

# Coronavirus (COVID-19): risk assessment for pupils

## Grange Community Junior School

COVID19: Re-opening Risk Assessment and Action Plan – September 2021 **update - Measures currently suspended.** **Mar 22 update – Measures reduced**

As of 1/3/21 all staff, parents and households/support Bubbles have access to twice weekly, home Lateral Flow Tests. This is intended to minimise community transmission. From April, this is extended to the wider community.

Purpose of this document: This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Assessment conducted by: PB	Job title: Head teacher	
Date of assessment: Sep 2020	Review interval: Termly	Date of next review: Jan 2021, Apr 2021 Sep 21, Mar 22

### Related documents

Social Distancing Policy, First Aid Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behaviour Policy, DFE Guidance relating to COVID19

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures. Likely impact if not aware is major (could cause major harm or ill health)	H (possible)	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b><u>Social Distancing Policy</u></b></li> <li>- <b><u>Health and Safety Policy</u></b></li> <li>- <b><u>First Aid Policy</u></b></li> <li>- <b><u>Behaviour Policy</u></b></li> <li>- <b><u>Coronavirus (COVID-19) Full Opening Plan</u></b></li> <li>- <b><u>Reviewed Acceptable Use of IT policy (Dec 20)</u></b></li> <li>- <b><u>Reviewed Remote teaching and learning policy (Nov 20)</u></b></li> </ul> </li> <li>• The school has conducted a <b><u>Coronavirus (COVID-19): Risk Assessment for Full Opening in September</u></b>, which considers all areas of risk relating to coronavirus. <b><u>Reviewed in Jan 2021</u></b> <b><u>Reviewed in Mar 21</u></b> <b><u>Reviewed Sep 21</u></b></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 (2020) 'Guidance for schools: coronavirus (COVID-19)'</li> </ul> </li> <li>• Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• Parents receive a <b><u>Wider Opening letter</u></b> which explains the measures that are in place to ensure the safety of the school community.</li> <li>• Pupils are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around schools.</li> <li>• Parents are given further details of how to use the school Virtual Learning platform (Google Classroom) (<b><u>Dec 20</u></b>)</li> </ul>	Y	Headteacher	1.9.2020	M (remote)

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Cleaning. Likely impact of poor cleaning is major (could cause major harm or ill health)	H	<ul style="list-style-type: none"> <li>The <b>Cleaning Company</b> creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>Frequently touched surfaces being cleaned more often than normal.</li> <li>Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>Dining areas are restricted to classrooms. Two sittings now in hall. Years groups segregated (Sep 21) Years groups come into hall one after another with out a break for a second sitting (Mar 22)</li> <li>Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> <li>Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>Staff to ensure that they are regularly cleaning tables and equipment in the classroom (Oct 20)</li> <li>Staff to remind pupils about the need for not touching or sharing equipment that has not been cleaned beforehand (Oct 20)</li> </ul>	Y	Cleaners and teachers	1.9.20	M (remote)
Minimising contact with individuals who are unwell. Likely impact if contact is made is major (could cause major harm or ill health)	H	<ul style="list-style-type: none"> <li>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds. Is advised to stay home to avoid contact with people for 5 days and then continue to follow guidance until they have received 2 negative LFT on consecutive days. (Mar 22)</li> <li>Each class operate within its own bubble (Oct 20)</li> <li>PPA staff are not mixing across classes (March 21)</li> <li>Parents are informed via phone/letter not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus.</li> <li>Instances of pupils displaying coronavirus are managed in line with local and national guidance and any unwell individuals are sent home as soon as possible.</li> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> </ul>	Y	Admin staff/First Aid staff/SLT member	1.9.20	M(remote)

