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| **SCHOOL:** | Green Lane School |
| **HEADTEACHER:** | Paul King |
| **NAME OF ASSESSOR/S:** | Paul King and Senior Leadership Team |
| **CONTACT DETAILS:** | **TEL:** 01925 811617  **EMAIL:** greenlaneschool\_head@warrington.gov.uk |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 01 | Routine and statutory testing, inspections, flushing and servicing of equipment and systems. | Y | Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system. |
| 02 | Communication and consultation | Y | Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus. |
| 03 | Staffing Level | Y | Lack of staff available to teach or carry out required tasks in school. |
| 04 | Fire Wardens and First Aiders | Y | Lack of fire wardens or first aiders available to deal with emergency or accident. |
| 05 | Travelling to and from school | Y | Unable to maintain social distancing measures and mixing ofpupils on home to school transport / public transport. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 06 | Arrival and departure of school staff | Y | Mixing of staff and non-adherence to social distancingmeasures during the arrival to and departure from school. |
| 07 | Drop off and collection of children | Y | Mixing of parents and carers / children and young people andnon-adherence of social distancing measures during the drop off and collection times. |
| 08 | Use of classroom space | Y | Unable to maintain social distancing measures in theclassroom. |
| 09 | Movement around the building | Y | Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building. |
| 10 | Use of shared equipment and resources | Y | Higher risk of contamination if pupils and staff use sharedequipment and resources. |
| 11 | Use of shared spaces | Y | Higher risk of contamination if pupils and staff use sharedspaces. |
| 12 | Use of outdoor spaces and equipment | Y | Higher risk of contamination if pupils and staff use shared  outdoor spaces and equipment |
| 13 | Break / lunch times | Y | Mixing of pupils during break and lunch times andmaintenance of social distancing measures. |
| 14 | Provision of school meals | Y | Mixing of staff and pupils whilst providing school meals. |
| 15 | Access to toilets and hand washing  facilities | Y | Mixing of pupils/staff during visits to toilets and handwashing facilities. |
| 16 | Physical education lessons and contact  sports | Y | Unable to maintain social distancing measures during contactsport and physical education lessons. |
| 17 | Supporting clinically vulnerable pupils  and staff | Y | Pupils and staff are at higher risk of severe illness if they donot maintain social distancing / follow medical advice. |
| 18 | Managing symptomatic pupils and staff | Y | Risk of infecting pupils and staff if symptomatic pupils andstaff are not managed in line with the guidance. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 19 | Managing visitors and temporary staff | Y | Visitors do not adhere to social distancing measures put inplace. |
| 20 | Delivery of inbound goods | Y | Ineffective infection control and increased risk of infection. |
| 21 | Cleaning | Y | Ineffective infection control and increased risk of infection. |
| 22. | Changing of pupils and their intimate care. | Y | Ineffective infection control and increased risk of infection. |
| 23. | Managing pupils with challenging behaviours. | Y | Pupils spitting, biting and generally ignoring the social distancing guidelines. |
| 24. | Managing pupil’s remote learning. | Y | Pupils learning will be disrupted without an on-line offer. |
| 25. | Managing the bubble if there is a confirmed case of coronavirus. | Y | Pupil or staff member is confirmed as having coronavirus. |
| 26. | Protective Measures | Y | 1. Failure to Clean hands; 2. Failure to ensure good respiratory hygiene; 3. Failure to introduce enhanced cleaning; 4. Failure to engage with the NHS Test and Trace process; 5. Failure to deal with an outbreak of Covid-19 in school |
| 27. | Social Distancing | Y | 1. Grouping children 2. Control measures in classrooms 3. Social distancing around school 4. Measures for arriving and leaving school |
| 28. ` | School workforce | Y | 1. Vulnerable staff 2. Staff workload and well-being 3. Support staff and visiting staff |
| 29. | School operations | Y | 1. Dedicated school transport 2. Wider public transport 3. Pupil attendance 4. Educational visits 5. School uniform 6. Extra-curricular provision |
| 30. | Education Provision |  | 1. Curriculum expectations 2. Behaviour and pastoral issues 3. Assessment and accountability |
| 31. | Contingency planning |  | 1. Preparing for another lockdown |

**Risk Scoring**

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures**and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk** x the **Likelihood.**

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| Severity of Risk (S) | | **Likelihood (L)** | | | | | **L x S = Risk Rating Score (RR)** | |
| 1.  Rare. | 2.  Unlikely | 3.  Possible | 4.  Very likely | 5.  Almost certain |  | |
| 1. | Insignificant | **1** | **2** | **3** | **4** | **5** | Low (L) 1-6 | No further action required |
| 2. | Low | **2** | **4** | **6** | **8** | **10** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 3. | Tolerable | **3** | **6** | **9** | **12** | **15** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 4. | Major | **4** | **8** | **12** | **16** | **20** | High (H) 16-25 | Do not proceed |
