

March 2021 Coronavirus (COVID-19): risk assessment for Oldfield Primary School

School needs to ensure the risks from coronavirus (COVID-19) continue to be managed effectively to help protect their staff, pupils, and the rest of the school community during the pandemic. This means that school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks. Schools must make sure a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

School employers have a legal duty to consult their employees on health and safety in good time. It may also be appropriate to involve pupils and parents in these discussions to help them understand the measures that are being put in place.

School will share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents. Once completed, the risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls.

School has considered the measures outlined in the DfE's ['Actions for schools during the coronavirus outbreak'](#) to inform decisions on what control measures should be implemented. The risk assessment below has been created in line with DfE guidance.

Oldfield Primary School

Assessment conducted by: Alan Brown	Job title: Headteacher	Covered by this assessment:
Date of assessment: 26 February 2021	Review interval: When guidance changes	Date of next review: When guidance changes

		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

Awareness of policies and procedures	H	<ul style="list-style-type: none"> ● All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - Social Distancing Policy - First Aid Policy - Behavioural Policy - Coronavirus (COVID-19): Staff Handbook ● Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - Social Distancing Policy - Behavioural Policy ● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Restricting attendance during the national lockdown: schools' - NHS Test and Trace (2021) 'How to guide' Rapid testing of primary and nursery workforce' - DHSC (2021) 'Terms and Conditions for Covid-19 testing (Primary Schools)' - DfE and DHSC (2021) 'Mass asymptomatic testing: schools and colleges' 	Y	Headteacher	22/02/21	M
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		<ul style="list-style-type: none"> ● Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. ● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) ● All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email. ● Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. ● The School Business Manager (SBM) conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. ● The SLT reviews relevant school policies to ensure they account for new provisions. 				
Heating and ventilation	M	<ul style="list-style-type: none"> ● The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. ● Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. ● The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none"> • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Ventilation to chemical stores remain operational. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs High level windows are opened in preference to low level to reduce draughts Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 				
Fire safety and evacuation routes	M	<ul style="list-style-type: none"> • A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The fire safety officer/headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	Headteacher	22/02/21	L
Water storage, drainage systems and sanitary appliances	M	<ul style="list-style-type: none"> • A suitably trained individual ensures that checks on all hot and cold-water systems, including air conditioning units, are up-to-date. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none"> • All water systems, e.g., toilets and taps, are thoroughly flushed at the start of each term, and the site manager commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water, e.g., dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term. • A suitably trained individual ensures that checks on all sanitary appliances, including drainage, are up-to-date. • Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were previously turned off or isolated. 				
Cleaning	M	<ul style="list-style-type: none"> • The cleaning staff overseen by the SBM implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Dining areas are cleaned between use by different pupil groups, known as 'bubbles'. • Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none"> • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. 				
Minimising contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises. • • • Updated] Anyone who displays symptoms of coronavirus, has tested positive in the last 10 days, or is in a household with someone who displays symptoms or has tested positive in the last 10 days, does not enter the school premises. • Parents are informed not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus. • Staff are informed of the symptoms of possible coronavirus infection, e.g., a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any individuals with symptoms are sent home as soon as possible. • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the 	Y	Headteacher	22/02/21	L

		<p>pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</p> <ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. • The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of pupils. • The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				
Rapid-result testing	M	<ul style="list-style-type: none"> • All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. 	Y	Headteacher	22/02/21	L

	<ul style="list-style-type: none">● All rapid-result testing is carried out in line with the Coronavirus (COVID-19): Rapid Testing Guidance from DfE and NHS.● The rapid-result testing scheme is carried out with staff members who have consented to take part.● Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout.● All staff members who consent to take part are provided with the government's privacy notice and are required to read and confirm they understand this.● All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide'.● Staff will self-administer the LDF tests.● Self-testing is conducted by staff members twice a week (3 to 4 days apart), in the mornings before staff come into work.● Staff are informed that the LFD test kits are not to be used if the staff member begins to develop symptoms of coronavirus. In this instance, the staff member begins self-isolating immediately and books a PCR test.● Testing kits are stored in a secure environment which prevents access to unauthorised personnel.● Testing kits are only issued to authorised staff members.● Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing.● Staff are instructed to administer their tests at home, and not on site.● Staff are instructed to collect self-test kits from the designated collection point.● A test kit log is in use and kept up to date with the relevant information required.				
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		<ul style="list-style-type: none"> ● A test result log is in use and kept up-to-date with the relevant information required. ● The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. ● The appointed COVID-19 coordinator is responsible for risk management and overseeing the staff self-testing scheme. ● Only the appointed COVID-19 coordinator or registration assistant distributes staff kits and inputs data into test kit log or the test result log. ● Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result is negative or void. ● Staff are informed that they must communicate their results with the school's designated COVID-19 coordinator every time they take a test, even if the result is negative or void. ● Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory PCR test. If the PCR test result is positive, they self-isolate for 10 days from the date of the original LFD test. ● Staff are told to contact the COVID-19 coordinator if they have an incident at while testing at home. 				
Test and trace	M	<ul style="list-style-type: none"> ● Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none">- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.● Anyone in school who displays symptoms is encouraged to get a PCR test.● If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit.● Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C).● The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.● Testing kits are delivered safely and with due regard for transmission risk, e.g., the kit is posted to the individual's address.● Kits are not given directly to pupils but are instead given to the pupil's parent or carer.● Parents and staff are asked to inform the school immediately of test results.● If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:<ul style="list-style-type: none">- Everyone they live with who has symptoms tests negative.- Everyone in their support bubble who has symptoms tests negative.- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.- They feel well.● If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to				
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		<p>school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.</p> <ul style="list-style-type: none"> ● Staff and pupils aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. ● Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. ● Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. ● If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning. ● If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. 				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> ● Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. ● Where an individual in the school community tests positive for coronavirus, the headteacher contacts the DfE’s dedicated advice service immediately. ● The school works with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. ● [Updated] Individuals at school who have been in close contact with someone who has tested positive, or developed symptoms, are sent home immediately to self-isolate for 10 days. Close contact is defined as follows: 	Y	Headteacher	22/02/21	M/L

