

COVID-19: Operational Risk Assessment - Lockdown from 5th November 2020

SCHOOL NAME: Rosh Pinah Primary School

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Jill Howson	05.11.2020	December 2020	Staff, pupils, parents, visitors, volunteers, contractors

Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to keep children, staff and other stakeholders safe during the period of lockdown from 5th November 2020. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as well as education and childcare settings (new national restrictions from 5th November 2020).

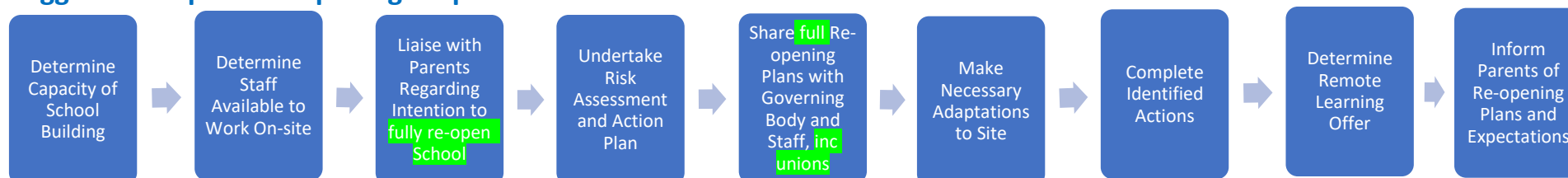
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/coronavirus-taxon/education-and-childcare>

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Remote Education Policy Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 The Health Protection (Notification Regulations) 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' Existing Risk Assessment for school phased re-opening	Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020)	https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Suggested Steps of Re-opening Preparation:



Risk matrix

Impact risk rating:				Probability risk rating:		Overall risk rating:	
5. Catastrophic				5. Almost certain to happen		16 or more - red	
4. Major – e.g. likely to result in school closure				4. Likely		12 to 15 - amber	
3. Moderate – e.g. likely to result in one or more classes having to close				3. Possible		9 to 11 – amber	
2. Minor				2. Unlikely		Below 9 – green	
1. Negligible				1. Negligible		Below 9 – green	
Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed	Risk rating following controls (1-25)
A. Staffing Resources							
1. Risk that there are Insufficient staff to support all the pupils to be in school	3	3	9	• Audit staff availability	Y	Audit and deployment completed in July 2020.	6
				• Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate (see guidance distributed previously)	Y	Individual Staff Risk Assessment reviewed and completed.	
				• Based on available staffing and any cover you are able to secure, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises.	Y	School is open for all year groups from September 2020. We have a soft start with children going into school and straight to their classrooms. Finish times are staggered for different year groups. Parents are not allowed in any of the classrooms. They have to wait outside in their designated areas. Home learning has been arranged under special circumstances if the child is	

						unable to attend school due to self-isolation, tested positive or a family member is tested positive – Covid 19. Remote education will be delivered to whole class if they have to self-isolate due to any confirmed Covid case in the class.	
				<ul style="list-style-type: none"> Ensure flexible and responsive use of teaching assistants 	Y	Our TAs are flexible and responsive.	
				<ul style="list-style-type: none"> Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible 	Y	Additional support for EHCP pupils. Children diagnosed with Autism are getting additional support in school and also from IAT teachers in Barnet.	
				<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test and trace 	Y	Send any staff displaying symptoms for immediate testing.	
				<ul style="list-style-type: none"> Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home) 	Y	Staff are responsible for delivering on site as well as home learning for those children who are not attending school due to self-isolation or tested positive.	
2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	3	3	9	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Y	SLT members are fully aware of staff health status and responsible for staff deployment.	6
				<ul style="list-style-type: none"> Full use is made of all qualified teachers. 	Y		
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Y	Staff rota is in place.	