| 5. | Intolerable | **5** | **10** | **15** | **20** | **25** | High (H) 16-25 | Do not proceed |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 1. Building and Systems not maintained prior to opening | * Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. * New variant of COVID | Y  Y | Y  Y | **Y**  **Y** | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * All inspections, maintenance and servicing are up to date. Where equipment has not undergone the required statutory testing – we will assess the impact of use. (this will include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation. * All tests are carried out either on a weekly, monthly or annual basis by SMO or Mears. * We willensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed. Flushing of all water outlets will be routinely undertaken. Building Services we be contacted for any advice. * School has been open throughout pandemic and weekly checks have been carried out. SMO will carry out a flush after Whit break. Signed off by PK   [See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS](http://www.myschoolservices.co.uk/Page/199) | 4 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * A visual inspection prior to opening the building to identify any hazards that could pose a risk to users of the building is taken. * We will contact Building Services to find out more information on what statutory testing needs to beundertaken or to discuss any required future testing where required.   [See Managing School premises, which are partially open, during the corona outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak).  **Review and addition date: 06/01/21**   * We will keep up to date with any threats from this new variant. * Staff/pupils have been reminded of basic hygiene measures. * Regular review in response to changes in advice/guidance. | 4 | L |
| 2. Lack of communication with parents/carers and staff members | * Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. * Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace. * New variant has increased transmission rate. | Y |  | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will ensure parents/carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school before the school opens or more pupils attend. Regular updates will be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school. * All staff (including catering and mid-day assistants) will be provided with the measures the school are taking to ensure their health and safety once school opens. * Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This will include any safety reps in school. * All teaching and non-teaching staff will receive Mental Health Awareness training. * Class teams will have an induction to demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks identified for teaching/supervising individual pupil, ensuring full staff awareness before school opens. * Daily briefing session will be carried out with pupils to ensure awareness of procedures implemented in school. * There will be no off site visits. * The above was covered on the staff training day on 01/06/2020 and 03/06/2020. | 4 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected. * Share regular communication of mental health information and open door policy for those who need additional support.   See [GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19).  **Review and addition date: 06/01/21**   * All parents/guardians spoken to individually by staff. * More tools for communication with parents (EFL, Tapestry) * Safeguarding team available to signpost parents to support. * Regular review in response to changes in advice/guidance. | 4 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 3. Staffing levels | * Lack of staff available to teach or carry out required tasks in school | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. * We will ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, Sendco, first aiders / fire wardens, caretaking and cleaning staff. * We will ensure arrangements are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions).Home working options or tasks that restrict interaction with others in school will be considered.) * Vulnerable staff already identified will not be expected for an immediate return to work until an individual meeting with HT.   Staff rotas are already emailed out to all staff on a weekly basis and this will continue. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.)   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * All parents/guardians spoken to individually by staff. * More tools for communication with parents (EFL, Tapestry) * Safeguarding team available to signpost parents to support. | 4 | L |
| 4. Lack of Fire Wardens & First Aid Provision | * Unable to provide adequate first aid or able to supervise fire evacuation procedure. | Y | Y | **Y** | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will ensure there are enough First Aiders and Fire Wardens to ensure appropriate cover in place for the needs within school. * Posters displaying first aid/fire warden contact information. * We will identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. (See PPE later in risk assessment.) * In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with. * Evacuation assembly points, will allow for social distancing. * Fire Evacuation procedures have been re-written and sent to all staff. These were discussed at staff meeting on 01/06/20. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  See GN 25 – First Aid via MSS  [See Guidance on Covid-19 in relation to carrying out CPR and resuscitation](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/)  **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Staff have had defibrillator training. | 4 | L |