Area for concern	Risk rating prior to action  H/M/L	Control measures	In place?  Yes/No	By whom?	Deadline	Risk rating following action  H/M/L
		<ul style="list-style-type: none"> <li>• The school does not routinely take the temperature of pupils. But will do so at the start of a term/half term.</li> <li>• Any pupil who displays any symptoms is immediately sent home and parents asked to carry out a PCR test (Sep 21)</li> <li>• The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area that is at least two metres away from others. Depending on the age and needs of the pupil, they are supervised if needed.</li> <li>• If the pupil needs to use the toilet while awaiting collection, they use a spare toilet if possible. The toilet is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE is worn by supervising staff if they cannot maintain a distance of two metres. Optional (Sep 21)</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The area around the unwell individual is cleaned after they have left the premises.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>• Staggered end times to the school day to ensure that half the school are collected and then a 15 minute break until the next half are collected (Oct 20)</li> <li>• The back gate is open at the end of the school day to minimise the number of persons exiting through the car park gates (Oct 20)</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Test and trace. Likely impact if test not taken is major (may cause harm or ill health)	H	<ul style="list-style-type: none"> <li>Parents are informed, via a phonecall or letter, that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>Book a test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. Take a PCR test (Sep 21)</li> </ul> </li> <li>Parents of pupils who display coronavirus symptoms are encouraged to get their child tested.</li> <li>If available, the school provides parents with a home testing kit for their child if they develop symptoms.</li> <li>If available the school provides staff members with a home testing kit if they are thought to be risk by having been in contact/close proximity to any child/parent/other staff member who has had a positive test (Nov 20)</li> <li>Parents are asked to inform the school immediately of test results.</li> <li>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</li> <li>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. (From Sep 21 10 day period)(From Mar 22 5 day period)</li> <li>All school staff to undergo national testing 2x week from 25.1.21(Jan 21) Until end of March 2022 when free LFT ends (Mar 22)</li> </ul>	Y	Admin staff/First Aid staff	1.9.20	H-L (dependent upon test availability, time taken and outcome)
Issues with staff carrying out home testing from 21.1.21.	H	<ul style="list-style-type: none"> <li>Webinar watched by SLT</li> <li>Staff given instructions and video links of how to self test</li> <li>Information disseminated to staff members and non-staff members who regularly attend school. This includes the importance of testing and what to do, how to report, where to log any incidents which may occur</li> <li>AH set up recording template and ensure staff sign for tests</li> <li>AH to record all tests and to follow up staff who have not given information</li> <li>All staff and regular visitors to test 2x weekly and report results</li> </ul>	Y	PB, AH + staff	25.1.21	M

Area for concern	Risk rating prior to action  H/M/L	Control measures	In place?  Yes/No	By whom?	Deadline	Risk rating following action  H/M/L
Confirmed cases of coronavirus. Likely impact major (may cause harm or ill health)	H	<ul style="list-style-type: none"> <li>• Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus.</li> <li>• Where an individual 5 pupils or 10% of pupils in a 10 day period in the school community tests positive for coronavirus, the <u>headteacher</u> contacts the local HPT, PHE. LA <u>immediately</u>. (Sep 21)</li> <li>• The school works with the local HPT, PHE to manage the response, <u>as necessary (Sep 21)</u></li> <li>• Individuals at school who have been in close contact with someone who has tested positive are <u>sent home immediately</u>. Are asked to take a PCR test. Close contact is defined as follows: <ul style="list-style-type: none"> <li>- Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. They are advised to take a PCR test.</li> <li>• <u>A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</u></li> <li>• If required, all parents are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>• If the school has <u>two</u> five or more confirmed cases of coronavirus within <u>14</u> 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT and PHE who advises on additional actions.</li> <li>• <u>A 2 day pack of school work is sent home followed by further class work to ensure that the education of pupils does not suffer (Nov 20)</u></li> </ul>	Y	HT	7.9.20	H-L (dependent upon how individuals respond and how many individuals are affected)