				<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test and trace 	Y	Staff Handbook revised and updated with government guidelines on 5 th Nov 2020.	
				<ul style="list-style-type: none"> A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve. 	Y		
				<ul style="list-style-type: none"> Where possible, ensure pupils with SEND are prioritised to be in school. 	Y	All SEND pupils are in school.	
3. Risk of infection from use of supply teachers, temporary teachers, peripatetic teachers and deployment of ITT trainees.	3	3	9	<ul style="list-style-type: none"> Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies. 	Y		9
		3	9	<ul style="list-style-type: none"> Ensure visiting staff are aware of and adhere to distancing and hygiene measure and minimise contact to only pupils who need to be taught. 	Y	Visiting staff will only be allowed to provide therapy support in the designated areas for pupils with EHCP or welfare concern if urgently required following government guidelines.	9
		3	9	<ul style="list-style-type: none"> Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor. 	Y	Visitor Risk Assessments have been updated and shared.	9
			N/A	<ul style="list-style-type: none"> Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to. 	N/A		N/A
4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	4	3	12	<ul style="list-style-type: none"> Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible 	Y	Individual Staff Risk Assessment reviewed and completed.	6
5. Risk of not covering essential functions (first-aid, DSL, SENCo).	3	2	6	<ul style="list-style-type: none"> Provide cover for the role from within available staffing 	Y	The Headteacher, DSL & Deputy DSL responsible for safeguarding. All TAs are first-aid trained. Acting DHT (Inclusion) is responsible for all SEND related work.	2

				<ul style="list-style-type: none"> • Or remote support via another school, Academy Trust or the LA 	N/A		
				<ul style="list-style-type: none"> • Ensure First Aid certificates are up to date (previously extended for 3 months) 	Y	36 staff completed First Aid training on 1 st Sep 2020.	
				<ul style="list-style-type: none"> • Follow Covid19 first responders' guidance and Public Health guidance on use of PPE when administering emergency first aid as maximising distancing may not be possible to maintain while attending to individuals. 	Y	Staff will wear PPE when administering emergency first aid.	
				<ul style="list-style-type: none"> • Programme of training for additional staff in place (e.g. Safeguarding) 	Y		
6. Risks to health and safety because staff are not trained in new procedures.	3	2	6	<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. 	Y	Staff Handbook revised and updated 5 th Nov 2020.	2
				<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff prior to reopening (inc breakfast club and after school activities), and include: <ul style="list-style-type: none"> ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management 	Y	INSET days 1 st and 2 nd September. Updated guidance given to staff in bulletins alongside Staff Handbook.	
7. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them.	4	1	4	<ul style="list-style-type: none"> • An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance, and they must not be employed in any role where high-risk activities may be carried out, for example personal care. 	Y	Individual Risk Assessments in place for critically vulnerable staff.	4
				<ul style="list-style-type: none"> • All members of staff with underlying health issues have been instructed to make their condition or circumstances known to the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated 	Y		

				<ul style="list-style-type: none"> Members of staff who are classed as clinically vulnerable and clinically extremely vulnerable have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice 	Y	Staff who are classed as clinically vulnerable and clinically extremely vulnerable have taken advice from their GP / consultant.	
				<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable 	Y		
				<ul style="list-style-type: none"> Current government guidance is being applied. 	Y		
B. Teaching Spaces, the Learning and School Environment							
8. Risk of transmission within the school building (this includes breakfast club and after school activities)	3	3	9	<ul style="list-style-type: none"> Audit accommodation and the full range of curriculum needs in order to establish if class groups (30 children) are a feasible bubble size or if year group sized bubbles will need to be implemented. 	Y	<p>Year group bubbles of 60 from Sep 2020.</p> <p>Breakfast Club & After school wrap around care cancelled from 5th Nov 2020 following a review due to the growing number of children self-isolating and positive Covid contacts.</p>	6
				<ul style="list-style-type: none"> Take account of the unique needs of individual pupils, including those with SEN and the youngest children in the school. Pupils who have complex needs or who need close contact care: Their educational and care support should be provided as normal. 	Y	Individual Risk Assessment for SEN pupils with complex needs is in place.	
				<ul style="list-style-type: none"> Classes remodelled to allow for adults to maintain a distance (ideally 2 metres) from each other and ideally from children. 	Y	Seating arrangements remodelled to allow teachers / TAs to maintain a distance (ideally 2 metres) from children.	
				<ul style="list-style-type: none"> Reducing the amount of face to face interactions by arranging desks front facing, where age appropriate. 	Y		
				<ul style="list-style-type: none"> Protocols around reduction of contacts and maximising distance shared with pupils. These should be carefully demonstrated for pupils with 	Y	Teaching staff to brief and remind all pupils – reduction	

