Waterloo Primary Academy

Full school reopening 8 March 2021

Assessment conducted by: SLT	Job title: Senior Leadership Team	Covered by this assessment: Pupils, staff, visitors and carers
Date of assessment: 2 March 2021	Review interval: As required	Date of next review: As required

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

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff and their health and safety representatives will be notified of any changes to this risk assessment.

Last updated: 2 March 2021

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
Awareness of policies and procedures	**H**	All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: - **Coronavirus (COVID-19): Full Opening Plan** - **Health and Safety Policy** - **Infection Control Policy** - **First Aid Policy** - **Behavioural Policy** • Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: - **Health and Safety Policy** - **Infection Control Policy** - **Behavioural Policy** • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools coronavirus (COVID-19) operational guidance DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' - DfE (2021) 'Face coverings in education' - NHS Test and Trace (2021) 'How to guide' Rapid testing of primary and nursery workforce'	**Y**	**Headteacher**	**5.3.2021**	**M**

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		- DHSC (2021) 'Terms and Conditions for Covid-19 testing (Primary Schools)'
		• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.
		• The school keeps up-to-date with advice issued by, but not limited to, the following:
		  - DfE
		  - NHS
		  - PHE
		  - Department of Health and Social Care
		  - The school's local health protection team (HPT)
		• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via **email**, particularly any changes to processes to allow for the full opening of the school.
		• Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.
		• The **SBM** conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.
		• The **SLT** reviews relevant school policies to ensure they account for new provisions.				

Minimising contact with	H	• Pupils, staff and other adults **do not enter** the school premises if: ○ They have any symptoms of coronavirus.	Y	SLT	5.3.2021	M

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potential or confirmed coronavirus cases		○ They have tested positive for coronavirus in the last 10 days. ○ They are in a household with someone (including someone in their support bubble or childcare bubble if they have one) who displays symptoms or has tested positive in the last 10 days. ○ They are required to quarantine having recently visited countries outside the Common Travel Area. - Parents are informed via **Parent App, School Website, social media and letter** not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus. - Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. - Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they did not have symptoms. - Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the **Infection Control Policy**, and any individuals with symptoms are sent home as soon as possible. - Pupils awaiting collection are moved to a room where they can be isolated behind a closed door, with an open window, where possible, for ventilation. If it is not possible to isolate the pupil, they are moved				

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		to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the **Infection Control Policy**. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Symptomatic individuals who are sent home are directed to not use public transport to get home. • Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • 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. • The school does not routinely take the temperature of pupils. • The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its				

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		reasonable judgement, the pupil poses a risk of infection to other members of the school community.				
Face coverings	H	• Face coverings are required to be worn by staff and visitors in classrooms. Face coverings do not need to be worn in situations where wearing one would impact on the ability to take part in strenuous activity, e.g. PE lessons. • Visitors and staff are required to wear face coverings where social distancing is difficult between adults, e.g. in corridors and staff rooms. • The school does not require face coverings to be worn by those exempt from doing so, however evidence must be obtained to show exemption. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate. • Staff, visitor's, parents and carers are required to wear a face covering when on the school grounds. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.	Y	SLT	5.3.2021	M
PPE	H	• PPE is distributed to staff who provide intimate care for pupils who need this care and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.	Y	SLT	5.3.2021	M

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		• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.				

Hand cleaning and respiratory hygiene	H	• Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals:
		    o Arrival at school
		    o Return from breaks
		    o A change in rooms
		    o Before and after eating
		• The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant.
		• There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser.
		• Adequate amounts of tissues and bins are available in the relevant areas.
		• Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.
		• A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour
			Y	SLT	5.3.2021	M

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		expectations and communication around the importance of the measures. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • 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 lidded bins. • Pupils wash their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.				

