

COVID-19: Operational Risk Assessment for School Reopening in Sept 2021

SCHOOL NAME:

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Jill Howson Headteacher	26 th July 2021	Reviewed: 1 st September 2021 Next Review: 30 th September 2021	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 prepare for the re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment is undertaken in conjunction with the guidance on school reopening issued by the Department for Education: [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/actions/actions-for-schools-during-the-coronavirus-outbreak)

Note: this template is based on current guidance as of July 2021 and that the situation may change by September

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust/Union documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012 The Health Protection (Notification Regulations) 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Covid19 Education and Skills Service Strategy (July 2021) Education and Skills Service Recovery Planning support for schools (May 2021)	Guidance for schools: coronavirus (COVID-19) https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 Guidance for providers https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19-19-March-2021 https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19-22-February-2021 https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19-22-February-2021 Day-to-day running of a school https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak-19-July-2021 https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance-28-June-2021 https://www.gov.uk/government/publications/school-attendance-5-May-2021 https://www.gov.uk/guidance/how-to-complete-the-educational-setting-status-form-9-June-2021

		<p>https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak - 29 June 2021</p> <p>Safe working and protective measures https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges - 15 June 2021 https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges - 20 July 2021 https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers -19 July 2021</p> <p>Coronavirus (COVID-19) testing for staff and pupils https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers -22 April 2021</p> <p>Special educational needs and disability (SEND) https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings 19 July 2021</p> <p>Remote education and online learning https://www.gov.uk/guidance/help-with-accessing-and-buying-resources-for-remote-education - 23 November 2020 https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19 -13 July 2021 https://www.gov.uk/guidance/get-help-with-remote-education 3 December 2020</p> <p>Teacher training https://www.gov.uk/government/publications/coronavirus-covid-19-initial-teacher-training-itt 20 April 2021 https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers 21 June 2021</p>
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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	<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus. Staff in settings who are CEV should attend their place of work if they cannot work from home. <p>Note: we are awaiting further DfE guidance re; CEV people.</p>	Y	All staff including the clinically extremely vulnerable are attending the School and taking the necessary precautions to protect themselves.	6
				<ul style="list-style-type: none"> Establish how many and which staff will be available, if staff develop COVID-19 symptoms and isolating, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments for the CEV staff where appropriate (guidance to be published by the DHSC) 	Y	Individual Staff Risk Assessment reviewed every two weeks or as necessary	
				<ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises. 	Y	Adequate staffing for September 2021 is in place. Teachers are equipped to provide education off site for pupils who are not on the premises. Children who are onsite will continue to remain with the same member of	

						<p>staff in their year group bubble throughout the day to minimise transmission.</p> <p>Each year group bubbles have designated play areas. The organisation of year group bubbles are to continue and will be reviewed again in the Autumn Term)</p>	
				<ul style="list-style-type: none"> • Ensure flexible and responsive use of teaching assistants 	Y	<p>Our TAs are flexible and responsive and have been upskilled to facilitate online support for our pupils if needed.</p>	
				<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	<p>There is additional support from our Assistant Head for inclusion for SEN and Inclusion on site and also if children are accessing learning from home.</p> <p>Pupils with SEND have been allocated the same TA support as in School where possible.</p> <p>The provision for children with a specific high level of need will be risk assessed regarding support being provided on or off the school site.</p>	
				<ul style="list-style-type: none"> • From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	Noted	