				<p>SEN, checking that the pupil has understood reduction of contacts and maximising distance. Where a pupil does not understand maximising distance or for those who need close contact care, education and care support should be provided as normal.</p>		<p>of contacts and maximising distance. Social Stories for children with special needs</p>	
				<ul style="list-style-type: none"> • Clear signage displayed in classrooms promoting reduction of contacts and maximising distance 	Y	<p>Signs are displayed in classrooms and all around the school.</p>	
				<ul style="list-style-type: none"> • Children stay with their own teacher/teaching assistant and where possible do not mix with other children ('bubble' model). This is particularly the case for pupils with SEN and younger children who are unable to adhere to reduction of contacts and maximising distance 	Y	<p>Staff deployed to bubbles and remain there where possible.</p>	
				<ul style="list-style-type: none"> • Where younger children are unable to reduce contact and maximise distance adults should avoid close face to face contact and minimise time spent within 1 metre of anyone. 	Y		
	3	3	9	<ul style="list-style-type: none"> • For breakfast and after school clubs schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. • If it is not possible to maintain the bubbles being used during the school day then schools should use small, consistent groups • As with physical activity during the school day, contact sports should not take place. 	Y	<p>Wrap around care discontinued from November 5th 2020 following a review due to the growing number of children self-isolating and positive Covid contacts.</p> <p>No outside providers are coming to provide after school activities.</p>	
9. Risk of transmission in large spaces used as classrooms/teaching spaces	3	2	6	<ul style="list-style-type: none"> • Limits are set for large spaces e.g. dining hall, school hall, sports hall to facilitate the reduction of contacts and maximise distance, minimising face to face contact. 	Y	<p>Staggered Lunch times for each year group bubbles. Dining hall sanitised as soon as each year group bubbles leaves the hall.</p>	4

				<ul style="list-style-type: none"> Large gatherings of more than one bubble should be avoided 	Y		
				<ul style="list-style-type: none"> Timetable design and layout arrangements in place to allow for the reduction of contacts and maximising distance whilst also keeping groups/bubbles apart. 	Y	Timetable is in place to ensure reduction of contacts / maximising distance between bubble groups.	
10. Risks of transmission during use of the outdoor learning environment for young children	3	2	6	<ul style="list-style-type: none"> Leadership are realistic about the difficulties of reducing contacts and maximising distance for young children in outside spaces 	Y		4
				<ul style="list-style-type: none"> Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside 	Y	Hand sanitisers are placed at the entrance points to and from the school playground. Every classroom has bins with lids.	
				<ul style="list-style-type: none"> Close down drinking fountains and make arrangements for individual water bottles for children 	Y	Children bring their own water bottles.	
				<ul style="list-style-type: none"> Large climbing equipment will be difficult to clean and might need to be shut down in the current circumstances if shared between bubbles. 	Y	Rota in place for equipment and cleaning. Each year group bubble has a designated area in the playground.	
				<ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam 	Y	One football per bubble group with cleaning instructions issued.	
				<ul style="list-style-type: none"> Games and activities which allow children's heart rate to raise and avoid the sharing of equipment are available 	Y	Sports coach is on lunch time rota to provide aerobic activities.	
				<ul style="list-style-type: none"> Outside spaces are divided and demarked for class groups of children to use to facilitate children staying in their groups. Where this is not possible year groups may form a larger bubble. 	Y	Each year group bubble has a designated area in the playground.	
				<ul style="list-style-type: none"> Where outside space must be shared arrangements for cleaning between bubbles are in place 	Y		
				<ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily 	Y		