| 5. Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will advise children and young people to remain 2 metres apart on school transport where possible. * We will advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities they will use hand sanitizer. (After parental permission sought.) * All school transport arrangements will cater for any changes to start and finish times. * Transport providers will not work if they or a member of their household are displaying any symptoms of Covid-19 and follow hygiene rules and try to keep distance from their passengers * Escorts to wear appropriate PPE when transporting pupils to and from school. * Contact with school transport has already been made and they are making the safety arrangements for the transportation of pupils. At the meeting on 01/06/20 we discussed a process of safely bringing pupils into the building. Parents bringing in their own child have been asked to stagger their arrival from 9am and after 3-30pm. These were discussed at staff meeting on 01/06/20. | 8 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting. * Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers   (Including avoiding peak times) when planning their travel.   * Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting our children and young people with complex needs who need support to access the vehicle or fasten seatbelts. * Provide guidance or training for school pupils on how to use school transport. * Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers * This is out of our control and will be down to school transport.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Secondary age pupils and staff to wear masks going to and from transport, as well as on board (unless exempt.) * Start times for other children are staggered to reduce numbers of parents and buses arriving. * We willcontinue to encourage parents to stick to the times set. | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
|  |  |  |  |  |  |  |  | * Cordon off seats and eliminate face-to-face seating, where vehicle capacity allows, to help passengers spread out. |  |  |
| 6. Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Ask staff to wash their hands on arrival and prior to leaving the school. * Advise staff to adhere tothe social distancing measures and remain 2 metres apart at all times including when entering and exiting the building. * See above. Hygiene measures will be a constant feature of staff briefings and pupils will be constantly reminded during the day. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will stagger arrival and departure times.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Staff to wear masks at all times during this period. * Staff will be reminded of their responsibilities in this regard on a regular basis. | 6 | L |
| 7. Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Tell parents that if their child needs to be accompanied to the school only one parent should attend. * Advise children and young people to form a queue outside of the entrance to the school and remain 2 metres apart. * Instruct pupils to wash their hands on arrival and prior to leaving the school. * Provide help to children and young people who have trouble cleaning their hands independently. * Hand sanitiser and other products to be safely stored and administered by an adult. * A letter went out to parents w/c 01/06/20 with details of the above safety measures that we put in place for the safe arrival and dismissal of pupils. It will also ask permission to use alcohol based hand sanitiser. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Stagger arrival and departure times for different cohorts of pupils where possible. * Use different entrance /exit points for children if required.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Parents to wear masks when collecting/dropping off children. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 8. Unable to maintain social distancing measures in the classroom. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Rearrange classrooms to ensure that social distancing measures can be maintained. * Reposition seating arrangement two metres apart. * Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. * Remove soft furnishings, soft toys and toys that are hard to clean (suchas those with intricate parts.) * Students will be seated at the same desk each day if they attend on consecutive days. * Each class team will be given at least four days (from 01/06/20) to prepare their rooms in terms of seating, spacing removal of objects, individual items etc. The rooms have already been deep cleaned. Cleaning products and PPE will be provided e.g. aprons, gloves, face masks sanitiser, cleaning products etc. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will consider which lessonsor classroom activities could take place outdoors. * Where a sink is not nearby, we will provide hand sanitiser and tissues in classrooms and other learning environments.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Reference in individual RAs, those children who cannot socially distance effectively. * Reduce numbers * Staff to implement their own control measures appropriate to their class. | 6 | L |
| 9. Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Revised timetable to reduce movement around the school or building. * Pupils to use the same classroom or area throughout the day, and ask teachers to move to them. * We will stagger break and lunch times andstart and finish times so that all children are not moving around the school at the same time. * We will ensure that pupils and staff remain two metres apart whilst moving around the building. * We will remind pupils to keep to the left hand side of corridors. * The above measures will be reinforced at the staff meeting on 01/06/20 and at subsequent briefings. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Ask pupils to bring a packed lunch and eat in the classroom to reduce movement around the school. * Accessing rooms directly from outside where possible. * Establish one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors if required.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Constant reminders to pupils and staff to maintain social distancing, daily reminder on briefing in this regard. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 10. Higher risk of contamination if pupils and staff use shared equipment and resources. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will limit the amount of shared resources in use. * We will prevent the sharing of stationery and other equipment by allocating each pupil their own and providing a container to store it in. * Shared materials and surfaces will be cleaned more frequently. * Practical lessons will only go ahead if equipment and classroom can be cleaned thoroughly. * Staff have already started to purchase individual storage boxes for pupils as well as lidded bins for disposal of paper towels. Hygiene and social distancing will be constantly reinforced throughout the day. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  tagger the use of outdoor areas for breaks, lunch times and outdoor activities:   * We will limit the exchange of take-home resources between children, young people and staff.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Individual control measures for each class * Reduce the amount of carousel activities in Lower School. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 11. Higher risk of contamination if pupils and staff use shared spaces. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will stagger breaks between lessons so that areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance. * Windows in rooms will be open to allow for improved ventilation. * This was discussed at a staff meeting on 01/06/20 and reinforced at daily staff briefings. Any issues will be passed immediately to the HT. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will stagger the use of staff rooms and offices to limit occupancy.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Reduction of numbers in US will reduce issues of overcrowding . * Smaller numbers on playground at any one time. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 12. Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities. * We will ensure that outdoor areas are supervised to ensure that social distancing measures are maintained – in particular for smaller children. * We will not use outdoor equipment unless we are able to ensure that it is appropriately cleanedbetween groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings. * This was discussed at staff meeting on 01/06/20 where staff were asked to ensure the above procedures are followed. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * In PE, each class is using different equipment per half term, eliminating sharing of resources. * Forest school sessions to ensure 1 class at a time taking part. | 6 | L |
| 13. Mixing of pupils during break and lunch times and maintenance of social distancing measures. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Break and lunch times staggered so that different cohorts of pupils don’t mix. * Pupils asked to wash their hands beforehand. * If pupils need to move around the building during lunch and break times make sure that they do in the groups they are already in. * Ensure that children and staff remain 2 metres apart. * Children to eat their lunch in their classrooms if and tables and chairs wiped afterwards. * We have decided at this stage to use classrooms for lunches so the hall will not be used. However if we decide to use the hall for lunches the above measures will come into play. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * All upper school pupils and staff will wear face coverings on the corridors when going out and coming in from the playground unless there is a valid reason for them not to do so. * All upper school pupils and all staff will wear face coverings on the corridors when collecting and taking out pupils to/from the bus bays unless there is a valid reason for them not to do so. * Pupils and staff will have the option of wearing a face covering when on the playground.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * We will review break time arrangements and use of outdoor areas on a regular basis. * Staff to be encouraged to constantly move around the playground and not stay in one position. | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 14. Mixing of staff and pupils whilst providing school meals. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Packed lunches will be provided to classrooms to reduce the movement around the school building and avoid pupils mixingoutside of their cohort and long wait times for pupils. * Cleaning products and hand sanitiser to be available for use by the school meals staff. * MDAs assigned to specific bubbles. * These procedures were discussed with staff at the staff meeting on 01/06/20. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  tagger the use of outdoor areas for breaks, lunch times and outdoor activities:   * School meals staff are able to keep two metres apart in the kitchen. * Kitchen staff made aware of safety issues around Covid-19. * Staff will have their own rota for eating their packed lunch in the staff room. * Cutlery and crockery to be individually sourced and washed.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. | 6 | L |
| 15. Mixing of pupils/staff during visits to toilets and hand washing facilities. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Toilets will not become crowded by limiting the number of children or young people who use the toilet facilities at one time. * Pupils and staff to keep two metres apart. * Pupils and staff to wash their hands for 20 seconds using warm water and soap. * Different bubbles will be assigned to different toilets and for those requiring intimate care, different hygiene rooms. * Staff discussed the toilet rotas at the staff meeting on 01/06/20 and also within their class bubbles. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * An additional seven hand sanitiser stations have been installed across the school.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 16. Unable to maintain social distancing measures during contact sport and physical education lessons. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).   Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Pupils not to play sports or games together in line with the guidance. https://www.gov.uk/govern ment/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-implementing-protective- measures-in-education-and-childcare-settings. * Staff discussed the type of PE activities they will undertake during their class team meetings. The PE lead has provided advice and an adapted curriculum overview plan. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities:   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * All classes to use different equipment each half term for PE lessons. * External sports coaches attendance to be reviewed, and cleaning protocols to be followed. * Access to sanitiser during lessons to be arranged . | 6 | L |

