

Title: Covid-19 Risk Assessment

School: Houghton St. Giles CE Primary Academy



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Social Distancing	All Occupants and Visitors	<ul style="list-style-type: none"> Reception areas are taken out of use for parents. Parents are to contact the school to make scheduled appointments if a virtual meeting/phone call is not possible and will be met by a staff member outside the main entrance. 	L	Head will inform parents that reception area is out of use and advise the procedure for visiting the school for a scheduled appointment.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). 	L	Parents and carers have already had this information. Information to be put on the school website by 2 nd September. Information regarding this will be included on our weekly newsletter that is sent to parents and all staff.	Headteacher/Office Staff will ensure this information is passed to all staff and parents. A poster will be displayed in the main entrance for any visitors	Already in place	Already in place
		<ul style="list-style-type: none"> Social distancing to be maintained where possible with the focus on minimising contact where possible. Adults are expected to maintain social distancing between other adults at all times. 	L	Signage has been displayed around school and meetings have been held with all members of staff to remind them of social distancing measures.	Headteacher will ensure all staff are aware of this. Teachers will then share this age	Already in place	Already in place

					appropriately with children		
		<ul style="list-style-type: none"> The school have created year group bubbles with allocated break times, lunches and start / end of school day to ensure that these are staggered between bubbles. These bubbles eat in separate areas of the hall or classrooms and playgrounds are segregated so that certain areas can be allocated to bubbles. 	L	Children allocated to groups and daily timetable established to minimise mixing between groups as far as possible.	Headteacher has completed timetables for starts and ends of days, break times and lunchtimes and this has been shared with all relevant staff.	Already in place	Already in place
		<ul style="list-style-type: none"> Where desks are being used (KS2) these should be forward facing where possible. Reception and KS1 will have some tables grouped together for focus work with markers on the floor to indicate where to sit to help with spacing. 	L	<p>All desks in classrooms have been located so that they facing forwards (KS2).</p> <p>In EYP and KS1 markers positioned on the floor to indicate where to sit to help with spacing.</p>	Teachers will arrange the layout for their allocated classroom taking into consideration the positioning of TAs and support staff. The Headteacher will then have an overview	Already in place	Already in place
		<ul style="list-style-type: none"> Children will use the same classroom or area of a setting throughout the day, as far as possible, with thorough cleaning of rooms at the end of the day. 	L	All learning will take place within the same classroom as far as possible. Outdoor space has been split so that the number of groups using the same space at any one time is minimised. Cleaning rota in place.	Headteacher to rota and monitor cleaning capacity.	Already in place	Already in place
		<ul style="list-style-type: none"> Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering 	L	Headteacher has timetabled staggered lunch and breaks that the movement of large groups	Headteacher to complete timetable	Already in place	Already in place

				of pupils around the school at the same time is minimised.	and share with the whole staff		
			L	Signage will be displayed at relevant points around the school. Headteacher will also remind staff on social distancing on a regular basis.	Headteacher to remind staff. Office staff to ensure signage is displayed.	Already in place	Already in place
			L	Microsoft Teams to be used for meetings where possible. Where not possible / practical a suitable room will be located based on the number of individuals in the meeting and the maximum occupancy of the rooms available. Staff and visitors will also be reminded of adhering to social distancing guidelines.	Headteacher	Already in place	Already in place
			L	Social distancing reminders have been placed in any staff rest areas.	Headteacher/Office Staff to ensure that common spaces, staffrooms, staff entrances have social distancing displays	Already in place	Already in place
			L	Weekly spot checks will take place.	Headteacher to complete regular and unannounced checks.	Already in place	On-going
			L	Groups will arrive and leave at the same time with different groups using different entrances.	Headteacher to complete timetable	Already in place	Already in place
				• Staff reminded regularly of the importance of social distancing both in the workplace and outside of it.			
				• Conference / video calls to be used instead of face to face meetings, where possible.			
				• Social distancing also to be adhered to in staff rest areas.			
				• Management checks to ensure this is adhered to.			
				• Staggered start and end times with more entrances being used to minimise number of adults arriving at once.			