				<ul style="list-style-type: none"> Bike and wheeled toy play: dependent on numbers – either name labels or label bikes, scooter etc for individual children to use, with their names or arrange for bikes to be wiped down by an adult, between use by the children. 	Y	No bikes or portable outdoor equipment in use	
				<ul style="list-style-type: none"> Consider the removal or covering of areas which are difficult to clean such as malleable materials and planting areas. Consider replacing with individual resources which can be replaced when each child has finished using them 	Y		
11. Risk of staff having to move between groups	4	3	12	<ul style="list-style-type: none"> Where staff have to move between bubbles to deliver the school timetable they should try to reduce contacts and maximise distance, keeping an ideal distance of 2 metres from pupils and staff where possible. 	Y	Staff Handbook revised and updated for staff to follow the guidelines on 5 th Nov 2020.	6
12. Risks of transmission due to movement around the school.	4	2	8	<ul style="list-style-type: none"> Arrange for corridors to be one-way where possible 	Y		6
				<ul style="list-style-type: none"> Clear signage and markers for the youngest children 	Y		
				<ul style="list-style-type: none"> Corridors are divided where feasible 	Y		
				<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible 	Y	SLT on duty at key points during lunchtime to manage this.	
				<ul style="list-style-type: none"> Movement of pupils and staff around the school is minimised 	Y	<p>Children stay in the classroom most of the time. They have a designated area in the playground. Lunch time is staggered to ensure they have their lunch only with their year group bubbles.</p> <p>Staff have been re-allocated to minimise mixing with different bubbles.</p>	

						Extra resources ordered to ensure there is no cross over of staff bubbles	
				<ul style="list-style-type: none"> Pupils are reminded regularly of protocols for reduction of contacts and maximising distance 	Y		
				<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance 	Y		
13. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	4	3	12	<ul style="list-style-type: none"> Start and departure times are staggered where possible 	Y	Soft start (kiss & drop) Children go directly to their classroom on a designated route. Staggered finish times. Teachers will only release children into the care of their own parent or guardian and have requested that only one parent comes at pick up time. This should minimise mixing and the numbers of people coming into school at the end of the day.	8
				<ul style="list-style-type: none"> Procedures in place to hold children to reduce family waiting time due to staggering and increase turnover of parking spaces 	Y		
				<ul style="list-style-type: none"> Stagger time for SEN Transport drop offs and pick ups 	N/A		
				<ul style="list-style-type: none"> Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council's Highways Department 	Y	Different pick up points for different year groups	
				<ul style="list-style-type: none"> Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom 	Y	SLT members available to greet children. Children use hand sanitisers before entering the school building and wash their hands before entering their classroom.	
				<ul style="list-style-type: none"> Unless essential, do not allow parents/carers to enter the buildings to drop off or collect 	Y	Different pick up time for different year groups in the	

				<p>children. If parents do need to enter the building ensure they have an understanding of the procedures in order to keep everyone safe. Do not allow gathering at the school gates to talk to other parents.</p>		<p>designated areas in the playground. Parents to wear face mask at pick up time and maintain social distance from each other.</p>	
				<ul style="list-style-type: none"> Consider special arrangements for settling children who are new to the school to enable the reduction of contacts and maximising of distance from parents where possible 	Y	<p>SLT members are always available to support and guide parents during drop off and pick up time daily.</p>	
				<ul style="list-style-type: none"> Identify drop off and pick up waiting areas that can reduce contacts and maximise distance 	Y	<p>Staggered pick up times for different year groups / defined pick up waiting areas in the playground.</p>	
				<ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queueing 	Y	<p>Extended soft start.</p>	
				<ul style="list-style-type: none"> Staff, pupils and parents are briefed and signage provided to identify entrances, exits and circulation routes 	Y	<p>SLT members stationed outside the school gate and in the Reception area to support pupils in the morning</p>	
				<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 	Y	<p>Pupils go directly to their classrooms</p>	
				<ul style="list-style-type: none"> Parents given advice on walking/cycling to school, avoiding public transport and minimising driving 	Y	<p>Newsletter and letter from the Headteacher</p>	
				<ul style="list-style-type: none"> Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage 	Y	<p>No storage provision.</p>	
				<ul style="list-style-type: none"> Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space 	N/A		
14. Increased risk of slips, trips and falls	3	1	3	<ul style="list-style-type: none"> Advice to pupils and families on maintaining road safety procedures despite changes. 	Y		2