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Hygiene practice. Likely impact if not adhered to (major may cause harm or ill health)	M	<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to in accordance with the relevant guidance from the DfE and PHE.</li> <li>• Pupils are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating and before and after PE (Oct 20)</li> <li>• Posters are displayed throughout the school reminding pupils to wash their hands regularly.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in bins.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• In line with current government guidance, face coverings are not recommended in education settings, e.g. the classroom. It is, however, at the discretion of the headteacher if staff and pupils are to wear face coverings in communal areas where the layout makes it particularly difficult to maintain social distancing, and where permitting their use would provide additional confidence to parents to support a full return of pupils.</li> <li>• All staff, parents and visitors are asked to wear face masks outside on the playground (Oct 20)</li> <li>• The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>• Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behaviour Policy and Covid Addendum.</li> </ul>	Y	Teachers	7.9.20	M-L(dependent upon how individuals respond)
Social distancing. Likely impact if not adhered to Major-Severe illness.	H-M	<ul style="list-style-type: none"> <li>• Social distancing measures are implemented in line with the Social Distancing Policy.</li> <li>• Visual aids are used to display social distancing measures in the school office only (March 22)</li> <li>• Pupils are separated into groups (or 'bubbles'). This is now a flexible arrangement dependent upon the numbers of cases being experienced in school. (Sep 21)</li> <li>• Most bubbles are the size of a full class and pupils do not mix with those outside</li> </ul>	Y	HT & teachers	7.9.20	M-L(dependent upon how individuals respond)

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>of their bubble. Year groups are now a bubble and in some cases wing groups. (Sept 21)</p> <ul style="list-style-type: none"> <li>Pupils' educational and care support plans are provided as normal with any appropriate adjustments</li> <li>Classrooms are adapted to support social distancing, including seating pupils facing forwards, and moving furniture out of classrooms to make more space.</li> <li>Pupils encouraged to queue one-two metres apart at entrances and exits where feasible to do so. (Oct 20)</li> <li>Lesson start and end times are staggered to reduce the number of pupils in the corridors at once.</li> <li>Breaktimes and lunchtimes are staggered to reduce the number of pupils congregating in break and lunch areas at once.</li> <li>Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once.</li> <li>Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases.</li> <li>The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>Where necessary, school transport is restricted to essential use only e.g The Hive.</li> <li>Where school transport is essential, infection control and social distancing measures are implemented.</li> <li>Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the Behavioural Policy and the addendum to the policy.</li> <li>Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children.</li> <li>Back gate opened at end of school day to help ease movement (Oct 20)</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Catering. Likely impact if not adhered to is minor	L	<ul style="list-style-type: none"> <li>• Arrangements in place to provide a limited menu that children can eat in their classrooms.</li> <li>• Lunches are eaten in children's classrooms at the designated time.</li> <li>• Lunches are transported in class boxes and waste is bagged and disposed of.</li> <li>• The break time snack bar will cease.</li> </ul>	Y	Kitchen staff school staff	7.9.20	L
Resources Likely impact if not adhered to is minor	M	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble/ class or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, and mobile phones.</li> <li>• Pupils are permitted to bring bags to school.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation in relation to using the resources is put in place.</li> </ul>	Y	Teachers	7.9.20	L
Communication Likely impact if not adhered to is Major-minor (dependant upon outcomes of actions)	M	<ul style="list-style-type: none"> <li>• The school keeps pupils and parents updated about any changes to school procedures as necessary.</li> <li>• The school communicates with parents via letter regarding any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe.</li> <li>• Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>• The SLT is actively present around the school to provide additional support, advice and reassurance.</li> </ul>	Y	SLT	1.9.20	L
Mental health, wellbeing and safeguarding Likely impact if not adhered to is Severe-minor	H	<ul style="list-style-type: none"> <li>• The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. (as necessary) Mar 22</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> </ul>	Y	Teachers Inclusion Manager Headteacher	7.9.20	M