				<ul style="list-style-type: none"> Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school). 	Y	Teaching staff who are responsible for planning and delivering lessons are in school. In the event of any teaching staff self-isolating the Deputy Head, Assistant Head or HLTA will step in to cover. Supply staff will only be used if there are no other cover options.	
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	2	6	<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 staffs' health status and responsible for staff deployment.	3
				<ul style="list-style-type: none"> Full use is made of all qualified teachers. 	Y	All qualified teachers are deployed to plan, teach, provide feedback when teaching in School and/or remotely via Google Classroom	
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Y	<p>Staff rotas are in place.</p> <p>TAs are upskilled to facilitate online support for our pupils if required and know the school's protocols for supervising in their specified year group bubbles (which are to continue and will be reviewed again in the Autumn Term).</p> <p>The School Pastoral Team are available to support children.</p> <p>Weekly team meetings are in place to monitor the</p>	

						well-being of our pupils. Information is disseminated to relevant staff members to ensure full support for individual children.	
				<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff who have been instructed to self-isolate through test and trace are not attending school 	Y	The School keeps abreast of all updated government guidelines and LCRC processes to ensure that staff attend school safely.	
				<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	Our rationale is based on the most updated government guidance (see above), and primarily safe onsite provision which is dependent on staffing levels.	
				<ul style="list-style-type: none"> Where possible, ensure pupils with SEND are prioritised to be in school, -. 	Y	Where appropriate. SEND pupils will be in School	
3. Risk of infection from use of supply teachers, temporary teachers, peripatetic teachers and deployment of ITT trainees.	3	2	6	<ul style="list-style-type: none"> Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies. 	Y	Agencies for teaching/support staff will only be contacted as a last resort. Deputy head, Assistant Head or HLTA will step in will step in to cover classes if the need arises.	5
		2	6	<ul style="list-style-type: none"> Ensure visiting staff are aware of hygiene measure and minimise contact to only pupils who need to be taught. 	Y	If it is necessary to admit visiting staff to the School they are made aware of hygiene measures and minimise contact to only the necessary pupils	5
	3	2	6	<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 for emergency visits during the Pandemic.	4
			6	<ul style="list-style-type: none"> Negotiate the deployment of ITT trainees with their provider to ensure that their training needs 	Y	Mentors who share the same year group bubble	4

				are met but contact and distance requirements are adhered to.		(which are to continue and will be reviewed in the Autumn Term) are in place for ITT Trainees and all trainees will be briefed on the Schools hygiene protocols and will receive a copy of the staff handbook.	
4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	3	3	9	<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	Risk assessments are carried out as necessary. Staff have access to PPE and careful consideration is given to their deployment as far as is reasonably possible, so number of contacts are reduced and proximity from others is minimised.	6
5. Risk of not covering essential functions (first-aid, DSL, SENCo).	2	2	4	<ul style="list-style-type: none"> Provide cover for the role from within available staffing 	Y	<p>The Headteacher, DSL and Deputy DSL are responsible for Safeguarding.</p> <p>All TAs are first aid trained.</p> <p>The Assistant Head for Inclusion is responsible for all SEND related work.</p>	4
				<ul style="list-style-type: none"> Or remote support via another school, Academy Trust or the LA 	N/A	The School has contracted external on site and remote technical support. The two technicians are known to the school and adhere to all School Health & Safety protocols.	
				<ul style="list-style-type: none"> Ensure First Aid certificates are up to date 	Y	36 staff completed First Aid training on 1st Sep	

						2020. Admin staff monitor the need to update certificates.	
				<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. The guidance has been shared with staff in the Staff Handbook.	
				<ul style="list-style-type: none"> Programme of training for additional staff in place (e.g. Safeguarding) 	Y	We have a programme of induction for all additional staff if required.	
6. Risks to health and safety because staff are not trained in new procedures.	3	3	9	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to September start. 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	Staff Handbook revised and updated 1 st September 2021	4
					Y	<p>Safeguarding Training by external consultants scheduled for 1st September 2021.</p> <p>Updated guidance given to staff in bulletins alongside Staff Handbook.</p> <p>Relevant Policies signed as read and understood.</p> <p>Fire Drills are scheduled termly.</p> <p>Designated Safeguarding Lead and /or/Deputy Designated Safeguarding Lead are on duty each day. All Members of SLT are on a daily duty rota.</p>	
7. Risk that staff who are extremely critically	4	2	8	<ul style="list-style-type: none"> An individual risk assessment and suitable controls must be in place before they return to 	Y	Assessments in place for critically vulnerable staff.	4