and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.				<ul style="list-style-type: none"> For those that have to drive, advice on places they should and should not pick up, drop off and park. 	Y	Parents advised to stay in cars until any congestion is cleared.	
				<ul style="list-style-type: none"> Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families. 	Y		
				<ul style="list-style-type: none"> Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented. 	N/A		
				<ul style="list-style-type: none"> Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc. 	Y	Markings on the pavement in front of the school to follow social distancing guidelines	
				<ul style="list-style-type: none"> Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required. 	N/A		
15. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes	3	3	9	<ul style="list-style-type: none"> Break and lunch times are staggered 	Y	Break and lunch time are staggered for different bubbles.	6
				<ul style="list-style-type: none"> External areas are designated for different groups 	Y		
				<ul style="list-style-type: none"> Pupils are reminded about the protocols of reduction of contacts and maximising distance before every break time 	Y		
				<ul style="list-style-type: none"> Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. 	Y	Additional support for pupils with complex SEN needs.	
16. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes	3	2	6	<ul style="list-style-type: none"> Pupils are reminded about the protocols of the reduction of contacts and maximising distance before every lunchtime 	Y		4
				<ul style="list-style-type: none"> Pupils wash their hands before and after eating and on leaving and returning to the classrooms after outdoor play, break and lunch times or any activity away from their designated learning area. 		Daily protocol	
				<ul style="list-style-type: none"> Dining room areas and other spaces are configured to ensure the reduction of contacts 	N/A	Staggered lunch time for different year groups. Dining	

				and maximising distance measures are in place when the children eat. Where possible children will be front facing and facing the same direction i.e. not face to face.		hall gets sanitised after each year group leaves.	
				<ul style="list-style-type: none"> Floor markings are clear to avoid queues 	N/A		
				<ul style="list-style-type: none"> Other arrangements may be in place e.g. delivering packed lunches/grab bags to classrooms, pupils eating own packed lunches in classroom, pupils eating in outdoor spaces 	N/A		
				<ul style="list-style-type: none"> If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food 	N/A		
				<ul style="list-style-type: none"> Eating areas are thoroughly cleaned after lunchtime 	Y	Eating area in the lunch hall is cleaned after each year group bubble finishes their lunch.	
17. Staff rooms and offices do not allow for observation of reduction of contacts and maximising distance guidelines	4	2	8	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for the reduction of contacts and maximising distance 	Y	Staff to sanitise their hands before and after leaving staffroom. They can collect their food or hot drinks and return back to their bubbles to eat lunch. TAs have been provided with allocated areas to eat their lunch.	6
				<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms 	Y	All information has been shared with staff.	
18. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures	3	2	6	<ul style="list-style-type: none"> Reduction of contacts and maximising distance provisions are in place for medical rooms 	Y	All first aid to be administered in the classroom.	4
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged 	Y	Suspected Covid case to wait in the medical room. Medical rooms which will then not be used for general medical and be deep cleaned that evening.	
				<ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms 	Y	Specialist PPE has been provided through LBB and school purchases.	

				<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas 	Y		
19. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines	3	2	6	<ul style="list-style-type: none"> Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school. 	Y	Parents only enter school building during emergency.	4
				<ul style="list-style-type: none"> The maximising distance floor markings are clearly in place 	Y		
				<ul style="list-style-type: none"> Reduction of contacts and maximising distance protocols and guidance are clearly displayed to protect those staff on reception duty 	Y		
				<ul style="list-style-type: none"> Non-essential visitors to school and deliveries are minimised 	Y	No non-essential visitors will be permitted on the school site. Delivery drop off at the designated area.	
				<ul style="list-style-type: none"> Arrangements are in place for visitors to stay apart 		Socially distant meeting with one visitor under special or emergency requirements	
C. Hygiene and protective controls							
20. Risk that reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission.	3	3	9	<ul style="list-style-type: none"> Ensure frequent hand cleaning and good respiratory hygiene practices 	Y	Daily protocol	8
				<ul style="list-style-type: none"> Regular cleaning 	Y		
				<ul style="list-style-type: none"> Minimise contact and mixing (see above) 	Y	PPE provided	
				<ul style="list-style-type: none"> See sections above re start and end of day arrangements, playtimes and break times 	Y	Soft start (kiss and drop). Staggered departure time for different year groups.	
21. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear.	4	3	12	<ul style="list-style-type: none"> Testing of staff or pupils – if school has home testing kits - give to any symptomatic staff or pupil when they are sent home. If not, ensure the staff/parents/pupils know the process to get tested. 	Y	Staff Handbook Guidance SLT have attended Government webinar on how to administer home test kits. Information has been shared about testing of staff and pupils to whole community.	8
				<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus 	Y		