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| **Hazards** | | **Potential Harm** | | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  | |  | | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 17. Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | | Y | | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Pupils and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the end of June and not attend school. * Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June. * Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible. * A child, young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend school. * If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance theywill only attend school if stringent social distancing is adhered to and, in the case of children, they are able to understand and follow those instructions. * The above measures will be reinforced to all staff after the staff meeting on 01/06/20. Those staff currently in the above groups will be asked to contact the HT directly to discuss their individual cases. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  tagger the use of outdoor areas for breaks, lunch times and outdoor activities:  **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * PPE to be worn where possible at key times. * Individual RAs to be completed for pupils particularly at risk. * Pupils who have a shielding letter should be kept out of school for the time being. | 4 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 18. Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Ensure that staff are aware of the process for sending home pupils and staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. * If a child is awaiting collection:   - Move them to a room where they can be isolated behind a closed door  - Depending on the age of the child and with appropriate adult supervision if required.  - Open a window for ventilation.  - If they need to go to thebathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).  - Call 999 if they are seriously ill or injured or their life is at risk.   * If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. * All staff were reminded of the above guidance at the staff meeting on 01/06.20. Other staff will be reminded at other times during that week. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Where social distancing cannot be guaranteed staff and pupils will be extra vigilant around hand washing.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * LS pupils showing symptoms to be isolated in the medical room, staff to wear full medical PPE. * Upper School to use the OT room. * Do not enter signage to be put on the door. * Strict cleaning regime to be followed. * Monitoring by staff to take place every day, taking temperatures if necessary. * Within individual RAs normal temperature rates will be recorded for specific pupils who may have a normal raised temperature. | 4 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
|  |  |  |  |  | * Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. |  |  |  |  |  |
| 19. Visitors do not adhere to social distancing measures put in place. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Non-essential visits will be cancelled and rearranged for the future. * We will limit the number of visitors at any one time. * A specific time window for essential visits to school will be provided. * A record of all visitors, including contact details will be maintained. * The above measures have been discussed with our office staff so no non-essential visitors will be allowed into school. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities: * We will encourage potential visitors to contact the schools remotely rather than visiting the school.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Visiting medical professionals should wear full PPE and dispose of it themselves. | 6 | L |
| 20. Delivery of inbound goods - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * All deliveries to be left at the entrance. * We will ensure that incoming goods are cleaned if appropriate and required. * These arrangements have already been discussed with office staff and are in operation. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Introduce greater hand washing and hand washing facilities for staff handling goods and merchandise and provide hand sanitiser where this is not practical. * Restrict non-business deliveries, for example, personal deliveries to staff.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Continue to closely monitor all deliveries. | 6 | L |
| 21. Cleaning - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Agree a cleaning schedule with the Cleaning Service. * Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance. * Additional cleaning requirements and hours agreed with provider. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Spaces will be well ventilated using natural ventilation (opening windows) or ventilation units. * Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. * On activation of fire alarm these doors will be freed.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Coats can be worn inside if it is particularly cold and windows need to open for ventilation. * Uniform is not compulsory, children can wear warm clothes. * Monitor and review cleaning practices regularly. * Insist that cleaning checklists are completed. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