vulnerable are not identified and so measures have not been put in place to protect them.				the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance, Further guidance to be released by the DHSC		Careful consideration is given to their deployment as far as is reasonably possible, so the individual has a reduction of contacts and the role allows distancing from others. Critically vulnerable staff will not be asked to carry out any high-risk activities.
				<ul style="list-style-type: none"> All members of staff with underlying health conditions 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. Staff sharing their household with people with underlying health conditions places them at higher risk 	Y	All staff know to make their conditions known. Paperwork is kept in the staff members file for reference with changes to the individual's circumstances updated.
				<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus. 	Y	School is still operating in year group bubbles. PPE equipment is readily available. School encourages CEV staff members to take any extra reasonable precautions to protect themselves.
				<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	Government documentation has been shared with staff. Members of SLT which includes the staff mental-wellbeing champion are available to offer advice and support.
				<ul style="list-style-type: none"> Current government guidance is being applied. 	Y	Current guidance is being followed.

B. Teaching Spaces, the Learning and School Environment

8. Risks of transmission during use of the outdoor learning environment for young children	3	2	6	<ul style="list-style-type: none"> • Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside 	Y	<p>Hand sanitisers are placed at entrance points to and from the school playground, at high traffic points and outside toilet areas.</p> <p>Every classroom has pedal bins with lids.</p>	4
				<ul style="list-style-type: none"> • Close down drinking fountains and make arrangements for individual water bottles for children 	Y	<p>Children bring their own water bottles. Water fountains are covered and not in use.</p>	
				<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	<p>Unfixed outdoor play equipment has been reduced to wipe clean plastic footballs which are marked and designated to each bubble group (which are to continue and will be reviewed again in the Autumn Term).</p>	
				<ul style="list-style-type: none"> • Resources are limited to facilitate effective cleaning daily 	Y	<p>Use of shared resources is minimal but where there is need the resources is wiped down before and after use.</p> <p>Resources are organised to stay within year group bubbles (which are to continue and will be reviewed again in the Autumn Term).</p>	
				<ul style="list-style-type: none"> • Only equipment that can be washed or easily cleaned can be used. 	Y	<p>Unfixed outdoor play equipment has been reduced to wipe clean plastic footballs which are marked and designated to each bubble group(which are to continue and will be</p>	

						reviewed again in the Autumn Term).	
9. Risks of transmission due to movement around the school.	3	3	9	<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible 	Y	<p>The duration for the drop off time to half an hour ensures that siblings can come into school together and allows a steady and distanced flow of movement through the front gates. Daily monitoring ensures that that bottlenecks do not occur in School. This practice is under constant review.</p> <p>Pick up times are staggered for each year group bubble (which are to continue and will be reviewed again in the Autumn Term) within a designated area.</p>	6
				<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance 		<p>Rotas are in place to ensure appropriate levels of supervision within year group bubbles(which are to continue and will be reviewed again in the Autumn Term).</p>	
10. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	3	3	9	<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	<p>Children are dropped off at the School gates and during pick up they are dismissed from designated areas at staggered times. Children walk out of school through the School gates.</p>	8
				<ul style="list-style-type: none"> Determine a queuing system and a process for staff to greet each child, ensure they wash their 	Y	<p>SLT members of staff are on the front gate daily to greet children. Additional staff members are in</p>	

