



## **Coronavirus (COVID-19): risk assessment for full opening in September**

Schools are being asked to welcome back all pupils from September, ensuring the risks from coronavirus (COVID-19) are managed while doing so. This means that school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks. Schools must make sure a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

School employers have a legal duty to consult their employees on health and safety in good time. It may also be appropriate to involve pupils and parents in these discussions to help them understand the measures that are being put in place.

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 staff to do this.



**Waterloo Primary Academy**

Assessment conducted by: SLT	Job title: Senior Leadership Team	
Date of assessment: 17/07/2020	Review interval: As required	Date of next review: As required

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	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	<b>H</b>	<ul style="list-style-type: none"> <li>• All pupils, staff 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>Health and Safety Policy</u></b></li> <li>- <b><u>Infection Control Policy</u></b></li> <li>- <b><u>First Aid Policy</u></b></li> <li>- <b><u>Coronavirus (COVID-19) Full Opening Plan</u></b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- 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> <li>- DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'</li> </ul> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> </ul>	<b><u>Y</u></b>			<b><u>M</u></b>

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		<ul style="list-style-type: none"> <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>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via <b>email</b>.</li> <li>• The <b>SBM</b> conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils.</li> <li>• The <b>SLT</b> reviews relevant school policies to ensure they account for new provisions.</li> <li>• Visits to school will be restricted to only those absolutely necessary</li> </ul>				
Premises	<b>H</b>	<ul style="list-style-type: none"> <li>• The <b>site manager</b> checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> <li>• The <b>site manager</b> identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.</li> <li>• A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</li> <li>• Roof and loft inspections are not carried out by untrained personnel.</li> </ul>	<b>Y</b>			<b>M</b>

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		<ul style="list-style-type: none"> <li>• A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.</li> <li>• The <b>site manager</b> checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> <li>• The <b>site manager</b> checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> <li>• The <b>site manager</b> checks all security systems for integrity and that they are in working order.</li> <li>• The <b>SBM</b> makes insurers aware of the building's state of use.</li> <li>• The <b>headteacher</b> ensures that the insurer's risk mitigation requirements are enacted and observed.</li> <li>• All key holder information is updated in accordance with the insurer's instructions, where required.</li> <li>• The <b>site manager</b> checks for any signs of pests, and any damage or loss of supplies as a result of pest activity.</li> <li>• External signage is visible to show that access to the school premises is restricted.</li> <li>• Any hazards found during checks on the premises are reported to the <b>headteacher</b> as soon as possible and issues are resolved prior to the school reopening to more pupils.</li> <li>• The <b>headteacher</b>, in conjunction with the <b>governing board</b>, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>				

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		<ul style="list-style-type: none"> <li>The <b>headteacher</b> identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly.</li> <li>Areas of the premises which remain closed are adequately secured and clearly identifiable.</li> <li>The <b>site manager</b> arranges for any changes to the premises to be made to account for social distancing measures.</li> <li>The <b>headteacher</b> limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs.</li> </ul>				
Gas supply, systems and equipment	<b>H</b>	<ul style="list-style-type: none"> <li>A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</li> <li>Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> <li>A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</li> <li>The <b>site manager</b> checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	<b>Y</b>			<b>M</b>
Electrical supply, systems and equipment	<b>H</b>	<ul style="list-style-type: none"> <li>A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</li> </ul>	<b>Y</b>			<b>M</b>

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		<ul style="list-style-type: none"> <li>• Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>• The relevant staff check that all phone and broadband connectivity is in working order.</li> <li>• A suitably trained technician checks that the main and emergency lights are in working order.</li> <li>• The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</li> <li>• The <b>site manager</b> ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>				
Heating and ventilation	H	<ul style="list-style-type: none"> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>• The <b>site manager</b> checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</li> <li>• All ventilation systems remain energised in normal operating mode.</li> <li>• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>• Where possible, the windows of occupied rooms are open.</li> </ul>	Y			M

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		<ul style="list-style-type: none"> <li>Ventilation to chemical stores remain operational.</li> </ul>				
Fire safety and evacuation routes	<b>H</b>	<ul style="list-style-type: none"> <li>A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> <li><b>The headteacher</b> ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>The <b>headteacher</b> identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	<b>Y</b>			<b>M/H</b>
Water storage, drainage systems and sanitary appliances	<b>H</b>	<ul style="list-style-type: none"> <li>A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> <li>All water systems are thoroughly flushed, e.g. toilets and taps, and the <b>site manager</b> commissions a water treatment specialist to chlorinate water systems where required.</li> <li>All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</li> <li>A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use.</li> <li>A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> </ul>	<b>Y</b>			<b>M</b>