Cleaning	H	• The **site manager and the cleaning supervisor** implements a cleaning schedule that ensures cleaning is generally enhanced and includes:
		   o More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.
		   o Frequently touched surfaces being cleaned more often than normal.
		   o Provision for ensuring toilets are cleaned regularly.
		• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.
		• The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the **COSHH Policy**.
			Y	**Cleaning supervisor**	5.3.2021	M

Last updated: 2 March 2021

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		• 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. • All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down.				
Social distancing	H	• 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. • Pupils are separated into bubbles. • Most bubbles are the **size of a full class** and pupils **do not mix** with those outside of their bubble. Where possible, social distancing is maintained within the bubbles. • Staff can move between bubbles, but minimise close contact with others whilst doing so. • 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. • The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases.	Y	SLT	5.3.2021	M

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		• The school assesses the ability of early years pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. • 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. • Pupils' EHC plans are provided as normal. • 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. • Visual aids are used to display social distancing measures. • Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day. • Start and finish times for the school day are staggered. • Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once. • Parents are briefed on provision for the drop-off and collection of their children. • Pupils queue two metres apart at entrances and exits. • 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. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether				

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		the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. • 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. • Arrangements are made to enable specialists, therapists, clinicians, and other support staff for pupils with SEND to continue to provide interventions as usual. • Pupils whose behaviour is purposefully contrary to the social distancing measures in place are managed in line with the **Behavioural Policy**. • 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.				
Resources	H	• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are thoroughly 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.	Y	SLT	5.3.2021	M

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		• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.				

Ventilation and heating	H	• The site manager 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.
		• All ventilation systems remain energised in normal operating mode.
		• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.
		• Ventilation to chemical stores remain operational.
		• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:
		  o Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs
		  o High level windows are opened in preference to low level to reduce draughts
		  o Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes
		• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.
		• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.
			Y	Site Supervisor	5.3.2021	L

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Fire safety	H	• A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The **fire safety officer** and **headteacher** 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. • The **headteacher** identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.	Y	HSO SLT	5.3.2021	M
Opening after reduced occupancy	M	• The **site manager** ensures all usual building checks are undertaken to make the school building safe. • Where buildings have been closed or had reduced occupancy, water systems are checked.	Y	Site Manager	5.3.2021	L
Rapid-result testing	H	• All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. • All rapid-result testing is carried out in line with the **Coronavirus (COVID-19): Mass testing information**. • The rapid-result testing scheme is carried out with staff members who have consented to take part. • Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. • All staff members who consent to take part are provided with the government's privacy notice and are required to read and confirm they understand this.	Y	SLT	5.3.2021	M

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		• All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide'. • Staff will self-administer the LFD tests. • Self-testing is conducted by staff members twice a week (3 to 4 days apart), in the mornings before staff come into work. • Staff are informed that the LFD test kits are not to be used if the staff member begins to develop symptoms of coronavirus. In this instance, the staff member begins self-isolating immediately and books a PCR test. • Testing kits are stored in a secure environment which prevents access to unauthorised personnel. • Testing kits are only issued to authorised staff members. • Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing. • Staff are instructed to administer their tests at home, and not on site. • Staff are instructed to collect self-test kits from the designated collection point. • A test kit log is in use and kept up to date with the relevant information required. • A test result log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's **Data Protection Policy** at all times. • The appointed COVID-19 coordinator is responsible for risk management and overseeing the staff self-testing scheme.				

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		• Only the appointed COVID-19 coordinator or registration assistant distributes staff kits and inputs data into test kit log or the test result log. • Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result is negative or void. • Staff are informed that they must communicate their results with the school's designated COVID-19 coordinator every time they take a test, even if the result is negative or void. • Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory PCR test. If the PCR test result is positive, they self-isolate for 10 days from the date of the original LFD test. • Staff are told to contact the COVID-19 coordinator if they have an incident while testing at home. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days.				

