

# Risk Assessment Form

Risk Assessment Title: <b>COVID-19</b>			
Location: <b>GLEBE PRIMARY</b>	Assessor(s): <b>D KIRK D MIDDLETON</b>	Date of Assessment: <b>15/07/2020</b> Date of Last Review: <b>06/01/2021</b>	Next Review Date: <b>FEBRUARY 2021</b>

Ref	Hazards Identified	Persons at Risk	Initial Risk Rating (H/M/L)	Control Measures to be Implemented to Reduce the Risk Rating	Residual Risk Rating (H/M/L)	Individuals Responsible for Control Measures being implemented	Timescale for Control Measures to be Implemented
01A	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Isolation of individual exhibiting any COVID-19 symptoms including a new continuous cough, high temperature or change in normal sense of taste or smell (anosmia). PPE to be worn by staff caring for the child with symptoms if a distance of 2m cannot be maintained.</li> </ul>	Low	Primary first aider (EV)	Before School Reopens to all pupils on date TBC
01B	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Any children who require isolation to be supervised until collected by responsible parent or carer.</li> </ul>	Low	Primary first aider (EV)	Control Measures Implemented and to be monitored on an ongoing basis
01C	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Any adult presenting symptoms to be sent home immediately.</li> </ul>	Low	Primary first aider (EV) Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
01D	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Isolated welfare provision to be provided including creation of screened area and with good general ventilation.</li> </ul>	Low	Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC

01E	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Separate toilet facilities provided for isolated welfare room.</li> </ul>	Low	Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
01F	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Responsible parents or carers are notified by appropriate means of communication of any suspected case(s) and must collect the child as soon as possible.</li> </ul>	Low	Primary first aider (EV) First aiders dealing with child if not EV	Control Measures Implemented and to be monitored on an ongoing basis
01G	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Individual to isolate for 7 days and members of the same household to self-isolate for a period of 10 days.</li> </ul>	Low	Primary first aider (EV)  Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
01H	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Individual to be given advice on how to obtain a test and asked to complete one. NHS may issue to families if it is believed this will increase the likelihood of them being tested.</li> </ul>	Low	Primary first aider (EV)  Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
01I	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>After any positive result advice must be taken from the NHS track and trace team.</li> </ul>	Low	Primary first aider (EV)  Office Staff  Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
01J	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>If a test is negative, then person can return to school if they feel fit and well.</li> </ul>	Low	Primary first aider (EV)  Office Staff  Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
01K	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Deep clean of items and areas that individual(s) may have come into contact with.</li> </ul>	Low	Site Manager (AB, TY)  Cleaners on duty	Control Measures Implemented and to be monitored on an ongoing basis
01L	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Other staff members, parents and carers advised of situation and steps taken by the school to keep the environment safe in line with PHE advice after contacting the local health protection team.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis

01M	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Monitoring of staff and pupils returning to school after periods of self-isolation using temperature checks and visual appearance of wellbeing.</li> </ul>	Low	Primary first aider (EV)	Control Measures Implemented and to be monitored on an ongoing basis
01N	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Separate RA to be carried out for those who were classed as clinically extremely vulnerable and were previously shielding.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
02A	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Hand wash stations or sanitiser and tissues to be placed at main entry and exit points to the school, in each classroom and all office areas</li> </ul>	Low	Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
02B	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Adequate amounts of cleaning products and PPE ordered to maintain a stock level and avoid shortages. PPE to be used according to in Government guidance: "Coronavirus: implementing protective measures in education and childcare settings".</li> </ul>	Low	Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
02C	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Education of pupils to reinforce the importance of good personal hygiene.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
02D	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Increased handwashing for minimum of 20 seconds using single use paper towels to dry where possible.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
02E	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Government good hygiene awareness posters to be displayed around the school.</li> </ul>	Low	Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
02F	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Children to maintain regular hand washing/sanitising</li> </ul>	Low	Teachers/LSAs in pod	Control Measures Implemented