				<p>(COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home</p>			
				<ul style="list-style-type: none"> • Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Y	Staff Handbook Guidance	
				<ul style="list-style-type: none"> • PPE on hand. 	Y		
				<ul style="list-style-type: none"> • Active engagement with NHS Test and Trace 	Y		
22. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	4	2	8	<ul style="list-style-type: none"> • Consideration should be given regarding the continued use of items that are frequently used by multiple children that are not essential and difficult to keep clean, for example outdoor play equipment. 	Y	Cleaning of 'high touch' areas takes place at regular intervals throughout the day.	6
				<p>Establish arrangements for all frequently touched surfaces and equipment e.g.</p> <ul style="list-style-type: none"> • door handles • handrails • tabletops • play equipment • toys • electronic devices (such as phones) • specialist equipment, including equipment used by pupils with SEN 	Y	Thorough cleaning takes place at the end of each day.	
				<ul style="list-style-type: none"> • When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. 	Y		
				<ul style="list-style-type: none"> • Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. 	Y		
				<ul style="list-style-type: none"> • Limit the number of shared resources (such as pencils, arts equipment, etc.) between pupils in the same classroom. 	Y	Children bring their own stationery.	
				<ul style="list-style-type: none"> • Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books 	Y	Staff Handbook Guidance	

				<ul style="list-style-type: none"> Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations. 	Y	Hand sanitisers near the printers.	
				<ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. Ensure parent/carers are aware of this 	Y		
23. Risk of virus spreading because the school has insufficient materials and equipment	4	2	8	<ul style="list-style-type: none"> Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms 	Y		4
				<ul style="list-style-type: none"> Use of hand sanitisers at appropriate locations 	Y	Wall mounted sanitisers around school (before entering the main building / near the printer etc). Mobile sanitisers at the main Reception area and in the staffroom.	
				<ul style="list-style-type: none"> Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, 	Y	Pedal bins have been purchased. These are placed in the classrooms and in the playground.	
				<ul style="list-style-type: none"> Bins to be double bagged and emptied 	Y	At the end of the school day	
				<ul style="list-style-type: none"> Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom 	Y		
24. Provision and use of PPE for staff where required is not in line with government guidelines	3	2	6	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Y	https://www.nhsprofessional.s.nhs.uk/en/e-Library/Useful-Information/COVID-19-Donning-of-Personal-Protective-Equipment	4
				<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care, cleaning staff, receiving and handling deliveries) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely 	Y		

				<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing 	Y		
25. Pupils forget to wash their hands regularly and frequently	4	2	8	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. 	Y		4
				<ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class. 	Y		
				<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y		
26. Pupils' behaviour on return to school does not comply with reduction of contacts and maximising distance guidance	3	3	9	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for reducing contacts and maximising distance is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. For pupils with SEN, including those with Autism, use appropriate methods such as pictures/PECS and modelling. 	Y	<p>Pictures / Social Stories for pupils with SEN</p> <p>Class teachers reinforce daily protocols.</p>	6
				<ul style="list-style-type: none"> Staff model reducing contacts and maximising distance consistently. 	Y		
				<ul style="list-style-type: none"> The movement of pupils around the school is minimised. 	Y		
				<ul style="list-style-type: none"> Large gatherings are avoided inc assemblies 	Y	Assemblies are conducted via Google Meet.	
				<ul style="list-style-type: none"> Break times and lunch times are structured to support the reduction of contacts and maximising distance and are closely supervised 	Y		
				<ul style="list-style-type: none"> The school's behaviour policy has been revised and sets out clearly the consequences for poor behaviour and deliberately breaking the rules and how the school will enforce those rules including any sanctions. This is particularly the case when considering restrictions on 	Y		

				<p>movement within school and new hygiene rules.</p> <ul style="list-style-type: none"> Senior leaders monitor areas where there are breaches of reduction of contacts and maximising distance measures and arrangements are reviewed. Messages to parents reinforce the importance of reduction of contacts and maximising distance Arrangements for younger primary school children have been agreed and staff are clear on expectations. Arrangements for pupils with SEN have been agreed and staff are clear on expectations. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Through Newsletter/emails to parents</p>	
D. Premises and Buildings							
27. Risk that regular enhanced cleaning capacity is at a reduced level so that any deep-clean and ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required	4	2	8	<ul style="list-style-type: none"> A plan for cleaning staff on return to school (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced cleaning schedule should include: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach the regular cleaning of toilets Working hours for cleaning staff are increased 	<p>Y</p> <p>Y</p> <p>Y</p>		4
	3	2	6	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. 	<p>Y</p>		4