				hands immediately on arrival, and then go straight to their classroom		place to ensure children use hand sanitisers before entering the school building prior to entering the classroom via the designated route.	
				<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	Induction plans are in place prior to any new child starting at the School. A designated adult would be assigned to the child to reduce the number of contacts during the settling in period.	
				<ul style="list-style-type: none"> Identify drop off and pick up waiting areas that can reduce contacts and maximise distance 	Y	Children are dropped off at the School gates and during pick up they are dismissed from designated waiting areas at staggered times.	
				<ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queueing 	Y	<p>A half an hour soft start has been implemented which has so far proved ample for a steady and distanced flow of children through the school gates. This is monitored and under reviewed.</p> <p>Our Nursery Class start and finish at slightly earlier times to ease the flow of people and maximise distancing as Nursery are brought in by their parents/carers.</p>	
				<ul style="list-style-type: none"> Staff, pupils and parents are briefed and signage provided to identify entrances, exits routes 	Y	SLT members are stationed outside the School gate and members of staff are stationed by the Reception area to support pupils into School	

						every morning. Signage is displayed inside and outside the school.	
				<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	Pupils go directly to their classrooms via a designated route. No congregating is permitted.	
				<ul style="list-style-type: none"> Parents given advice on walking/cycling to school, avoiding public transport and minimising driving 	Y	Expectations are communicated via newsletter and letter from the Headteacher. No resources or equipment from home or outside of school is to be brought onto the School premises.	
				<ul style="list-style-type: none"> Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage 	Y	Expectations are communicated via newsletter and letter from the Headteacher. Pupils are reminded of such procedures in class sessions.	
				<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 	NA		
11. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.	2	1	2	<ul style="list-style-type: none"> Advice to pupils and families on maintaining road safety procedures despite changes. 	Y	Expectations are communicated via newsletter and letter from the Headteacher. Pupils are reminded of such procedures in class sessions.	2
				<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	Expectations are communicated via newsletter and letter from the Headteacher. 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	Parents are advised to kiss and drop when bringing their children to the School gates. Schools organisational procedures are agreed previously by CST.	
				<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. 	NA		
				<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 and signage on the pavement in front of the School act as reminders 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. 	NA		
12. 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"> • Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. • If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 	Y	Adequate supervision is in place and the provision is monitored and reviewed. The School is continuing with the control measure of year group bubbles. (which will be reviewed again in the Autumn Term).	6
13. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes	3	3	9	<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. • If there is a confirmed positive case in a class group, Schools may have to consider bubbles 	Y	Daily protocol in place and children are reminded by staff at every transition point during the day.	6
					Y	The School is continuing with the control measure of year group bubbles. (which will be reviewed	

				<p>or something similar in place to prevent outbreak.</p> <ul style="list-style-type: none"> Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat. If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food Eating areas are thoroughly cleaned after lunchtime 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>again in the Autumn Term).</p> <p>Dining room areas have allocated spaces for each year group bubble. (which are to continue and will be reviewed again in the Autumn Term).</p> <p>The school does not offer a packed lunch option and children are supervise very closely during lunchtime regarding agreed protocols.</p> <p>Each child eats lunch at their designated bubble tables. Seating and tables are wiped down and sanitised after lunch and in good time before another bubble uses the furniture. (this is to continue and will be reviewed again in the Autumn Term).</p>	
14. Staff rooms and offices do not allow for observation of reduction of contacts and maximising distance guidelines	2	2	4	<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 maximising distance between users. Staff have been briefed on the use of these rooms 	<p>Y</p> <p>Y</p>	<p>Shared spaces for staff have been reviewed and protocols in place to allow for maximising distance.</p> <p>Information has been shared with staff and staff use only the allocated areas.</p>	2
15. The configuration of medical rooms may compromise reduction of contacts and	2	2	4	<ul style="list-style-type: none"> Reduction of contacts and maximising distance provisions are in place for medical rooms 	<p>Y</p>	<p>First aid to be administered in the classroom or in designated bubble areas in the playground unless</p>	4

maximising distance measures			2			in the case of an emergency where protocols will be followed.	2
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged 	Y	<p>Suspected Covid cases to wait in the medical room. Medical room will not be used for general medical and be deep cleaned every evening.</p> <p>The library can be used as an additional space if required.</p>	
				<ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms 	Y	Specialist PPE has been provided through LBB and through 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	SBM and Site Manager organise Covid cleans with the cleaning company.	
16. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines	2	1	2	<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	<p>A letter outlining new protocols has been disseminated to parents/carers.</p> <p>No parents are allowed on the School premises except in the case of an emergency.</p>	2
C. Hygiene and protective controls							
17. 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	Posters and reminders and discussions regarding good hygiene are in place and monitored.	8
				<ul style="list-style-type: none"> If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 	Y	The School is continuing with the use of year group bubbles as an additional control measure.	