				including on arrival at school, after breaks, before eating and when changing classrooms.			and to be monitored on an ongoing basis
02G	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Children to be supervised by staff members upon visiting the toilets to ensure hand washing measures are adhered to.</li> </ul>	Low	Teachers/LSAs in pod/SMSAs	Control Measures Implemented and to be monitored on an ongoing basis
03A	Inadequate respiratory hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>High levels of personal hygiene encouraged at all times as per current PHE/DfE guidelines promoting the 'catch it, bin it, kill it' approach.</li> </ul>	Low	All staff	Control Measures Implemented and to be monitored on an ongoing basis
03B	Inadequate respiratory hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Education of pupils to reinforce the importance of good personal hygiene</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
03C	Inadequate respiratory hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Government good hygiene awareness posters to be displayed around the school.</li> </ul>	Low	Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
03D	Inadequate respiratory hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Windows open to increase ventilation and doors propped open wherever possible to limit use of door handles.</li> </ul>	Low	Site Manager (AB, TY) Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod/SMSAs	Control Measures Implemented and to be monitored on an ongoing basis
03E	Inadequate respiratory hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Air conditioning, Fans and mechanical air circulation systems can be used where natural ventilation exists</li> </ul>	Low	Site Manager (AB, TY) Teachers/LSAs in pod/SMSAs	Control Measures Implemented and to be monitored on an ongoing basis
03F	Inadequate respiratory hygiene	C,T,V,S	High	<ul style="list-style-type: none"> <li>Hand dryers not to be used in toilets</li> </ul>	Low	Site Manager (AB, TY) Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod/SMSAs	Control Measures Implemented and to be monitored on an ongoing basis

04A	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Enhanced cleaning schedule to be provided by cleaning contractor</li> </ul>	Medium	Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
04B	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Regular reporting of items that need cleaning.</li> </ul>	Medium	All staff Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
04C	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Only approved cleaning chemicals are used as per COSHH.</li> </ul>	Medium	Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
04D	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>COSHH assessment carried out for any new cleaning chemicals.</li> </ul>	Medium	Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
04E	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Cleaning to be undertaken in a methodical order i.e. all touch points such as light switches and door handles, push plates on doors and worksurfaces followed by items of equipment and floors.</li> </ul>	Medium	Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
04F	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Pupils to only use the pens and pencils etc that were supplied to them. Other items to be used by one child where possible and cleaned each day and stored in named trays. Clearly named water bottles to be provided by parents or carers.</li> </ul>	Medium	Teachers/LSAs in pod  Parents/carers	Control Measures Implemented and to be monitored on an ongoing basis
04G	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>If school provides materials or resources then they are to be used by one group only, stored individually and cleaned if necessary, kept separately for that group and cleaned if unsure of owner, as far as possible. Any shared resources to be cleaned before sharing beyond the group where</li> </ul>	Medium	Teachers/LSAs in pod/pupils	Control Measures Implemented and to be monitored on an ongoing basis

				practically possible or isolated as above.			
04H	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Any reading/library books loaned by the school to be returned on Friday morning and isolated until Monday afternoon before being sent out again.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
04I	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Avoid use of shared play equipment where possible, keeping equipment to individual year groups of children.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
04J	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>The school hall, ICT suite, library and school staff room to be used whilst maintaining strict social distancing rules in accordance with government guidance and enhanced cleaning regime to be introduced.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod/SMSAs	Control Measures Implemented and to be monitored on an ongoing basis
04K	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Enhanced cleaning of all toilets to ensure that all cubicles can be used</li> </ul>	Medium	Site Manager (AB, TY)  Cleaners	Control Measures Implemented and to be monitored on an ongoing basis
04L	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Break out areas in corridors to be regularly cleaned by staff between sessions with children including touch points.</li> </ul>	Medium	Site Manager (AB, TY)  Cleaners	Control Measures Implemented and to be monitored on an ongoing basis
04M	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Detailed records to be kept for 21 days of items and areas that have been cleaned and frequency of cleaning.</li> </ul>	Medium	Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
05A	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Staggering start and finish times to restrict the number of people attending the site at any one time.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC

05B	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Parents or carers to drop children on the playground at the signposted barrier for registering</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
05C	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Parents and carers instructed to not loiter after dropping off or collecting children and to strictly adhere to the one-way system</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
05D	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Appropriate signage to be displayed to encourage parents or carers to maintain social distancing and to follow the correct routes throughout the school</li> </ul>	Low	Site Manager (AB, TY) Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
05E	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Increased supervision at the start and end of the school day to ensure local site procedures are strictly observed</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
05F	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>No large congregations or gatherings of staff and pupils in small areas i.e. assemblies, Staff meetings and outdoor activities where appropriate with adhering to social distancing protocols. Collective worship to be held in classrooms. No singing to be permitted.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
05G	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Items used by same children as far as possible e.g. same pencils for each day, which can be sanitised at the end of the day.</li> </ul>	Low	Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
05H	Minimising contact and	C,T,V,S	High	<ul style="list-style-type: none"> <li>Items that cannot be cleaned to be isolated i.e plastic items to be isolated for 72 hours.</li> </ul>	Low	Teachers/LSAs in pod Site Manager (AB, TY)	Control Measures Implemented and to be

	maintaining social distancing						monitored on an ongoing basis
05I	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Work surfaces touch points are cleaned and disinfected at regular intervals during the day.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod/SMSAs Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
05J	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Ensure waste is removed daily in a safe manner whilst working suitable PPE where necessary.</li> </ul>	Low	Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
05K	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Bins to be emptied and ongoing cleaning of communal areas and surface touch points (e.g. door handles) during the day by premises team.</li> </ul>	Low	Site Manager (AB, TY) Cleaning Team	Control Measures Implemented and to be monitored on an ongoing basis
05L	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Windows open to increase ventilation and doors propped open wherever possible to limit use of door handles.</li> </ul>	Low	Site Manager (AB, TY) Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
05M	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Increase the amount of outdoor learning and use of large open spaces where possible.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod	Control Measures Implemented and to be monitored on an ongoing basis
05N	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Adequate supervision from staff to monitor drop off and collection of pupils to and from school building.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
05O	Minimising contact and maintaining	C,T,V,S	High	<ul style="list-style-type: none"> <li>Where possible staff to be allocated year groups and these groups to be maintained as much as possible, limiting</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be



	social distancing			the movement of adults around the school, recognising Government guidance states: "teachers in primary schools can still work across year groups." (p10 Guidance for Full Opening – Schools pub 02.07.20).			monitored on an ongoing basis
05P	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Adaptations made to classroom to support social distancing where possible including trying to seat children side-by-side and facing forwards where possible without compromising the safe access and egress from the room.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
05Q	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Desks to face the front of the room where possible or avoidance of children facing each other if possible.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC
05R	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Break and lunchtimes to be staggered or taken in alternative areas where possible in year-group bubbles.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
05S	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Pupils to eat lunch in their classroom.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
05T	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>SMSA continuity between groups maintained</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
05U	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>During break times groups are allocated areas which have been demarcated if required.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Site Manager (AB, TY)	Before School Reopens to all pupils on date TBC

05V	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Times staggered for breaks where necessary.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
05W	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> <li>Children to arrive at school in their PE kit when scheduled to have PE lesson on that day.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
06A	Shortage or missue of PPE	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Third parties entering the school to wear face coverings at all times unless told otherwise. Third parties that are approved to visit to be instructed to bring a suitable face covering.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
06B	Shortage or missue of PPE	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Guidance to be on issued on the safe use and removal of face coverings</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
06C	Shortage or missue of PPE	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>First aiders to be provided with surgical masks, face shields, plastic apron and latex gloves. These must be worn at all times when administering any first aid treatment. This also applies to persons coming into contact with or</li> </ul>	Low	Primary first aider (EV)  Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis

				supervising a child who requires isolation.			
06D	Shortage or missue of PPE	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>CPR Face shields to be used in the event of resuscitation. Each first aider to be provided with personal shield.</li> </ul>	Low	Primary first aider (EV) Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
06E	Shortage or missue of PPE	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>PPE to be used according to in Government guidance: "Coronavirus: implementing protective measures in education and childcare settings".</li> </ul>	Low	Primary first aider (EV) Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
06F	Shortage or missue of PPE	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Ensure waste is removed daily in a safe manner whilst wearing suitable PPE i.e. surgical face mask and latex gloves.</li> </ul>	Low	Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
07A	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>School to ensure they understand the NHS test and trace process and how to contact the NHS test and trace team in the event it is needed.</li> </ul>	Low	Primary first aider (EV) Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
07B	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Training updates to be undertaken before school reopens to ensure all staff are familiar and comfortable with the new working practices that have been implemented. Training to be staggered to</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC

				allow for social distancing of staff.			
07C	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Briefing by headteacher on latest guidance and any changes to procedures.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
07D	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Parents to be informed of drop off and pick up arrangements, one parent or carer to drop pupils at school where possible.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
07E	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Management will promote health and wellbeing awareness to staff at regular intervals, including use of Employee Assistance Programme and Education Support Partnership free helpline.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
07F	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Open door policy for those who feel they need extra support.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
07G	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Line managers will offer support to staff who have been affected by COVID-19 or have family members who have been affected.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis

07H	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Provision to be made for Breakfast Club, After School Clubs and Clubs run by external providers to be introduced when possible with children remaining in 'small consistent groups max where possible in line with Government guidelines.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
07I	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>Staff to be briefed regularly of the importance of social distancing.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
07J	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>All staff to be aware of social distancing measures implemented before full reopening of school to all year groups.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod/SMSAs	Before School Reopens to all pupils on date TBC
07K	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> <li>All staff to be updated on any changes to guidance or procedures.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
08A	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Schools to contact NHS test and trace team if they become aware that someone has tested positive for COVID-19 having visited the school</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers  Primary first aider (EV)	Control Measures Implemented and to be monitored on an ongoing basis

08B	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>All advice from the NHS test and trace team to be followed at all times</li> </ul>	Medium	<p>Head Teacher/ Deputy Head Teachers</p> <p>Primary first aider (EV)</p>	Control Measures Implemented and to be monitored on an ongoing basis
08C	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Where individuals have come someone who tested positive for covid-19 and they are tested negative then they and immediate members of their family are to self isolate for the remainder of the 14 days.</li> </ul>	Medium	<p>Head Teacher/ Deputy Head Teachers</p> <p>Primary first aider (EV)</p>	Control Measures Implemented and to be monitored on an ongoing basis
08D	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>If there is a shortage of staff consideration should be given to teaching through The Government's National Oak Academy resources in school or for groups isolating at home.</li> </ul>	Medium	<p>Head Teacher/ Deputy Head Teachers</p>	Control Measures Implemented and to be monitored on an ongoing basis
08E	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Briefings to be given by the headteacher on any further developments and latest guidance as required.</li> </ul>	Medium	<p>Head Teacher/ Deputy Head Teachers</p>	Control Measures Implemented and to be monitored on an ongoing basis
08F	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Use of suitable technological applications to enable pupils to learn from home including email contact with teachers and learning platform Class Dojo to enable consistency of quality teaching.</li> </ul>	Medium	<p>Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod</p>	Control Measures Implemented and to be monitored on an ongoing basis
08G	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Where this is not possible or not accessible to parents from home, staff to provide work resources for pupils to use.</li> </ul>	Medium	<p>Head Teacher/ Deputy Head Teachers Teachers/LSAs in pod</p>	Control Measures Implemented and to be monitored on an ongoing basis
08H	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Ensure all relevant contact details for parents, carers and external agencies are up to date.</li> </ul>	Medium	<p>Head Teacher/ Deputy Head Teachers Office staff</p>	Before School Reopens to all pupils on date TBC

08I	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Monitoring system to be maintained to monitor staff and pupil absences for possible COVID-19 infections.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers Office staff	Control Measures Implemented and to be monitored on an ongoing basis
08J	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Check there are enough first aiders, paediatric and EFAW available for each group.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
08K	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Adequate number of trained fire wardens available at all times</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
08L	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> <li>Check all staff are aware and familiar with the new risk control measures put in place, training days leading up to reopening to practice new measures.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
09A	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>If the overall rise in sickness absence, then NHS track and trace team to be notified by the school.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
09B	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>Individual to self-isolate for a period of 14 days if a member of the family tests positive.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers All staff members	Control Measures Implemented and to be monitored on an ongoing basis

09C	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>Communication with the school to advise of situation at the earliest opportunity.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers All staff members	Control Measures Implemented and to be monitored on an ongoing basis
09D	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>Where individuals have come into contact with someone who tested positive for covid-19 and they are tested negative then they and immediate members of their family are to still self isolate for the remainder of the 14 days.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers All staff members	Control Measures Implemented and to be monitored on an ongoing basis
09E	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>Staff who suspect they may have COVID-19 symptoms are to be tested before returning to school.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers All staff members	Control Measures Implemented and to be monitored on an ongoing basis
09F	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>Monitoring of people returning to school after periods of self-isolation using temperature checks and visual appearance of wellbeing and confirmation of a negative result (without asking for evidence).</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers  Primary first aider (EV)	Control Measures Implemented and to be monitored on an ongoing basis
09G	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>Advise staff and their family members to avoid using public transport and walk, cycle or use a private vehicle where possible.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
09H	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> <li>Advise staff and their family members that use of private vehicle limited to members of immediate household.</li> </ul>	Medium	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis



10A	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> <li>All staff consulted on risk assessment and risk assessment shared with unions where requested for consultation.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
10B	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> <li>DSL or deputy to be on site at all times when children are present.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
10C	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> <li>Ensure all staff are aware of safeguarding requirements.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
10D	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> <li>Agree support/referrals where needed for specific children as appropriate</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
10E	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> <li>Ensure measures are in place for staff wellbeing and support (including Employee Assistance and OH referrals).</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
10F	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> <li>Ensure staff are aware of amendments to Behaviour Policy.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
10G	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> <li>First aiders to be onsite at all times with appropriate PPE.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
11A	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Declaration form to be completed by all visitors to the school building.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers, Office Staff	Control Measures Implemented and to be monitored on an ongoing basis
11B	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Temperature checks to be made on all visitors before entering site</li> </ul>	Low	Head Teacher/ Deputy Head Teachers, Office Staff	Control Measures Implemented and to be monitored on an ongoing basis

11C	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Visitors to wear face masks whilst travelling through and working within the building unless strict permission granted by headteacher.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers, Office Staff	Control Measures Implemented and to be monitored on an ongoing basis
11D	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>No parents or carers allowed into the school unless in an emergency situation or pre-booked vital meetings (e.g. legal requirements such as annual reviews) that ensures social distancing and no pupil presence where at all possible.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers, Office Staff	Control Measures Implemented and to be monitored on an ongoing basis
11E	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>No maintenance contractors allowed on to site whilst pupils are present unless essential breakdown maintenance is required.</li> </ul>	Low	Site Manager (AB, TY)	Control Measures Implemented and to be monitored on an ongoing basis
11F	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Staff to report any unsafe conditions to Site Manager in the first instance.</li> </ul>	Low	All Staff	Control Measures Implemented and to be monitored on an ongoing basis
11G	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Consider suspension of any visits from school governors; use digital platforms where possible.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
11H	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Sports teachers, peripatetic teachers, supply and other temporary staff such as SEN/health interventions can move between schools if they</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis

				minimise contact and maintain as much social distancing as possible from other staff.			
11I	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Record kept of all visitors to school for minimum of 21 days</li> </ul>	Low	Head Teacher/ Deputy Head Teachers, Office Staff	Control Measures Implemented and to be monitored on an ongoing basis
11J	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Staff meetings and training to be held on digital platforms where possible if social distancing cannot be maintained.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Control Measures Implemented and to be monitored on an ongoing basis
11K	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Individual risk assessments to be carried out on all EHCP children and adjustments made as required including social stories etc. to enable child to understand the measures deployed.</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC
11L	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> <li>Process in place for removing face covering for pupils and staff who use them arrive at school (e.g. not touching face on removal, disposing of temporary masks in a lidded bin and placing reusable masks in a plastic bag).</li> </ul>	Low	Head Teacher/ Deputy Head Teachers	Before School Reopens to all pupils on date TBC

### Who at Risk (Impacted Personnel): Key

C: Pupils, pupils or young persons.

T: Teaching or support staff.

V: Visitors including parents or carers.

M: Members of the public.

O: Other third-party contractors including maintenance engineers, cleaners and agency staff.

S: Persons with special needs including those with learning difficulties or physical disabilities.

This is a site specific risk assessment for dealing with the current Covid-19 situation in school based on the latest government guidance.

Risk matrix summary explained:

RISK RATING (LIKELIHOOD X SEVERITY)		
<p>Control measures are suffice to limit transmission of virus</p> <p>(Low)</p>	<p>Continue to implement control measures to reduce the risk of transmission to ALARP</p> <p>(Medium)</p>	<p>The risk level is unacceptable and additional control measures MUST be introduced to reduce the risk of transmission to ALARP</p> <p>(High)</p>

Covid-19 is a respiratory illness that can affect the lungs and airways. Symptoms include a fever, shortness of breath, breathing difficulties, muscle pain, tiredness, dry cough, laboured breathing, sore throat, diarrhoea, loss of smell and taste, and sore/bloodshot/dry eyes. *The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.*