				and share with the whole staff.			
		<ul style="list-style-type: none"> Parents discouraged from gathering at school gates. 	L	<p>Headteacher will write to parents reminding them to disperse from the site and from the gates.</p> <p>Headteacher to remind parents on a regular basis as required.</p>	Headteacher to be an outside presence during the initial phases of children returning to school	Already in place	Already in place
		<ul style="list-style-type: none"> Groups to be maintained during any before and after school clubs where possible. 	L	Children allocated to groups and information to be passed on to before and school clubs as applicable.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> School will cease any large activities where multiple groups would come together e.g. assembly, collective worship. 	L	Large group activities will stop and will be class based instead (e.g. class based worship).	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Music curriculum to be modified so no singing in groups of more than 15 and no woodwind or brass instruments. 	L	Where possible singing will be outside or back to back. Woodwind and brass instruments taken out of use.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Where intimate care is required then PPE will be worn as normal (unless the child is showing COVID symptoms – see “Dealing with suspected cases of Covid-19” section) 	L	Headteacher to issue guidance to all staff.	All staff	Already in place	Already in place
		<ul style="list-style-type: none"> Face coverings to be worn by adults and visitors when moving around corridors and at school gates (unless exempt on medical ground). 	L	Headteacher to issue guidance to all staff.	All staff	5 th January 2021	Already in place

Contaminated surfaces	All Occupants	<ul style="list-style-type: none"> School will cease hand shaking of children and visitors. 	L	Hand shaking will stop	All staff	Already in place	Already in place
		<ul style="list-style-type: none"> In KS2 the school will limit any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities, sand play etc. In EY and KS1 the school may undertake some activities which involve the passing of items around a class but the resources will remain within that bubble or cleaned before being used by another bubble. 	L	<p>Curriculum for all children will be revisited and use of shared resources will be limited or removed for KS2.</p> <p>Where resources are shared between groups these will be cleaned after use.</p> <p>Individual stationery packs to be provided for each child.</p>	Headteacher will monitor planning of activities.	Already in place	Already in place
		<ul style="list-style-type: none"> School will limit any information and resources going between home and school. Any information or resources that are returned to school will be quarantined for 72 hours and clearly marked as such. Staff will be advised to use hand sanitiser before and after handling this information prior to it being placed into quarantine. 	L	<p>Headteacher to issue guidance to all staff.</p> <p>Only essential information and resources will be sent home.</p>	Headteacher will monitor planning of activities.	Already in place	Already in place
		<ul style="list-style-type: none"> Any display boards which promote or encourage touching due to a sensory element are limited to that bubble only and where able to be cleaned are wiped down on a daily. Where the display board is in a communal area (e.g. corridors) then it is taken out of use. 	L	<p>Headteacher to issue guidance to all staff.</p> <p>All sensory and interactive displays which can be wiped down on are cleaned on a daily day.</p>	Teaching Staff	Already in place	Already in place

	<ul style="list-style-type: none"> Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. Corridor/compartment doors are not to be propped open. Classroom doors, which are also fire doors, can be propped but must be shut by the Teacher or TA within that classroom as part of the Fire Alarm evacuation procedure. 	L	Any doors where it is safe to do so will be propped open to minimise contact with door handles and to allow an airflow through all rooms.	Headteacher/Site Manager will ensure there is enough equipment to prop doors open where it is safe.	Already in place	Already in place
	<ul style="list-style-type: none"> Cleaners are employed by the school / sourced via SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance (Covid-19; Cleaning of non-healthcare settings) and is compliant with the COSHH policy and the H&S policy. 	L	Cleaning rota has been established and follows more robust procedures since before school closures.	Headteacher discussed expectation with cleaners on 18 th May 2020	Already in place	Already in place
	<ul style="list-style-type: none"> Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. 	L	High touch areas will be a priority for the cleaning team. Cleaning materials will be provided in every room.	Cleaners / Class Teachers	Already in place	On-going
	<ul style="list-style-type: none"> Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. 	L	Headteacher to issue guidance to all staff.	Headteacher to complete regular and unannounced checks.	Already in place	On-going
	<ul style="list-style-type: none"> All cutlery and cups are thoroughly cleaned before and after use. Where resources are shared such as kettles in staff rooms staff, hand sanitiser has been made available 	L	Headteacher to issue guidance to all staff.	Catering Staff	Already in place	On-going