NHS Test and trace	H	• 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:
		    o Book a PCR test if they (or their child) display symptoms.
		    o 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.
		    o Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
			Y	SLT	5.3.2021	M

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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

		• Anyone in school who displays symptoms is encouraged to get a PCR test.
		 • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit.
		 • Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C).
		 • The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.
		 • Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address.
		 • Kits are not given directly to pupils but are instead given to the pupil's parent or carer.
		 • Parents and staff are asked to inform the school immediately of test results.
		 • 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 as long as:
		    o Everyone they live with who has symptoms tests negative.
		    o Everyone in their support bubble who has symptoms tests negative.
		    o They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.
		    o They feel well.				

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		• 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 or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period. • Staff and pupils aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • 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. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • 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 that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.				
Confirmed cases of coronavirus	Y	• Parents are informed, via **letter**, of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the **headteacher** contacts the DfE's dedicated advice service immediately.	Y	SLT	5.3.2021	M

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		• The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.
		
		• Individuals at school who have been in close contact with someone who has tested positive, or developed symptoms, are sent home immediately to self-isolate for 10 days. Close contact is defined as follows:
		    ○ 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)
		    ○ Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual
		    ○ Travelling in a small vehicle, like a car, with an infected person
		
		• Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test if asymptomatic, and continue to self-isolate for the next full 10 days.
		
		• Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive.
		
		• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.
		
		• Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.				

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		• The school can request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • 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 DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). • The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia.				
Attendance	M	• Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the **Attendance and Absence Policy**. • 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. • 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. • Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils.	Y	SLT	5.3.2021	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
		• 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. • Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school.				
Protecting clinically vulnerable individuals	H	• Shielding guidance remains in place for clinically extremely vulnerable individuals. • Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education. • Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms. • Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school. • A separate risk assessment is carried out for pregnant staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.	Y	SLT	5.3.2021	M

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		• The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The **SLT** considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the **SLT**. • The **headteacher** ensures that the school can be adequately and safely staffed.				
Workforce	M	• The **headteacher** and other relevant members of staff discuss how staffing deployment arrangements may need to be altered to allow for the return of all pupils. • Appropriate support for pupils with SEND remains in place. • Line managers discuss and agree any proposed changes in role or responsibility with members of staff. • The **headteacher** ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. • Supply teachers, peripatetic teachers and other temporary staff members can attend the school site and move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.	Y	**HR Headteacher**	**5.3.2021**	**L**

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		• Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. • The school continues its recruitment processes, but offers alternatives to face-to-face interviews where possible.				
Transport	**H**	• The use of public transport to and from school is minimised as far as possible. Where it is necessary, pupils are encouraged not to travel during peak times, and staggered start and end times to the school day are implemented to ensure this is possible. • Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.	**Y**	**SLT**	**5.3.2021**	**M**

Catering	**M**	• The school's kitchen is fully open and operates within usual legal requirements.
		• The Catering Manager liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with the DfE's 'Guidance for food businesses on coronavirus (COVID-19)'.
		• FSM or food parcels are provided for eligible pupils who are not attending school during term time where they:
		  – Are self-isolating.
		  – Have symptoms or a positive test result.
		  – Are a close contact of someone who has had coronavirus.
		  – Are not attending as a result of local restrictions advised by the government.
			Y	**Catering Manager Pastoral Team**	**5.3.2021**	**L**