				<ul style="list-style-type: none"> Regular cleaning 	Y	Site Manager oversees cleaning at the end of the day. High touch points are wiped down during the day and surfaces are wiped regularly. Deep clean at the end of the week.	
18. 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 PCR 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 members of the SLT have attended a Government webinar on how to administer home test kits. Information regarding the testing process has been shared with staff and parent/carers.	6
				<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home 	Y	<p>Any member of staff or child displaying symptoms will be isolated immediately and sent home.</p> <p>For positive cases the individual will need to isolate for a period of 10 days.</p> <p>Parents/carers and staff will be notified in writing</p> <p>Close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases..</p>	

				<ul style="list-style-type: none"> • Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Y	<p>The medical room is the designated area for isolation.</p> <p>Any staff or child displaying symptoms will be isolated, sent home and sent for immediate testing.</p> <p>For positive cases the individual will need to isolate for a period of 10 days.</p> <p>Close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases.</p>	
			<ul style="list-style-type: none"> • PPE on hand. 	Y	A supply of PPE is on hand in the School Office.		
			<ul style="list-style-type: none"> • Active engagement with NHS Test and Trace 	Y	We follow the government's advice for testing if any member of the School community has symptoms of COVID and then engage in NHS test and trace to identify contacts.		
19. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	3	3	9	<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	<p>Cleaning of 'high touch' areas take place at regular intervals throughout the day.</p> <p>Surfaces are wiped down at regular intervals.</p>	8

						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	Cleaning products are available and in use.	
				<ul style="list-style-type: none"> Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books 	Y	Protocol is communicated to staff.	
				<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	Signs are in place to act as reminders and hand sanitisers are places in all appropriate areas of the school.	
				<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	All uniform is machine washable. Daily washing of clothes has been communicated to parents/carers via letter.	
20. Risk of virus spreading because the school has insufficient materials and equipment	2	2	4	<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	SBM and Site Manager to oversee and monitor that this is in place daily.	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, outside toilets and classrooms, dining hall etc). Mobile sanitisers in 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 with lids 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	Site manager to monitor that this protocol is carried	

						out 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	SBM to organise and put in place.	
21. 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	PPE available for all staff and staff are aware of the guidance. https://www.nhsprofessionals.nhs.uk/en/e-Library/Useful-Information/COVID-19-Donning-of-Personal-Protective-Equipment	5
				<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care) 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	Staff have received guidance on wearing PPE and the removing and disposing of PPE.	
				<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing 	Y	It has been communicated and practised that washing hands is best for the reduction of contamination.	
22. Pupils forget to wash their hands regularly and frequently	3	4	12	<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	This has become part of our daily routine.	8
				<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	Posters are placed throughout the building and reminders to wash hands take place in class.	
				<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y	SLT presence during duties and throughout the school day to ensure protocols are adhered to.	
D. Premises and Buildings							