		and staff are advised to sanitise before and after use		Systems for cleaning of cutlery and cups at lunchtime have been established.			
		<ul style="list-style-type: none"> Cleaning wipes are provided in all staff toilets and signage is in place reminding staff to wipe the toilet, chain / flush and taps after use. 	L	Cleaning provision supplied and staff informed of procedures.	Headteacher to brief staff on procedures	Already in place	Already in place
		<ul style="list-style-type: none"> Where possible PE lessons will be conducted outside and kept to non-contact sports. All equipment will be cleaned after use. For team sports; sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. The school will only provide team sports listed on the return to recreational team sport framework: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework 	L	<p>Cleaning provision supplied and staff informed of procedures.</p> <p>Where weather conditions force the lesson to be conducted inside this will be held in the hall and doors kept open to aid with ventilation.</p>	Headteacher to brief staff on procedures	Already in place	Already in place
Dealing with suspected cases of Covid-19	All Occupants	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing. high temperature, or has a loss of, or change in, their normal sense of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	L	Staff have been regularly informed of the symptoms and follow same absence procedures as outlined in our staff handbook.	All staff monitored by Headteacher.	Already in place	Already in place

	<ul style="list-style-type: none"> Staff and parents to be informed of the latest ‘Stay at Home’ guidance which sets out that if they or anyone else in their household develops symptoms then the symptomatic individual must self-isolate in line with current government guidance. Other members of their household (including any siblings) should also self-isolate in line with current government guidance from when the symptomatic person first had symptoms (unless negative test result). 	L	<p>Staff and parents to be informed of the latest guidance. In suspected cases of coronavirus, proof of negative test required prior to being allowed back into school.</p>	Headteacher	Already in place	Already in place
	<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. This area will be kept well ventilated where possible and contain a plastic chair which can be easily cleaned using standard cleaning products prior to anyone else using it. 	L	<p>The Back Admin Office will be used if anyone becomes unwell with the symptoms whilst at school. A member of staff will supervise the children until they can be collected by an appropriate adult.</p>	Headteacher	Already in place	Already in place
	<ul style="list-style-type: none"> If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection, where possible. 	L	<p>If a child or member of staff is unwell and are waiting to go home, they will use the staff toilet and this will become out of bounds for everyone else. This is the toilet closest to the collection point and the area that the child or member of</p>	Headteacher will monitor the staff/child. Office staff will place signage on the door when in use for this reason.	Already in place	Ong-going

				staff would need to wait in. In the event of this a sign would be placed on the staff toilet to indicate 'out of use' and staff would be re-directed to use the outside caretaker toilet.			
		<ul style="list-style-type: none"> Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. 	L	If these areas cannot be cleaned immediately by members of the cleaning staff, the area will be taken out of use until it can be cleaned.	Headteacher / leadership team member or cleaners if possible	Already in place	On-going
		<ul style="list-style-type: none"> If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time. 	L	School would follow current robust absence management procedures.	All line managers to follow current staff absence guidelines and seek any clarification from HR specialists	Already in place	On-going
		<ul style="list-style-type: none"> If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken (NHS Track and Trace) 	L	School will follow the Trusts', public health and Local Authority guidance at all times.	Headteacher will contact relevant agencies immediately	Already in place	On-going
Poor personal hygiene	All occupants	<ul style="list-style-type: none"> Hand washing facilities with liquid soap and water (ideally warm water) in place. 	L	All rooms in use in the first instance will have access to designated handwashing facilities.	Office Staff to check stocks of liquid soap and order additional if required.	Already in place	Already in place
		<ul style="list-style-type: none"> Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, 	L	Posters have been displayed throughout period before lockdown and since 'key	Headteacher / Office Staff to check on these posters and	Already in place	Already in place

		e.g. before entering and leaving the school.		worker' children have been in school. Ensure posters are age appropriate – e.g. R and Y6	produce more if necessary		
		<ul style="list-style-type: none"> Stringent hand washing taking place. 	L	Staff to monitor handwashing of children within their group – Headteacher will write to parents so that they can follow the same guidance	Staff to be aware of hand washing guidelines – Headteacher to write to parents before they return to school	Already in place	Already in place
		<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash their hands to ensure it is done correctly and for at least 20 seconds. Young children are supervised in doing so, where possible. 	L	Staff informed to remind children and to supervise younger children where possible.	Class Teacher / Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Classes to teach children hand washing techniques. 	L	Regular sessions to be held with an age appropriate lesson on handwashing and social distancing. This might be through video, games, formal lessons, etc.	Class teachers will prepare a bank of resources to look at trenching children this message	Already in place	Already in place
		<ul style="list-style-type: none"> Drying of hands with disposable paper towels, where possible. 	L	School will ensure all classroom hand washing areas will have paper towel.	Office Staff / Site Manager will source stock where required. Site Manager / Cleaners will ensure paper towels are restocked every night/morning	Appropriate stock levels of paper towels will be monitored on a regular basis by Office Staff and Site Manager.	On-going
		<ul style="list-style-type: none"> Children to wash hands before and after eating a snack and before and after eating lunch. 	L	Children will wash hands in small groups while supported by an adults – this will take	Class teacher and support staff	Already in place	Already in place