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Staff are vigilant in discerning pupil mental health and report any concerns to the Inclusion Manager.</li> <li>• Staff are sensitive to pupils' needs and worries.</li> <li>• Pupils who are new to the school, e.g. Year 3 pupils are provided with the appropriate support.</li> <li>• The Inclusion Manager will liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li> <li>• The Inclusion Manager will_ identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.(see Covid addendum)</li> <li>• The head teacher and Inclusion Manager ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and pupils have access to psychological support when the school reopens.</li> <li>• The Inclusion Manager/DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</li> <li>• The Inclusion Manager/DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• Bereavement is managed in line with the Bereavement Policy and advice from EP (Mar 21).</li> <li>• Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils.</li> <li>• Additional PHSE units of work undertaken</li> <li>• Frequent conversations with parents of pupils who are showing mental health issues (Oct 20)</li> <li>• Work with other agencies such as PBS, EP and school nurse (Oct 20)</li> <li>• Staff wellbeing questionnaire (Nov 20)</li> <li>• Pamper day for staff (Dec 20)</li> <li>• Staff social activity (Dec 20)</li> <li>• School purchase covid test kits to reassure staff (Dec 20)</li> <li>• EP to carry out virtual meetings with each teacher to discuss issues with any child (Nov20)</li> <li>• Staff CPD on anxiety from EP (Jan 21)</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Staff workload reduced. Working in teams of 4 (Jan 21)</li> <li>• </li> </ul>				
Access to learning Likely impact if not adhered to is Severe-minor	M	<ul style="list-style-type: none"> <li>• The curriculum leaders' work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>• The teachers/Inclusion Manager identify what provision can be reasonably provided for pupils with EHC plans if needed.</li> <li>• The IT lead and teachers ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>• Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> <li>• The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> <li>• Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</li> <li>• PE lessons take place outside where possible and pupils are kept in consistent groups.</li> <li>• Science lessons to continue to follow all school social distancing rules. Pupils not to carry out practical experiments which involve blowing or breathing. All equipment to be sanitized and not used again for 72 hours. Teachers follow CLEAPSS guidance.</li> <li>• In the event of a lockdown of either a bubble or the whole school teaching staff will prepare a 2 day emergency pack of work followed by a pack of work which mirrors the objectives that should currently be taught. Work will be supplied on Google Classroom for any pupil self isolating (Mar 22)</li> <li>• Remote Learning policy reviewed (Nov 20)</li> <li>• Remote Learning risk assessment carried out (Jan 21)</li> <li>• Staff briefed on safeguarding implications and procedures if pupils are not attending remote learning (Jan 21)</li> <li>• Staff briefed on risk and mitigation measures involved with Live streaming lessons (Jan 21)</li> </ul>	Y	IT leaders  Teachers	7.9.20	L

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Extra-curricular activities Likely impact if not adhered to is Major-minor	H	<ul style="list-style-type: none"> <li>• Before- and after-school clubs can resume but will be under the protocols for staying safe.</li> <li>• Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.</li> <li>• A reduced number of pupils per session attend before- and after-school clubs once they resume.</li> <li>• Clubs resume in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> <li>• Parents are informed, via letter, of any before- and after-school clubs that are resuming.</li> <li>• Consideration will be given to all trips. They may be cancelled, rescheduled or run under Covid-19 protocols</li> <li>• Where possible extracurricular events are virtual (Oct 20)</li> </ul>	Y	Breakfast club leaders (66 coaching)  After school club lead	7.9.20	M
Behaviour expectations Likely impact if not adhered to is-minor	M	<ul style="list-style-type: none"> <li>• The school's Behaviour Policy and addendum sets out behaviour expectations for pupils.</li> <li>• Expectations are communicated clearly to pupils and parents.</li> <li>• Pupils who are struggling to re-engage with school are supported appropriately by relevant staff.</li> <li>• Moving pupils into table groups to better meet their learning needs and behavioural incidents related to this (Nov 20). Strict rows only guidance (Jan 21)</li> <li>• Back to table groups Sep 21</li> <li>• Allowing year group bubbles to operate if needing to ask pupil to carry out step 4 (Nov 20)</li> </ul>	Y	SLT	7.9.20	L
Safeguarding Likely impact if not adhered to is-Severe-minor	M	<ul style="list-style-type: none"> <li>• DSL or DDSL always contactable</li> <li>• On return to school staff are prepared for receiving potential disclosures</li> <li>• Staff use Teams to attend meetings</li> <li>• Addendum to Safeguarding policy to reflect Covid-19</li> <li>• Work with agencies to support vulnerable pupils and families</li> </ul>	Y	SLT	7.9.20	L
Attendance Likely impact if not adhered to is Severe-minor	H	<ul style="list-style-type: none"> <li>• Parents are informed, via letter that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up, in line with the Attendance Procedures.</li> <li>• In line with the most recent shielding advice, pupils that have been shielding can attend the school site.</li> </ul>	Y	SLT	7.9.20	M