23. 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	2	3	6	<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 September start 	Y	Site Manager to liaise with the cleaning company to ensure enhanced plans are in place.	6
				<ul style="list-style-type: none"> • 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 	Y	Contract cleaners to hygienically clean at the end of each day. Outdoor equipment at the end of each week before they are used by different year group bubbles. Assistant Caretaker to clean toilets after lunch and as needed as well as surfaces in communal areas throughout the day.	
				<ul style="list-style-type: none"> • Working hours for cleaning staff are increased 	Y	The Assistant Caretaker is deployed to undertake additional cleaning throughout the School.	
24. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures	3	3	9	Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	Y	Staff to reiterate this and monitor.	8
				<ul style="list-style-type: none"> • The toilets are cleaned frequently as laid out in the enhanced cleaning schedule 	Y	Assistant Caretaker to clean during the day in addition to regular cleaning.	
				<ul style="list-style-type: none"> • Monitoring ensures a constant supply of soap and paper towels 	Y	Site Manager and Assistant Caretaker to check regularly.	
				<ul style="list-style-type: none"> • Bins are emptied regularly. 	Y	Cleaners to empty daily. Site manager or Assistant Caretaker to be available during School hrs to empty bins more frequently as necessary.	

				<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	Staff will support young children to do this. Children have been trained and staff will continue to give regular reminders.	
25. 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 where possible 	Y	<p>Fire Procedures completely reviewed to accommodate the new Covid guidelines and ensure no mixing of year group bubbles.</p> <p>Bubble muster points are in place. (which is to continue and will be reviewed again in the Autumn Term).</p>	2
				<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	Staff and children have successfully completed new fire arrangement procedures.	
				<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 	Y	Fire Marshals have been trained and briefed.	
26. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively	2	2	4	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with the School Fire Strategy plan 		<p>Fire Evacuation Plans reviewed and amended to accommodate new Covid guidelines.</p> <p>All PEEP up to date</p>	2
				<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 			
27. Fire marshals absent due to self-isolation	2	2	4	<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	2

28. All systems may not be operational	2	2	6	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate 	Y	All Government guidelines are being implemented	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 Mechanical ventilation systems should be checked before reopening 	Y	Systems have been on use throughout as school has remained opened. All checks have been completed.	
29. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	2	2	4	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Y	All statutory compliance is up to date.	2
				<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. The following guidance has been followed where appropriate: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm 	Y	School has remained opened throughout.	
30. Lack of good ventilation means that there is risk of transmission	2	2	4	<ul style="list-style-type: none"> Ensure good natural ventilation in classrooms and common areas e.g. through opening a windows, doors etc 	Y	Windows and doors are opened at regular intervals during the day to ensure good ventilation	3
				<ul style="list-style-type: none"> Identify poorly ventilated areas and decide how to improve ventilation There are some simple ways to identify poorly ventilated areas: <ul style="list-style-type: none"> Look for areas where people work and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents Check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no 			

				<p>outdoor air supply, the area is likely to be poorly ventilated</p> <ul style="list-style-type: none"> - Identify areas that feel stuffy or smell bad <ul style="list-style-type: none"> • If the school has carbon dioxide (CO2) monitors, consider using these to monitor ventilation level, If there is a build-up of CO2 in an area it can indicate that ventilation needs improving. • Although CO2 levels are not a direct measure of possible exposure to COVID-19, checking levels using a monitor can help you identify poorly ventilated areas. • Carry out an assessment of fresh air (ventilation) in the workplace – Use the HSE link below to undertake the assessment and make appropriate adjustment. <ul style="list-style-type: none"> • Follow guidance in the following link: <ul style="list-style-type: none"> • air conditioning and ventilation during the coronavirus outbreak. • https://www.cibse.org/coronavirus-covid-19 		School to follow guidance and install CO2 Monitors once received through DFE procurement process.	
31. Visitors to the site (including parents) add to the risk	3	3	9	<ul style="list-style-type: none"> • Limit the external visitors to the school during school hours. The school needs to weigh up the risks (how many sites they visit, how many individuals there are coming, how close they get to pupils & staff, etc) versus the specific benefits for each group before deciding whether the visit is allowable. • Signage giving routes, procedures, entrances and exits to be followed. • Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. 		<p>No parents are allowed on site except in emergencies or by appointment. Where possible external visitors communicate via online platforms.</p> <p>No visitors within the school building except for parents/carers of children attending Nursery. Signage is in place and entrance and exits are monitored by SLT.</p> <p>Office staff will Monitor procedures and sign all visitors in and out.</p>	6