Last updated: 2 March 2021

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
Remote learning	M	• While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. • The **headteacher** ensures that pupils taught remotely are set work that as a minimum covers three hours a day on average, and ensures • Teaching staff deliver all remote education in line with the expectations set out in the **Pupil Remote Learning Policy**. • The **headteacher** ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. • The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the **headteacher** in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed.	Y	**Heads of Year IT Manager**	5.3.2021	L
Uniform	M	• The **Headteacher** decides whether full school uniform is required. • Expectations of uniform are communicated to pupils and parents. • To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents.	Y	**SLT**	5.3.2021	L
Educational visits	M	• No educational visits are planned or take place.	Y	**SLT**	5.3.2021	L
Extra-curricular activities and	H	• The school works to resume all before- and after-school educational activities and wraparound childcare for all pupils, where this provision	Y	**SLT**	5.3.2021	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
wraparound provision		is necessary to support parents to work, attend education and access medical care, and to support pupils' wider education and training. • Parents are advised of the provision available. • Maximum numbers for pupils attending Breakfast Club is set at 30 • Maximum numbers for pupils attending After School Club is set at 40 • All pupils that attend breakfast club and after school club will remain in year group bubbles. • Breakfast Club session will run from 8.00am-9.00am • After School Club sessions will run from 2.45pm-5.30pm if a child is repeatedly collected late then the place will be cancelled. • Staffing levels will be determined according to pupils attending if maximum places they allocated in order of priority. • All safety measures as contained in this risk assessment will be adhered to in Breakfast Club and After School Club.				
Curriculum	H	• All pupils are given the support required to make good progress. • Relevant staff members discuss how the curriculum expectations can be met and ensure this is communicated across the school. • 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. • Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups. • Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. • Outdoor sports are prioritised where possible.	Y	Headteacher	5.3.2021	M

Last updated: 2 March 2021

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
		• Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene. • The **headteacher** decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures. • Competition between different schools does not take place.				
Behaviour expectations	H	• The school's **Behavioural Policy** sets out behaviour expectations for pupils and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, pupils and parents. • Pupils who are struggling to reengage with school are supported appropriately.	Y	**Headteacher**	**5.3.2021**	M
Wellbeing	M	• Staff are vigilant in discerning pupil mental health and report any concerns to the **Pastoral Team**. • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.	Y	**SLT** **DSL** **Senco**	**5.3.2021**	L

Last updated: 2 March 2021

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
		• Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the **SLT** to act on any concerns staff and volunteers may have. • The **SLT** discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. • The **headteacher** and the **DSL** liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. • The **headteacher** and the **SENCO** 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. • Teachers and the **SENCO** work together to ensure pupils with SEND are prepared for changes to their routine. • The **headteacher** and **DSL** ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The **DSL** ensures that adequate pastoral care is in place to support pupils and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Safeguarding issues are managed in line with the **Child Protection and Safeguarding Policy**.				
Safeguarding	H	• Ahead of full opening, the school's **Child Protection and Safeguarding Policy** is reviewed to reflect the return of more pupils.	Y	**Headteacher DSL**	5.3.2021	H

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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
		• The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • 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. • If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA.				
Contingency planning	M	• Remote education plans are in place for pupils who are self-isolating or shielding. • The school has a **Coronavirus (COVID-19): Contingency Plan** that can be implemented if restrictions need to be implemented due to coronavirus.	Y	SLT	5.3.2021	L
Communication	M	• The **headteacher** contacts the DfE's advice helpline for specific recommendations for their school. • The **headteacher** puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary.	Y	SLT	5.3.2021	L

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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
		• The school's website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. • Parents are informed via **letter, website, parent app and social media** about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. • Parents and their children are encouraged, where possible, to walk or cycle to school. • Staff and volunteers are informed via **email** about the relevant information regarding the running of the school during the pandemic, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • 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. • 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. • The **headteacher** liaises with the **governing board** about possible arrangements for running the school during the pandemic, where necessary. • Parents are informed via **letter, parent app, school website and social media** about the relevant information regarding the running of the school during the pandemic, e.g. social distancing measures and how lessons will be delivered.				

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
		• The **SLT** is actively present around the school to provide additional support, advice and reassurance. • The **SBM** communicates with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services. • The **headteacher** informs staff, volunteers and the **governing board** 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. • Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. • A record is kept of all visitors and contractors that come to the school site.				
Protective measures for early years settings only	H	• Social distancing between groups of children and staff is implemented as far as possible. • The use of communal spaces is managed to limit the level of mixing between groups. • The use of private outdoor space is maximised to ensure social distancing measures can be adhered to. • Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. • A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.	Y	**SLT Early Years Lead**	5.3.2021	M

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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
		- An enhanced cleaning schedule is put in place. - Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the **COSHH Policy**. - Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed. - Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. - All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes. - Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. - If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care.				

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