28. The use of fabric chairs may increase the risk of the virus spreading				<ul style="list-style-type: none"> Where that is not possible then ensure chairs are limited to single person use. 	Y		
29. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures	4	3	12	<ul style="list-style-type: none"> Follow DfE guidelines for number of pupils per toilet 	Y		6
				<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. 	Y		
				<ul style="list-style-type: none"> Floor markings are in place to enable reduction of contacts and maximising distance. 	Y		
				<ul style="list-style-type: none"> Pupils know that they can only use the toilet one at a time. 	Y		
				<ul style="list-style-type: none"> Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 	Y		
				<ul style="list-style-type: none"> The toilets are cleaned frequently as laid out in the enhanced cleaning schedule 	Y		
				<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels 	Y		
				<ul style="list-style-type: none"> Bins are emptied regularly. 	Y		
30. Fire procedures are not appropriate to cover new arrangements	4	2	8	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points A possible need for additional muster point(s) to enable reduction of contacts and maximising distance where possible 	Y	Fire Procedures completely reviewed to accommodate the new covid guidelines and ensure no mixing of bubbles.	4
				<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures (inc breakfast club and after school activities) 	Y		

				<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 	Y		
31. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively	4	2	8	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with reduction of contacts and maximising distance measures e.g. bubble muster points 	Y	Fire Evacuation Plans reviewed and amended.	4
				<ul style="list-style-type: none"> Review Personal Emergency Evacuation Plans – buddies are assigned or reassigned according to available persons. 			
				<ul style="list-style-type: none"> Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency 			
32. Fire marshals absent due to self-isolation	4	2	8	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	Arrangements in place due to the absence of fire marshals	4
33. All systems may not be operational	3	2	6	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate, see following link: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown 	Y		2
				<ul style="list-style-type: none"> All systems have been recommissioned including: Water systems (particularly legionella testing and controls in place) Electrical and gas safety checks Emergency escapes, lighting and fire detection systems Security systems Lifts and escalators Heating Ventilation systems 	Y		
34. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	4	2	8	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Y		
				<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y		4

				<ul style="list-style-type: none"> The following guidance has been followed where appropriate: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm 			
35. Lack of good ventilation means that there is risk of transmission	3	2	6	<ul style="list-style-type: none"> Ensure good ventilation in classrooms and common areas e.g. through opening a window Follow guidance in the following link: air conditioning and ventilation during the coronavirus outbreak. 	Y	Windows and doors are opened at regular intervals during the day to ensure good ventilation.	2
36. Visitors to the site (including parents) add to the risk	4	3	12	<ul style="list-style-type: none"> Signage giving routes, procedures, entrances and exits to be followed. Limit the external visitors to the school during school hours Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable) Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings 'virtually' 	Y Y Y Y	Office staff will sign all visitors IN / OUT Parents allowed on emergency basis only	6
37. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control	4	2	8	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure 	Y Y Y	Risk assessment for Contractors / Volunteers is in place.	6

				effective reduction of contacts and maximising distance is maintained at all times.			
				<ul style="list-style-type: none"> Alternative arrangements have been considered such as using a different entrance and exit for contractors and organising classes so that contractors and staff/pupils are kept apart. 	Y		
				<ul style="list-style-type: none"> Reduction of contacts and maximising distance is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	Y		
				<ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y		
E. General							
38. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3	1	3	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19 and its implications for the school. The school has carried out a full Health and Safety Risk Assessment to ensure it is Covid-19 secure. Staff, pupils, parents and governors have been briefed accordingly. 	Y		2
39. Curriculum/ Learning Environment	4	2	8	<ul style="list-style-type: none"> Consider what activity is more difficult/ not possible to be undertaken with reduction of contacts and maximising distance in place. Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g.: <ul style="list-style-type: none"> in PE pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports 	Y		6