				<ul style="list-style-type: none"> 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) 	Y	Parents are allowed on site on an emergency basis, restricted to one parent only if possible. A large room with socially distanced seating has been allocated for such emergency meetings.	
				<ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings 'virtually' where possible. 	Y	All such meetings have been held virtually and will continue to be held virtually unless deemed necessary.	
32. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control	2	2	4	<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. 	Y	Any essential ongoing works or inspections schedules will continue with an assessment completed for contractors on site.	6
				<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe 	Y	Risk assessment for Contractors/Volunteers is in place.	
				<ul style="list-style-type: none"> 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 effective reduction of contacts and maximising distance is maintained at all times. 	Y	Risk assessment for Contractors/Volunteers is in place.	
				<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	There are no planned works at present whilst children are on site. Refer to above.	
				<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	All procedures will be applied	
E. General							

33. 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	2	2	4	<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. 	Y	Revisions, addendums and additional Policies have been put in place regarding protective measures against Covid.	2
				<ul style="list-style-type: none"> The school has carried out a full Health and Safety Risk Assessment to ensure it is compliant with Government guidelines 	Y	In place as per this documentation.	
				<ul style="list-style-type: none"> Staff, pupils, parents and governors have been briefed accordingly. 	Y	Updated Risk Assessments are communicated to all stakeholders.	
34. Curriculum/ Learning Environment	4	2	8	<ul style="list-style-type: none"> 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 - sports equipment thoroughly cleaned between each use by different individual groups. 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. In music lessons physical distancing and playing outside will be done wherever possible 	Y	<p>All activities are risk assessed. PE, Music and practical activities are carried out in line with government guidance. Hygiene and distance practice described in the sections above will be carried out strictly by all staff on site.</p> <p>The School is continuing with the use of year group bubbles as an additional control measure. (this will continue and will be reviewed again in the Autumn Term).</p> <p>Staff have had training and have access to guidance and support.</p>	6
				<ul style="list-style-type: none"> If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 			
				<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. 			
35. Key stakeholders are not fully informed about changes to	3	2	6	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: 	Y	Documentation and information are shared with all stakeholders via	4

policies and procedures due to COVID-19, resulting in risks to health				<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 ○ Highways department 		email and online platforms.	
				<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 1st Sept ○ what protective steps you're taking to make the school a low-risk place for their child ○ 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 	Y	<p>Information is communicated regularly to parents through the weekly newsletter, emails and letters.</p> <p>School Risk Assessment is reviewed every fortnight or updated as needed and updated version is posted on the School Website.</p> <p>Individual Risk Assessments are in place for SEN pupils with complex needs.</p>	
36. 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	3	2	8	<ul style="list-style-type: none"> • All state-funded schools should provide remote education for school-aged children who are unable to attend school due to following government guidance or law relating to COVID-19 (for example if they need to self-isolate, or if they have tested positive but are well enough to learn from home). • Schools should provide remote education equivalent in length to the core teaching your child would usually get in school. 	Y	<p>Remote education which mirrors the class timetable is provided for all children who are isolating.</p> <p>The School has a relevant and up to date Policy for remote education.</p>	2

				<ul style="list-style-type: none"> School is aware of current guidelines for remote learning 			
				<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	Parents are reminded of the School's expectations for attendance via the newsletter.	
				<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	Expectations for making the school aware of health conditions are communicated to parents in the newsletter and other correspondence so Schools can follow the appropriate guidance. SLT members, the School Family Liaison Officer, Class Teachers and Teaching Assistants are in regular 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	Remote learning is in place mirroring the School timetable. Remote Education Policy in place.	
37. Pupils' mental health 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"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Y	SLT, Family Liaison Officer all available to offer support. Weekly Pastoral Meetings equip the Pastoral Team with updated information to support children effectively. Trailblazer Project, Children referred for	8

