play out in large open spaces within Phases Some opportunity for additional breaks for individual year groups or classes in the afternoon with the approval of Phase leaders Additional ventilation breaks may be put in place by individual teachers as required 	4x1=4
3.4 Lunch times					
HAZARD: Class and Phase groups may mix at lunch times RISK Cross contamination between classes leads to more children becoming ill and greater spread of the virus lead to multiple classes being closed	4x2=8	<ul style="list-style-type: none"> Lunch times are staggered Pupils wash their hands before and after eating. Dining areas are cleaned before and after each class group has used them. Additional arrangements are in place, such as staggering lunch times, pupils eating in other spaces as required Pupils eat lunch with others in their class Packed Lunch Boxes will be stored in class trolleys that are wiped daily 	Y Y Y Y Y Y	<ul style="list-style-type: none"> Midday supervisors allocated to year groups Children do not choose their own crockery and cutlery – these are handed to them by kitchen staff Midday supervisors to serve desserts and drinks Sufficient time exists between the lunch breaks for the tables to be cleaned between groups Ventilation in shared spaces will be maximised Movement of children around the hall is minimised Space between class and year groups is maximised 	2x2=4
3.5 Reception area					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
HAZARD: Groups of people gather in reception (parents, visitors, deliveries) RISK overcrowding of a small space puts staff and parents at greater risk transmission through close contact	3x3=9	<ul style="list-style-type: none"> Parents, visitors and delivery drivers continue to be encouraged to maximise space A canopy covers the area directly outside the main entrance to enable people to wait safely outside in wet weather at busy times Reception staff are advised to keep the glass panel closed at busy times 	Y Y Y	<ul style="list-style-type: none"> Contactless payments can be made through glass and over the phone Suppliers have been made aware of systems Signage provided gives guidance / reminders School gates closed during the school day, signs inform visitors to ring for access Parents are advised to avoid busy times for visits to reception 	2x2=4
3.6 Arrival and departure from school					
HAZARD: Pupils and parents congregate at exits and entrances RISK: parents and pupils from different class groups mixing – creating more opportunities for transmission and cross contamination leading to larger groups of children getting ill	4x3=12	<ul style="list-style-type: none"> Start and finish times windows are extended to reduce the risk of overcrowding at pinch points Weekly messages to parents stress the need to avoid overcrowding at arrival and departure times. Staff on duty at pinch points and main gates Families will be asked to keep number of adults on site to a minimum Older Siblings from high school will be discouraged from entering the site unless solely responsible for collecting or dropping off a younger sibling 	Y Y Y Y	<ul style="list-style-type: none"> Breakfast clubs will accommodate up to 60 children from 7.30 am In the morning, doors will open at 8.45 am and a drift in arrival system will operate with staff on duty in classes and in the yard A one-way system will remain in operation Doors will remain open until 9 am At home time a 10 min departure window will be in operation from 3.10 to 3.20 pm 	4x2=8
3.7 Staff areas					
HAZARD: The configuration of staff rooms and offices makes compliance with Covid Guidelines problematic RISK: greater risk of transmission between staff and between staff and visitors – leading to higher numbers of staff becoming ill	3x3=9	<ul style="list-style-type: none"> Reconfiguration of staff room and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of the staff room Alternative spaces are available for staff to take their break e.g. empty classroom / offices 	Y Y	<ul style="list-style-type: none"> These measures have been in place throughout – staff are very familiar with them Higher numbers of staff can be accommodated through the staggered lunch and break systems Sanitising products are available on each table and at the Hygiene station Staff are recommended wear a face covering where social distancing is not possible 	3x1=3
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
HAZARD: Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so RISK: Children fall further behind with their learning	1x4=4	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions will be advised of up to date guidance and discussions will be held with them on a case by case basis regarding attendance at school as required Parents have been asked to make the school aware of pupils' underlying health conditions The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. The register of pupils with underlying health conditions is regularly updated. Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments 	Y Y Y Y Y	<ul style="list-style-type: none"> WEBSITE – information on Covid 19 pages for reference Parents reminded to keep asthma inhalers up to date Asthma plans will be updated with the new class teacher as soon as possible on return Medical plans updated with new class teachers and other agencies where applicable SLT (Phase Leaders) meet with parents where particular need is identified 	1x2=2
4.2 Staff with underlying health issues					
HAZARD: Staff at higher risk of serious illness or adverse effects if they contract Covid 19 become ill RISK: staff shortages, Insufficient teachers to teach classes	2x4=8	<ul style="list-style-type: none"> Staff with underlying health issues are able to meet with their Phase leader to discuss mitigation of risk Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as higher as set out in the latest government guidance. 	Y Y Y Y	<ul style="list-style-type: none"> Individual support will continue to be provided in the form of 1 to 1 conversation with SLT / HT as required Full sharing of risk assessments Relates to very small numbers of staff Routine annual Flu Vaccinations for staff took place in the Autumn term Leaders have a good picture of the vaccination status of staff (presently 96% fully vaccinated) 	2x1=1
5. Enhancing Mental and Physical Health support for pupils and staff					
5.1 Mental health concerns – pupils					
HAZARD: Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general RISK: children become upset / distressed attendance may suffer as a result of anxiety –	3x3=9	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	Y Y Y Y	<ul style="list-style-type: none"> All staff have had CPD on Adverse Childhood Experiences The school is taking part in the Well Together Programme Children from Y2 upwards will take part in well-being surveys bi-annually A PSHE plan will be provided for all teachers Weekly dedicated circle time topics respond to need 	3x1=3