				<p>avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> - In music lessons physical distancing and playing outside will be done wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. 			
				<ul style="list-style-type: none"> • Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support. 			
40. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4	2	8	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ○ Staff (inc staff at breakfast club and after school activities) ○ Pupils ○ Parents ○ Governors/Trustees ○ Local authority ○ Health services ○ Regional Schools Commissioner ○ Professional associations ○ Other partners ○ Neighbouring schools/EY settings 	Y		4
				<ul style="list-style-type: none"> • Parents are communicated with to make sure they know: <ul style="list-style-type: none"> ○ whether their child will be able to attend from 3rd Sept ○ what protective steps you're taking to make the school a low-risk place for their child 	Y	Information was sent out before the end of the Summer Term. Correspondence has been updated and communicated regularly to parents through the	

				<ul style="list-style-type: none"> ○ what you need them to do (such as on drop off and collection) • For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan 		<p>weekly newsletter and also emails.</p> <p>Individual Risk Assessment for SEN pupils with complex needs.</p>	
41. Pupils who are unable to attend school because they are complying with clinical and/or public health advice are not receiving access to remote education	4	2	8	<ul style="list-style-type: none"> • School is aware of current guidelines for shielding 	Y		2
			<ul style="list-style-type: none"> • Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. 	Y			
			<ul style="list-style-type: none"> • Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. 	Y	SLT members / family liaison officer/ class teachers and teaching assistants are regularly in contact with parents / carers.		
			<ul style="list-style-type: none"> • Schools have a regularly updated register of pupils with underlying health conditions. 	Y	Parents update medical information through sims parents app.		
			<ul style="list-style-type: none"> • Staff are available to ensure pupils at home continue to be provided with remote education 	Y	Blended learning is now in place for those who are complying with public health advice. Remote Education Policy in place.		
42. Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	2	2	4	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Y	SLT members, family liaison officer – Pastoral Support, Trailblazer Project. Children referred for 'Early Help', CAMHS and CAMHS in Schools services.	2
			<ul style="list-style-type: none"> • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Y	SLT members / Family liaison officer – Pastoral Support		

				<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). 	Y	PECS / Feeling Cards used for pupils with significant Social, Communication and Interaction needs	
				<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Y	Barnet Local Offer Website has useful links for mental health support Referral to CAMHS, Emotional Well-Being team, Trailblazer project & Early Help Team.	
43. The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	3	3	9	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Y	Staff are sign posted to school's mental health and well-being support services. Mental Health and Wellbeing Champion for staff is our Acting DHT who ensures that concerns are discussed and solutions offered.	4
				<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Y		
				<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing 	Y		
				<ul style="list-style-type: none"> Staff briefings/training on wellbeing are provided. 	Y		
				<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Y		
44. Lack of governor oversight during the COVID-19 crisis leads to the school failing to	2	1	2	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. 	Y	Regular contact between HT and Chair of Governors throughout this crisis in addition to online meetings.	2

meet statutory requirements.				<ul style="list-style-type: none"> The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 	Y		
				<ul style="list-style-type: none"> The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 	Y	The governors are updated on a regular basis.	
				<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Y		
				<ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y		
45. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing	3	1	3	<ul style="list-style-type: none"> Guidance on test and trace has been published. 	Y	Test and trace is being used.	2
				<ul style="list-style-type: none"> The guidance has been explained to staff 	Y		
				<ul style="list-style-type: none"> Post-testing and tracing support is available for staff. 	Y		
46. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	4	3	12	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 	Y		4
				<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. 	Y		
				<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply 	Y	Information is communicated through letters from the Headteacher / weekly newsletter.	

				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the local authority and, in the case of academies, the trust 	Y		
47. Staff (inc breakfast club and after school activities staff), pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	4	2	8	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. 	Y	Letter to parents from the Headteacher / newsletter/staff bulletins.	4
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y		
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		
48. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school including test and trace	4	2	8	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. 	Y	Staff Handbook Guidance Updated on 5 th Nov 2020.	4
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y	Staff Handbook Guidance	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		
49. Staff, parents and carers are not aware of recommendations on transport to and from school	4	2	8	<ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). Pupils, parents and staff travelling on public transport to wear face covering and to remove these safely when coming into school, following school procedures 	Y	Staff Handbook Guidance / newsletter Staff have access to disposable face masks on entering school if required and informed of the need to remove coverings safely	4