|  |  |  |  |  | * Deep cleans of the building are put into place where there is a confirmed case of COVID-19. * Frequently touched surfaces are cleaned frequently with detergents and bleach by staff. * Toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, are cleaned more regularly than normal. * Cleaning staff returned to their 'normal' rota on 08/06/20. Staff removed the above items during week commencing 01/06/20. A cleaning routine has been produced by one of our SLT members for staff to follow during the day. This was shared with staff at the meeting on 01/06/20. |  |  |  |  |  |
| 22. Changing of pupils and their intimate care. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * See school hygiene protocol. * The hygiene protocol for intimate care and changing was shared with all staff at the staff meeting on 01/06.20. * PPE including masks must be worn for intimate care (where deemed necessary), administering medication and the supervision of any child displaying symptoms. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Given new Covid variant staff will be advised wherever possible to wear full PPE when carrying out changing or intimate care. * All used PPE should be double bagged and disposed of as soon as possible (needs clarification) PPE bin? | 4 | L |
| 23. Managing pupils with challenging behaviours which may include spitting and biting. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * all individual behaviour plans have been reviewed. * Behaviour lead will be called to support if a pupil shows escalating behaviours. * Quiet space will be offered to the pupil and a member of staff will be assigned for CALM talk. * TeamTeach intervention will still be used if a pupil is in crisis and is posing a threat to other pupils or staff. * PPE (visors, gloves, aprons) will be provided for staff who may need to physically intervene with a pupil. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Wherever possible we will try to avoid excluding a pupil but where serious and health threatening incidents occur this may be a short-term measure.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * All PHPs to be reviewed | 2 | L |
| 24. Managing pupil’s remote learning. | Pupil’s education severely disrupted because they have to self-isolate for whatever reason. |  | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * All classes have produced home learning grids which are placed on the school website and are updated when required. * EfL / Loom and directions to a series of on-line sites have been produced for each class. * If a child has to self-isolate, for whatever reason, the on-line learning will come into play. * Weekly phone calls to the child’s home will be made. * Requests to show work on-line e.g. on EfL will show that a pupil is accessing the on-line work. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Where a child has difficulty accessing on-line resources, we will send home packs of work to be completed.   **Review and addition date: 06/01/21**   * Regular review in response to changes in advice/guidance. * Learning packs can be provided. according to the nature of the pupils. * Continue to provide all the previously mentioned. * All programs appropriate to the needs of the children. | 2 | L |

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| 25. Managing the bubble if there is a confirmed case of coronavirus. |  | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students in schoolwill be encouraged to get tested in this scenario. * Where the child, young person or staff member tests negative, they can return to school and their fellow household members can end their self-isolation. * Where the child, young person or staff member tests positive, the rest of their ‘bubble’ within the school will be sent home and advised to self-isolate for 14 days. The other household members of that ‘bubble’ will need to self-isolate for 14 days.They will need to arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 via telephone if they do not have internet access. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will be contacted to conduct a rapid investigation and will advise the school on the most appropriate action to take. * In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps another bubble or pupils on transport. Given we are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary. | 4 | L |

**Additional safeguards introduced for the full opening of school in September 2020**

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 26. Protective measures  a. Cleaning hands  b. Ensuring good respiratory hygiene  c. Enhanced cleaning  d. Engaging with the NHS Test and Trace process  e. Outbreak of Covid-19 in school | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) and by not   cleaning hands properly. | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Sufficient time will be allocated for pupils and staff to wash their hands before, during and at the end of lessons; before and after breaks and at the start and end of the day. * All pupils and staff will be reminded frequently to catch their coughs and sneezes in their elbows or in a tissue. * Tissue to be binned and hands washed with soap and warm water for 20 seconds. * Windows will be open where possible to ensure ventilation. * Lidded bins will be in all classrooms. * All areas will be thoroughly cleaned on a daily basis by cleaning staff from Cleaning Services. * Explanation of, and compliance with the NHS Test and Trace system will be communicated to all pupils, staff, parents and visitors. * See also points 24 and 25 above. * School will follow the procedures outlined in the WBC Covid-19 Outbreak Control Plan | 6  6  6  6  6 | L  L  L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Hand sanitiser will be available in every class for use throughout the day. * All classrooms have their own sink with access to hot water. * Bins will be emptied every night and sprayed with anti-bac. * Paper towels will be provided in each classroom. * A cleaning checklist has been produced for use in classrooms. Staff will follow this checklist throughout the day. * Staff have prepared a weeks’ worth of on-line lessons ready for September and in anticipation of a local lockdown. | 4  4  4  4  4 | L  L  L  L  L |