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
lessons could be disrupted		<ul style="list-style-type: none"> Two Senior Leaders and one additional middle leader are trained as Mental Health Champion's Training (Place2Be) 		<ul style="list-style-type: none"> Weekly assemblies will also address any issues arising Messy play interventions for those children who need them Further therapeutic play / mindfulness ideas shared with all teachers Rules and routines consistently applied and enforced by teachers will reassure anxious children 	
5.2 Mental health concerns – staff					
<p>HAZARD: The mental health of staff has been adversely affected during COVID-19 crisis in general and increasing time away from family and friends</p> <p>RISK: mental health issues lead to absence from work due to illness-leads to shortages of staff / staff unable to support children's behaviour effectively</p>	4x3=12	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. 	Y Y Y Y	<ul style="list-style-type: none"> Staff have received CPD which included focusing on and noticing signs of anxiety and stress in colleagues The school is taking part in the Well Together Programme Leaders continue to survey staff regularly about their well-being and seeks staff opinion on control measures Staff survey provides overview of well-being and anxiety levels HT takes account of survey when planning and provides responses as applicable Counselling Support is available as needed Socially distant training manageable so that staff can see colleagues Strong Communication and decisive leadership contributes to the alleviation of anxiety in staff 	4x2=8
5.3 Bereavement support					
<p>HAZARD: Pupils and staff are grieving because of loss of friends or family</p> <p>RISK: Disruption due to emotional outbursts from children / staff absence</p>	3x4=12	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y Y	<ul style="list-style-type: none"> 2x staff trained to support people who are bereaved or have suffered loss of any kind 	3x2=6
5.4 Physical Health - Children					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
HAZARD: Pupils' fitness levels have declined and levels of obesity in pupils rise RISK: Pupils do not have the energy needed to participate fully in lessons / become tired more easily / are ill more often and for longer	3x3=9	<ul style="list-style-type: none"> Year One to Year Six children participate in a minimum of 1x 2 hours PE slot per week includes full warm up Daily break activities promote safe physical activity Daily lunchtime activities promote safe physical activity Walking or riding a bike to school encouraged and promoted through social media Walk home alone scheme for Y6 children promoted Parents will not be able to park in the car park and are discouraged from using the car for short journeys 	Y Y Y Y Y	<ul style="list-style-type: none"> Breakfast club for Upper Years includes Sports Daily After school sports provision for Year 2 and above EYFS curriculum adds weighting to outdoor physical activity Grant funding will enable the school to open more widely for community sport use 	3x2=6
6. Operational issues					
6.1 Review of fire procedures					
HAZARD: Fire procedures are not appropriate to cover new arrangements RISK: inadequate procedures lead to confusion or cross-contamination during fire evacuations – ultimately potential for injury during evacuation	3x3=9	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Pupils operating in discrete year class groups Staff moving between discrete class groups Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y Y Y Y	<ul style="list-style-type: none"> Fire Marshals will be reviewed and revised for re-opening Fire evac plans modified as appropriate Fire practice termly 	3x1=3
6.2 Contractors working on the school site					
HAZARD: Contractors on-site whilst school is in operation RISK: cleaning control measures are compromised leading to increased risk of transmission	2x3=6	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) as required 	Y Y Y Y	<ul style="list-style-type: none"> Where possible all non-essential works will be carried out at times when the building is not occupied Any emergency repairs required or Covid related essential work will be risk assessed and approved by GAET Facilities Manager (SN) 	2x1=2

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7. Finance					
7.1 Costs of the school's response to COVID-19					
HAZARD: The costs of continuing additional measures and enhanced services to address COVID-19 places the school in financial difficulties RISK: impacts negatively on business continuity – school unable to provide vital services	3x2=6	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. 	Y Y Y Y	<ul style="list-style-type: none"> Some costs offset against reduced expenditure Further bids to be made for additional funding to cover catch up programmes 	3x1=3
8. Governance					
8.1 Oversight of the governing body					
HAZARD: Lack of governor oversight during the COVID-19 pandemic RISK: the school fails to meet statutory requirements.	3x3=9	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19 as applicable Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y Y Y Y Y	<ul style="list-style-type: none"> Weekly meetings between HT and CEO Governance lead for the Trust – advises on any updated guidance for Governors and is at the end of the phone for HT Dual sign off process Trustees have oversight of Governors minutes Lines of accountability within the trust and systems for reporting clear and well-established Governors are provided with up to date guidance and have access to appropriate training to enable them to carry out their duties 	3x1=3
9. Additional site-specific issues and risks					
9.1 Welcome Nurseries Access					
HAZARD: The Welcome Nursery shares school site	3x2=6	<ul style="list-style-type: none"> Liaison between nursery and school to be maintained – MH / PG / GW Use separate entrances Staggered arrival times and low numbers 	Y Y Y Y	<ul style="list-style-type: none"> Measures have been successfully in place throughout 2021 - Reviewed regularly No planned cross over of staff 	3x1=3

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
RISK: cross-contamination between two settings – leads to higher transmissions		<ul style="list-style-type: none"> • No on-site parking for parents – car park gates to be closed at 8.30 am until 3.30 pm 	Y Y	<ul style="list-style-type: none"> • One link gate to remain open to enable parents to join part of the one-way system to reduce congestion on the pavement outside the main gates • Supervised by SLT or Site Manager 	
		<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • 	