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>Any concerns from parents and pupils about being on school site are discussed between appropriate individuals.</li> <li>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to re-engage these pupils.</li> <li>In line with Dfe guidance parents will be advised that non-attendance at school due to parental choice will be treated as an absence and absence procedures are followed in the usual way. Although no fine will be instigated (Jan 2021)</li> </ul>				
Uniform Likely impact if not adhered to is minor	M	<ul style="list-style-type: none"> <li>Pupils are required to wear full school uniform.</li> <li>Expectations of uniform are communicated to pupils and parents at the start of Autumn term.</li> </ul>	Y	Teachers	7.9.20	L
Emergencies Likely impact if not adhered to is minor	M	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as possible in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy.</li> <li>The headteacher/H &amp; S Officer reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly.</li> </ul>	Y	HT H & S lead	7.9.20	L

Area for concern	Risk rating prior to action H/M/L	Control measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Contingency planning Likely impact if not adhered to is minor	M	<ul style="list-style-type: none"> <li>There is an Emergency plan that can be implemented if a local outbreak of coronavirus occurs.</li> <li>The headteacher liaises with the LA about local lockdown arrangements.</li> <li>There is a plan in place for remote learning</li> </ul>	Y	HT	7.9.20	L
Visitors to school Likely impact if not adhered to is Major-minor	H	<ul style="list-style-type: none"> <li>Parents are asked to ring or email as much as possible. Face to face meetings are limited.</li> <li>School reception has sanitizer on entering and barrier.</li> <li>Non routine visitors (including persons to work with children with EHCPs or members of HIAS) to school must be by prior arrangement and all visitors must observe Covid protocols for social distancing.</li> <li>Visitors will be offered a disposable face mask to wear during their visit.</li> <li>Visitors will NOT be provided with food or drink during their visit</li> <li>Visitors are advised to bring a bottle of water for their own use.</li> <li>Visitors are asked to avoid using toilet facilities where possible to reduce the risk of cross infection.</li> <li>Visitors to sanitise their hands and dispose of their masks before leaving.</li> <li>Visitors will sign in the visitors' book and asked to declare their health status prior to being allowed entry to the premises.</li> <li>Visitors to be fully informed of the risk to their own Health and Safety and the Health and Safety of others in the school</li> <li>School will put measures in place to reduce this risk as far as practically possible but the risk cannot be eliminated. (Mar 21)</li> </ul>	Y	Office staff	7.9.20	M
Governors Likely impact if not adhered to is minor	L	<ul style="list-style-type: none"> <li>Meetings make take the form of virtual meetings as per the agreed calendar</li> <li>All correspondence communicated via Governor Hub</li> <li>Governors are clear about their role in the re-opening of school and support to leaders</li> <li>Some aspects of governance may be on –hold where governors would need to be in school and mixing in bubbles</li> </ul>	Y	Governors	3.9.20	L
Fire Likely impact if not adhered to is Major-minor	H-M	<ul style="list-style-type: none"> <li>Practice fire drills will take place as normal. We will run a full alarm, however staff will be aware of the timing so that we can avoid any cross-contamination of bubbles. In the event of an alarm or real fire then the focus will be on evacuating the building speedily over keeping the bubbles apart. Staff will be mindful of trying to respect the bubbles however in a potential emergency situation the focus will be on speedy evacuation.</li> <li>Pupils will be asked to stand distanced to one another if possible.</li> </ul>	Y	All staff	7.9.20	L