				place before and after break and meal times			
		<ul style="list-style-type: none"> Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) 	L	Hand gel will be placed in entrance and exit areas and staff hubs. It will also be placed near all photocopiers and in all classrooms.	Office Staff / Site Manager to place gel around the school and monitor stock levels.	Already in place	Already in place
		<ul style="list-style-type: none"> Employees and pupils reminded to catch coughs and sneezes in tissues or elbows – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. 	L	Posters displayed around school about “catch it, bin it, kill it” and wash hands. All staff to regularly encourage this with children. Any children who cannot follow this procedure Headteacher will speak to parents/carers.	Office staff will produce posters and display around school. Headteacher will write to parents about this and speak to individual parents if necessary	Already in place	Already in place
		<ul style="list-style-type: none"> Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. 	L	Check stock levels of tissues and to ensure they are placed in correct positions around the school	Office Staff to regularly monitor stock levels of tissues and to ensure they are placed in correct positions around the school	Already in place	Already in place
		<ul style="list-style-type: none"> Lidded bins for disposal of tissues are located within each classroom and other key areas which are emptied at the end of each day. Where lidded bins are not available, these will be emptied more regularly. 	L	Every classroom in school and other key areas will have a lidded bin.	Cleaners will empty the bins at the end of every day.	Already in place	Already in place
		<ul style="list-style-type: none"> Pupils discouraged from sharing cutlery, cups or food. 	L	Staff will discourage pupils from sharing these items. Lunch staff will support in cutting up food	Teachers and Support Staff	Already in place	Already in place

				for children using their specific cutlery to avoid sharing cutlery with each child.			
			L	Headteacher to inform parents of expectations.	Headteacher	Already in place	Already in place
			L	Headteacher to inform parents of expectations.	Headteacher	Already in place	Already in place
			L	<p>Classroom doors will be propped open, other internal doors will be kept open (as long as they are not fire doors), windows will be kept open (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) and external doors will be open where appropriate (weather dependant and as long as they are not fire doors and where safe to do so).</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p>	Headteacher / DFO to ensure this follows safeguarding and health and safety procedures	Already in place	Already in place

				<ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts; • Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused); • Providing flexibility to allow additional, suitable indoor clothing; and • Rearranging furniture where possible to avoid direct drafts. <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>			
Contractors and other visiting staff to the school Third party users of the school site	All Occupants	<ul style="list-style-type: none"> • Signage is displayed in the school main entrance giving advice about the virus. 	L	Signage will be displayed in the school main entrance.	Office staff to ensure signage is displayed.	Already in place	Already in place
	And Visitors	<ul style="list-style-type: none"> • Anyone showing symptoms will be asked to go home, this includes staff / pupils / visitors or parents. 	L	Contractors / pupils and staff informed as appropriate.	Headteacher / Office Staff	Already in place	Already in place
		<ul style="list-style-type: none"> • A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace. 	L	<p>Visitors are signed in and out by the assistant administrator</p> <p>NHS Test & Trace QR code also displayed in school main entrance.</p>	Office Staff	Already in place	Already in place
		<ul style="list-style-type: none"> • Non-essential visits from contracted staff are cancelled. Where essential visits are required the contractor is informed to enter via the main school entrance only and access around the school site will be limited as far as possible. Office Staff will explain the site 	L	Contractors informed as appropriate.	Headteacher / Office Staff to inform contractors.	Already in place	On-going