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		<ul style="list-style-type: none"> <li>Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.</li> </ul>				
Lifts, automatic doors and plant equipment	<b>M</b>	<ul style="list-style-type: none"> <li>The <b>site manager</b> checks that lifts, stairlifts and automatic doors are in working order.</li> <li>The <b>site manager</b> ensures that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible.</li> <li>A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – the <b>site manager</b> ensures any required inspections take place as soon as possible.</li> </ul>	<b>Y</b>			<b>L</b>
Cleaning	<b>H</b>	<ul style="list-style-type: none"> <li>The <b>cleaning supervisor</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>Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> <li>The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the <b>COSHH Policy</b>.</li> </ul>	<b>Y</b>			<b>M/H</b>

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		<ul style="list-style-type: none"> <li>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</li> <li>Adequate amounts of suitable cleaning agents are available.</li> <li>PPE is available to members of staff who require it to carry out cleaning safely.</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> </ul>				
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> <li><b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds.</b></li> <li>Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the <b>Infection Control Policy</b>, and any unwell individuals are sent home as soon as possible.</li> </ul>	Y			M

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		<ul style="list-style-type: none"> <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 which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> <li>• If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom 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.</li> <li>• Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.</li> <li>• The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</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 school does not routinely take the temperature of pupils.</li> </ul>				
		<ul style="list-style-type: none"> <li>•</li> </ul>				
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Hand cleaning and respiratory hygiene	<b>H</b>	<ul style="list-style-type: none"> <li>• Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser.</li> <li>• Adequate amounts of soap, tissues and bins are available in the relevant areas.</li> <li>• Pupils and staff 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.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• In line with current government guidance, face coverings are not required to be worn on the premises.</li> <li>• Hygiene measures are explained to visitors and contractors upon their arrival.</li> </ul>	<b>Y</b>			<b>M/H</b>
Minimising contact between individuals and maintaining social distancing	<b>H</b>	<ul style="list-style-type: none"> <li>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>• Pupils and staff are separated into groups (or 'bubbles').</li> </ul>	<b>Y</b>			<b>M/H</b>

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		<ul style="list-style-type: none"> <li>• Bubbles are separated into full year group and pupils do not mix with those outside of their bubble.</li> <li>• Staff can move between bubbles, but minimise close contact with others whilst doing so.</li> <li>• Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>• Pupils' educational and care support plans are provided as normal.</li> <li>• Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</li> <li>• Visual aids are used to display social distancing measures.</li> <li>• Pupils take break times and lunchtimes in their groups, and these breaks are staggered throughout the day.</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.</li> <li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <b>headteacher</b> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>• Start and finish times are staggered.</li> <li>• Parents are briefed on new provision for the drop-off and collection of their children.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Where necessary, school transport is restricted to essential use only.</li> <li>• Where school transport is essential, infection control and social distancing measures are implemented.</li> <li>• Public transport to and from school is minimised as far as possible. Where it is totally necessary, pupils are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible.</li> <li>• Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> <li>• Social distancing measures are explained to all contractors and visitors upon their arrival.</li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul>				
Resources	<b>H</b>	<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 or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> </ul>	<b>Y</b>			<b>M</b>

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		<ul style="list-style-type: none"> <li>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats and reading books.</li> <li>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</li> </ul>				
PPE	H	<ul style="list-style-type: none"> <li>PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>Masks/visors issued to all staff</li> <li>Masks are available to visitors on site</li> </ul>	Y			M
Mental health and wellbeing	H	<ul style="list-style-type: none"> <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>Staff and volunteers notify the <b>headteacher</b> and <b>HR</b> if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus.</li> <li>Extremely clinically vulnerable staff and volunteers notify the headteacher and <b>HR</b> if they wish to return to work following a period of shielding. The headteacher and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site.</li> </ul>	Y			M/H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> <li>• The <b>SLT</b> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• If required, staff can adjust their working hours, as agreed by the <b>SLT</b>.</li> <li>• The <b>headteacher</b> ensures that the school can be adequately and safely staffed.</li> <li>• The <b>SLT</b> discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li> <li>• The <b>headteacher</b> and the <b>DSL</b> 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 <b>headteacher</b> and the <b>SENCO</b> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>• The <b>headteacher</b> and <b>DSL</b> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Staff and pupil bereavement is managed in line with the <b><u>Bereavement Policy</u></b>.</li> </ul>				
Attendance	<b>H</b>	<ul style="list-style-type: none"> <li>Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the <b><u>Attendance Policy</u></b>.</li> <li>In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.</li> <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 staff, 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 reengage these pupils.</li> </ul>	<b>Y</b>			<b>M</b>