						'Early Help', CAMHS and CAMHS in Schools services.	
				<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, Family Liaison Officer all available to offer 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	<p>Regular Wellbeing Assemblies and PSHE sessions on-line to support wellbeing and mental health.</p> <p>PECS / Feeling Cards used for pupils with significant social, communication and interaction needs.</p>	
				<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Y	<p>Barnet Local Offer Website has useful links for mental health support as well as a host of others which are used.</p> <p>Referrals to CAMHS, Emotional Well-Being team, Trailblazer Project and Early Help Team.</p>	
38. 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	2	3	6	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Y	<p>Staff wellbeing is monitored by SLT.</p> <p>Staff are sign posted to the School's Mental Health and Well-Being Support Services.</p> <p>Mental Health and Wellbeing Champion for staff is our DHT who ensures that concerns are discussed, and solutions offered.</p>	3

				<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Y	Managing workload is high priority and workload is scrutinised regularly with action taken when deemed necessary.	
				<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing 	Y	With regularity. See section above.	
				<ul style="list-style-type: none"> Staff briefings/training on wellbeing are provided. 	Y	Staff have had training in wellbeing and are sign posted to the School's Mental Health and Well-Being Support Services.	
				<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Y	Via email correspondence	
39. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	2	1	2	<ul style="list-style-type: none"> The governing body continues to meet regularly. 	Y	Regular telephone contact between Headteacher and Chair of Governors throughout the pandemic in addition to online meetings with the GB and different committees.	2
				<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	Agendas include all statutory requirements and the agenda is advised and monitored by the clerk.	
				<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 and the Headteacher Reports include Covid updates	
				<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Y	Regular telephone contact between Headteacher and Chair of Governors throughout the pandemic in addition to dialogues with governors with designated responsibilities.	

				<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	Minutes issues by clerk and reviewed and accepted at Full GB Meetings.	
40. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing	3	2	6	<ul style="list-style-type: none"> Guidance on NHS test and trace has been published. 	Y	Test and Trace guidance has been received from the LA and sent to parents.	2
				<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	Noted	
				<ul style="list-style-type: none"> The guidance has been explained to staff 	Y	Test and Trace guidance has been received from the LA and explained to staff.	
				<ul style="list-style-type: none"> Post-testing and tracing support is available for staff. 	Y	Shared with staff and discussed at staff briefings.	
41. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	3	3	9	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 	Y	All absences are followed up and reasons recorded. This shared with the LA.	5
				<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. From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	Any staff or child displaying symptoms will be isolated, sent home and sent for immediate testing. For positive cases the individual will need to isolate for a period of 10 days. Close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases.	

				<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 extremely vulnerable should these apply 	Y	Information is communicated through letters from the Headteacher and weekly newsletter.	
				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is recorded 	Y	The LA will be notified, all steps followed, and record shared with the LA.	
42. 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	3	2	6	<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	Via letters and newsletter to parents from the Headteacher and newsletter, staff bulletins and email correspondence to staff. The Risk Assessment is available on the Schools Website for all stakeholders.	3
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y	Shared with staff and parents via links and to children in age appropriate manner.	
				<ul style="list-style-type: none"> Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. 	Y	Twice weekly home tests taken by staff whenever they are on site until the end of September when it will be reviewed.	
				<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	Timely response to changes in government guidance or changes to School organisation and protocols. All stakeholders signposted to updated Risk Assessment July 2021 - on School Website by 1st September 2021.	

43. 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	3	2	6	<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	Noted	3			
				<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. 				Continue to share with parents via email and HT correspondence		
				<ul style="list-style-type: none"> The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 						
				<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	Timely response to changes in government guidance or changes to School organisation and protocols. All stakeholders signposted to updated Risk Assessment July 2021 - on School Website by 1st September 2021.
44. Staff, parents and carers are not aware of recommendations on transport to and from school	2	2	4	<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	Parents are made aware of government guidelines.	1			