		rules to all visitors upon arrival including only using the staff toilet nearest to the main entrance.					
		<ul style="list-style-type: none"> Visitors will be requested to use hand sanitiser upon entry to the school. 	L	Hand sanitiser will be provided for visitors in the main reception	Office staff will ensure visitors have access to hand gel and that there are sufficient stocks each morning	Already in place	On-going
Staff members with protected characteristics and other vulnerabilities who may be at increased risk (i.e. 'extremely vulnerable person', 'vulnerable person', or BAME people)	Clinically Extremely Vulnerable Staff	<ul style="list-style-type: none"> Any staff member that has been identified through a letter from the NHS or from their GP as clinically extremely vulnerable should work from home where possible during the period of national restrictions. Where this is not possible, they should not go into work. Staff who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should continue to attend work in all local restriction tiers. 	L	<p>Staff are not in work and working from home where possible.</p> <p>To be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher	Already in place	Already in place
	Other Staff	<ul style="list-style-type: none"> Any staff member that is identified as clinically vulnerable, pregnant, breastfeeding, has given birth within the last 6 months or a BAME staff member will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place. 	L	<p>Additional measures to be identified and actioned if appropriate.</p> <p>Individual risk assessment to be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher	Already in place	Already in place

Staff members who work across a number of schools and therefore at increased risk of exposure	Staff	<ul style="list-style-type: none"> Any staff member within this category will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place. 	L	<p>Additional measures to be identified and actioned if appropriate.</p> <p>Individual risk assessment to be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher / DFO	Already in place	Already in place
Children whose doctors have confirmed they are still clinically extremely vulnerable	Children	<ul style="list-style-type: none"> Any child that has been identified through a letter from the NHS or from their GP as clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. 	L	<p>Children are not in school and appropriate arrangements are in place to enable them to continue their education at home.</p> <p>To be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher	Already in place	Already in place
Lack of First Aiders in school and higher risk of close contact with a person Risks associated with First Aid	All occupants	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured (where it continues to be available). 	L	<p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc. would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business</p>	Office Staff ensuring sufficient levels of PPE	Already in place	Already in place

				<p>as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Note: PPE required if;</p> <ul style="list-style-type: none">• a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask (that meets a minimum standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).			
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		<ul style="list-style-type: none"> Those staff required to wear PPE have been provided with guidance on the use of disposable gloves, aprons, masks and how these should be carefully removed to reduce contamination and disposed of safely. This guidance is summarised as follows: <ul style="list-style-type: none"> Perform hand hygiene before putting on PPE. The order for putting on PPE is Apron or Gown, Surgical Mask, Eye Protection (where required) and Gloves. The order for removing PPE is Apron or Gown, Surgical Mask, Eye Protection (where required) and Gloves. Perform hand hygiene immediately on removal; and Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed. 	L	<p>Headteacher to issue guidance to all staff.</p> <p>Guidance displayed in all designated first aid rooms.</p>	Headteacher / Office Staff	Already in place	Already in place
		<ul style="list-style-type: none"> Additional Government guidance on First Aid and CPR to be provided to all First Aiders. 	L	Headteacher to issue guidance to all First Aiders	Headteacher	Already in place	Already in place
Teacher / staff shortage		<ul style="list-style-type: none"> School monitors daily any staff absence. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	L	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.</p>	Headteacher will monitor staff absence levels and keep the CEO informed	Already in place	Already in place

				Staff will also be shared across the Trust if required.			
Travelling to and from school contracting / spreading Coronavirus	All occupants	<ul style="list-style-type: none"> Walking or cycling should be considered. If using public transport, adhere to transport advice, government guidelines and wear a face covering. Only household groups should be sharing lifts. 	L	<p>Headteacher to issue guidance to all staff.</p> <p>Letter to parents to remind them of the rules regarding social distancing when arriving at the start and end of the school day. Where possible only one parent to accompany their child, siblings not in school to remain at their parent's side if not able to stay at home.</p> <p>Temporary signage to be used to remind parents of social distancing measures.</p>	Headteacher	Already in place	Already in place
	Staff	<ul style="list-style-type: none"> Staff be mindful of car parks - try to keep to the 2m or 1m with additional precautions rule when getting in and out of cars. 	L	Headteacher to issue guidance to all staff.	Headteacher	Already in place	Already in place
Impact on physical and mental health - pupils	Pupils	<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils will be provided to parents. 	L	Headteacher will continue to provide information to parents and promote pupil wellbeing.	Headteacher will deal with individual cases and inform the CEO of any issues and resolutions.	Already in place	Already in place
Impact on physical and mental health - staff	Staff	<ul style="list-style-type: none"> Where individuals have expressed concerns in relation to the COVID-19 response, line managers will try and alleviate any concerns by explaining the control measures in place with that individual. If appropriate, seek advice from 	L	Headteacher and Leadership Team continue to promote staff wellbeing with an open door policy (face to face/phone calls/Microsoft Teams) for staff to communicate any concerns	Headteacher will deal with individual cases and inform the CEO of any issues and resolutions.	Already in place	Already in place