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		<ul style="list-style-type: none"> <li>The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>				
Access to learning	M	<ul style="list-style-type: none"> <li>The <b>headteacher</b> and curriculum/year leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>The <b>headteacher</b> and curriculum/year leaders identify what provision can be reasonably provided for pupils with EHC plans.</li> <li>The <b>headteacher</b> and curriculum/year leaders work with teaching staff to 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 or in a horseshoe shape.</li> </ul>	Y			M

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		<ul style="list-style-type: none"> <li>PE lessons take place outside where possible and pupils are kept in consistent groups.</li> </ul>				
Extra-curricular activities	<b>H</b>	<ul style="list-style-type: none"> <li>The SLT determines whether before- and after-school clubs can resume.</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 are resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> </ul>	<b>Y</b>			<b>M</b>
Safeguarding	<b>H</b>	<ul style="list-style-type: none"> <li>The <b>DSL</b> 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 <b>DSL</b> ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The <b>DSL</b> ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> </ul>	<b>Y</b>			<b>H</b>

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Behaviour expectations	H	<ul style="list-style-type: none"> <li>The school's <b>Behavioural Policy</b> sets out behaviour expectations for pupils.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y			M/H
Catering	L	<ul style="list-style-type: none"> <li>The <b>SBM</b> liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term.</li> </ul>	Y			L
Educational visits	L	<ul style="list-style-type: none"> <li>The school is able to resume non-overnight domestic visits.</li> <li>Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure.</li> <li>Prior to any visit, a risk assessment is undertaken by the <b>trip leader</b></li> </ul>	Y			L
Uniform	L	<ul style="list-style-type: none"> <li>The <b>governing board</b> decides whether full school uniform is required.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> </ul>	Y			L
Communication	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> puts into place any actions or precautions advised by the local HPT.</li> <li>The <b>headteacher</b> liaises with the LA and relevant unions about reopening the school and includes any local guidance into the <b>Coronavirus (COVID-19) Opening Plan</b>, where required.</li> <li>The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li> </ul>	Y			M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Parents are informed via <b>letter</b> about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>• Parents and their children are encouraged, where possible, to walk or cycle to school.</li> <li>• Staff and volunteers are informed via <b>email</b> about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The <b>headteacher</b> liaises with the <b>governing board</b> about possible arrangements for reopening the school, where necessary.</li> <li>• The <b>SBM</b> communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>• The <b>headteacher</b> informs staff, volunteers and the <b>governing board</b> about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Practical measures in early years settings	<b>H</b>	<ul style="list-style-type: none"> <li>• The setting is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible.</li> <li>• Physical distancing between groups of children and staff is implemented as far as possible.</li> <li>• The use of communal spaces is managed to limit the level of mixing between bubbles.</li> <li>• The use of private outdoor space is maximised to ensure social distancing measures can be adhered to.</li> <li>• Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively.</li> <li>• A good supply of disposable tissues is available throughout the premises and ‘catch it, bin it, kill it’ is encouraged through signage.</li> <li>• An enhanced cleaning schedule is put in place.</li> <li>• Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the <b>COSHH Policy</b>.</li> <li>• All items that are laundered are washed in line with <u>government guidance</u> (‘COVID-19: cleaning of non-healthcare settings’) and are not shared by pupils between washes.</li> </ul>	<b>Y</b>			<b>M/H</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Clear procedures are put in places to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</li> </ul>				
Contingency planning	<b>H</b>	<ul style="list-style-type: none"> <li>• There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> </ul>	<b>Y</b>			<b>M</b>
Test and trace	<b>H</b>	<ul style="list-style-type: none"> <li>• Staff members and parents are informed 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.</li> </ul> </li> <li>• Anyone in school who displays symptoms is encouraged to get a test.</li> <li>• If the school believes an individual may face barriers to accessing a test elsewhere, the school provides individuals with a home testing kit.</li> <li>• Staff are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> </ul>	<b>Y</b>			<b>H</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <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.</li> <li>• Individuals who test positive are encouraged to report on the NHS Test and Trace app.</li> <li>• Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning. If a member of staff receives notification, the school will consider the action that needs to be taken to ensure continuity of education.</li> <li>• Test kits stored on the school site are kept at ambient room temperature (5 to 22°C).</li> </ul>				
Confirmed cases of coronavirus	<b>H</b>					<b>H</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Confirmed cases of coronavirus		<ul style="list-style-type: none"> <li>• Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the DfE's dedicated advice service immediately.</li> <li>• The school works with the dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.</li> <li>• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 14 days. 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.</li> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	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 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 two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</li> </ul>				