| 27. Social Distancing   1. Grouping children 2. Control measures in classrooms 3. Social distancing around school 4. Measures for arriving and leaving school   See sections 6 and 7 above. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Our bubbles will be up to 10 pupils in lower school and 14 pupils in Upper School. * We have organised the timetable and curriculum so that there is minimal movement of staff between bubbles. * Pupils will remain in their bubbles all day. * Our classrooms have been rearranged to allow for social distancing. * Wherever possible pupils will sit alongside each other. * Staff will attempt to keep a 2 meter distance from pupils in class where this is possible. * There will be no whole school assemblies or singing sessions. * The school hall will not be used for school dinners. * Pupils will be reminded to keep a 2 meter gap when moving down corridors and will keep to the left of the corridor. * Lunch break and dinner time will be staggered. | 6  6  6  6 | L  L | Examples of mitigating action which could be introduced to reduce the spread of infection::   * Pupils will remain in the bubbles at break and lunch times. * The multi-sensory room will not be available at this stage. * Pupils will be discouraged from sharing resources. * A cleaning checklist for the classroom will be followed throughout the day. * Staff rotas for breaktimes and lunchtimes have been discussed and agreed. | 4  4  4  4 | L  L  L  L |
| 28. School workforce   1. Vulnerable staff 2. Staff workload and well-being 3. Support staff and visiting staff | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Those staff who are clinically extremely vulnerable or clinically vulnerable will have a risk assessment. * The school day will not be any longer and staff will not be asked to work beyond their contacted hours. * PPA time may be taken from home if feasible. * TAs may be asked to ‘cover’ for teachers at certain times supervising pupils. | 6  4  4 | L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * School will negotiate with staff if they feel they still need to work from home. * Mental health and well-being training was held on 01/06/20 for all staff. Staff have access to mental health support if and when required. * Arrangements will be put in place to ensure visiting staff are considered during any test and trace process and can be contacted if necessary. | 4  2  2 | L  L  L |
| 29. School operations   1. Dedicated school transport 2. Wider public transport 3. Pupil attendance 4. Educational visits 5. School uniform 6. Extra-curricular provision | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * School has been consulted on the use of school transport. * Escorts and drivers are wearing face masks on the buses. * Pupils are closely supervised when boarding and disembarking transport. * Very few pupils travel by public transport. We will assess the public transport situation in September. * Although attendance will be mandatory from September we expect there may be differing circumstances which may affect attendance. We will be mindful of these circumstances. * There will be no educational visits for the Autumn term. We will review for the Spring term. * We will suspend the requirement to wear school uniform in order to make it easier for everyone to wear clean clothes. * We do not offer breakfast or after school clubs and do not intend to do so. | 6  6  6  6 | L  L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Suitably spaced seating has been established. * Pupils aged 11 and above will be invited to wear a face mask on transport. * Pupils are being dismissed from their class bases rather than the hall. * We will contact all parents including those BAME parents to reassure them of their child’s safety in school and the measures we have put in place. | 4  4  4  4 | L  L  L  L |
| 30. Education provision   1. Curriculum expectations 2. Behaviour and pastoral issues 3. Assessment and accountability | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | * Pupils will be following the same timetable / curriculum as before lockdown. * Time will be provided to work with pupils who may struggle on their return. * Staff have produced a week’s worth of lessons in case there is a return to lockdown within a short time of returning. * The school behaviour policy has been reviewed and updated. * Positive Handling Policy has been reviewed. * We plane to baseline all pupils across a range of subjects within the first two weeks of our return. | 4  4  4 | L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Pupils will be returning to new classes in many cases so the first week will be spent on a ‘reorientation’. * Refresher training for Team Teach will take place on 24/07/2020 for those staff who require it. * These staff will be provided with appropriate PPE. | 2  2 | L  L |
| 31. Contingency planning | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y | Y |  | * Staff will have produced a week’s worth of on-line work for pupils before we break for summer. |  |  | Examples of mitigating action which could be introduced to reduce the spread of infection:   * We have created a home learning tab on the school web site where pupils can access home learning. |  |  |