		<p>Human Resources and/or Occupational Health.</p> <ul style="list-style-type: none"> Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak, including managing workload, and will offer whatever support they can to help. Regular communication of mental health information and an open-door policy for those who need additional support. Staff to be signposted to useful websites and resources. 		prior to a return or once they have returned to work.			
Fire Emergency	All Occupants	<ul style="list-style-type: none"> Fire evacuation procedures are in place. 	L	This is in line with our usual practice.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Staff and pupils reminded about safe evacuation and maintaining social distancing, particularly at the assembly point. 	L	Headteacher to brief staff and pupils on safe evacuation and maintaining social distancing.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Site staff support evacuations, where possible. 	L	This is in line with our usual practice.	Headteacher	Already in place	Already in place
Lack of premises statutory testing of systems and facilities within the	All Occupants	<ul style="list-style-type: none"> Statutory testing plan in place and is up to date. 	L	This is in line with our usual practice.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Essential checks such as for fire and legionella have continued. 	L	This is in line with our usual practice.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Prior to opening, the fire alarm call points, sounders and emergency lighting has been checked by the Site Manager. 	L	This is in line with our usual practice.	Headteacher	Already in place	Already in place

school and its grounds		<ul style="list-style-type: none"> All toilets, taps (internal and external) and showers have been flushed for 5 minutes. 	L	This is in line with our usual practice.	Headteacher	Already in place	Already in place
Equipment, welfare facilities, play equipment	All Occupants	<ul style="list-style-type: none"> Signage displayed reminding staff to wash their hands before and after use. 	L	Signage will be displayed throughout the school.	Office Staff to ensure signage is displayed.	Already in place	Already in place
		<ul style="list-style-type: none"> Once in school staff must use their own laptops, computers, pens, pencils etc. Where possible equipment should not be shared. 	L	Headteacher to brief all staff on expectations with resources and equipment.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Fixed play equipment and wooden picnic benches will be cleaned on a regular basis or after use if used by more than one group on the same day. 	L	Cleaning rota to be established to ensure that this equipment is cleaned regularly or after use if required.	Headteacher / Site Manager	Already in place	Already in place
		<ul style="list-style-type: none"> Daily cleaning schedule put in place to ensure all shared areas are cleaned on a regular basis. 	L	Cleaning rota has been established and follows more robust procedures since before school closures	Headteacher to rota and monitor cleaning capacity.	Already in place	Already in place
Offsite Visits	Staff, pupils, external essential agency/ professional workers / visitors	<ul style="list-style-type: none"> Off-site visits with pupils to take place where a risk assessment has been completed and agreed with Headteacher and DFO. <p>Residential visits are prohibited at this time. Further advice regarding off site visits is available from https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p> <p>Visits should only take place where social distancing guidelines can be maintained, including transportation to and from the location.</p>	L	<p>Headteacher to brief staff on procedures.</p> <p>Headteacher and EVC to sign off risk assessments prior to off-site visit taking place.</p>	Headteacher / DFO	<p>Already in place</p> <p>Risk assessments signed upon occurrence.</p>	Already in place

		Teaching at students' homes should not take place – remote teaching should take place where possible					
Home Visits	Pastoral/ Welfare/DS L/DDSL Staff	<ul style="list-style-type: none"> Avoid making home visits unless this is absolutely necessary. If necessary, face coverings should be worn and hand sanitiser used before entering and after leaving the property. <p>Staff should continue to contact parents remotely where possible.</p> <p>The School must continue to contact relevant authorities in the usual way should they have a safeguarding concern about a Child, Young Person or Family.</p>	L	Headteacher to brief staff on procedures.	Headteacher / Pastoral Staff	Already in place	Already in place
Out-of-school activities (including wraparound care)	All Occupants	<ul style="list-style-type: none"> May continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> work or search for work; and undertake training or education. <p>All other out of school activities, not being primarily used by parents for these purposes, will close for face-to-face provision until further notice.</p>	L	Headteacher to brief staff on procedures.	Headteacher	Already in place	Already in place

	Name	Position	Signature	Date	Review Date
Risk Assessor	Victoria Hulme	Headteacher		25/01/2021	On update of government guidance
Line Manager	Katy Kent	CEO		25/01/2021	