		<ul style="list-style-type: none"> - Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person ● [Updated] Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test if asymptomatic, and continue to self-isolate for the next full 10 days. ● [New] Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. <ul style="list-style-type: none"> - Travelling in a small vehicle, like a car, with an infected person ● A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. ● Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. ● The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. ● If the school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). 				
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> ● Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school 	Y	Headteacher	22/02/21	M/L

		<ul style="list-style-type: none"> - Return from breaks - A change in rooms - Before and after eating <ul style="list-style-type: none"> ● There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. ● Adequate amounts of tissues and bins are available in the relevant areas. ● Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the ‘catch it, bin it, kill it’ approach. ● A plan is created to assimilate the hand-washing routine and ‘catch it, bin it, kill it’ approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. ● Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. ● Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. ● Pupils wash their hands after they have coughed or sneezed. ● Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. ● Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				
Social distancing	M	<ul style="list-style-type: none"> ● The Social Distancing Policy is shared with all relevant members of the school community and adhered to as far as possible. 	Y	Headteacher	22/02/21	M/L

	<ul style="list-style-type: none">● Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.● Pupils are separated into bubbles.● Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble.● Staff can move between bubbles, but minimise close contact with others whilst doing so.● Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff should wear a face mask or avoid close face-to-face contact and minimise the time spent within one metre of anyone.● The school implements other social distancing measures where necessary, e.g., one-way systems in busy corridors and staircases.● The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures.● Pupils' EHC plans are provided as normal.● Classrooms are adapted to support social distancing, including seating pupils' side-by-side and facing forwards, and moving furniture out of classrooms to make more space.● Visual aids are used to display social distancing measures.● Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day.● Lesson transition times are staggered to reduce the number of pupils in the corridors at once.● If used, Assemblies are staggered throughout the day and conducted within pupils' bubbles. Virtual assemblies to be used.● Start and finish times for the school day are staggered.				
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Resources	M	<ul style="list-style-type: none"> ● Staff and pupils have their own individual and frequently used items, e.g., pencils and pens. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none"> ● Classroom resources, e.g., books and games, can be shared within a bubble and are cleaned regularly. ● Resources that are shared between bubbles, e.g., sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. ● Pupils only bring essential items to school each day, e.g., lunch boxes, hats, coats, books, stationery and mobile phones. ● Pupils are permitted to bring bags to school. ● Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 				
PPE and face coverings	H/M	<ul style="list-style-type: none"> ● PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. ● Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. ● Staff to wear face coverings in communal areas and in class if social distancing is not possible. ● Staff are recommended to use medical grade face masks and dispose of them appropriately. ● Face masks should be changed if they become damp. ● Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. ● All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	Headteacher	22/02/21	M/L

	<ul style="list-style-type: none">● [Primary schools in tier 1 areas only] The headteacher assesses whether visitors and staff need to wear face coverings where social distancing is difficult, e.g. in corridors and staff rooms.● [Primary schools in tier 2, 3 or 4 areas only] Face coverings are required to be worn by staff and visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.● Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to:<ul style="list-style-type: none">- Clean hands before and after touching a face covering.- Store face coverings in individual, sealable plastic bags.- Avoid wearing damp face coverings.● Face coverings are not worn in classrooms.● The school does not require face coverings to be worn by those exempt from doing so, e.g., pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one.● Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.● The school has a contingency supply of face coverings.● If an individual arrives at school wearing a face covering, they are asked to remove the covering safely where appropriate and put it in an individual, sealable plastic bag. They are asked to wash their hands immediately after doing so.● Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.				
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Mental health and wellbeing	M	<ul style="list-style-type: none"> ● The SLT nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within the school. ● Staff are vigilant in discerning pupil mental health and report any concerns to the Deputy Headteacher. ● The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. ● Pupils have access to pastoral support and activities, e.g., opportunities to renew and develop friendships. ● Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. ● Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. ● The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. ● Pupils who are new to the school are provided with the appropriate support. The headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. ● The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g., the relevant staff are available. 	Y	Headteacher	22/02/21	L
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		<ul style="list-style-type: none"> • Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. • The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • Staff and pupil bereavement is managed in line with the Bereavement Policy. 				
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> • [Schools in tier 4 areas only] Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education. • [Schools in tier 4 areas only] Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms. • [Schools in tier 1, 2 and 3 areas only] Clinically extremely vulnerable pupils continue to attend on site provision, unless they have been advised by their GP or clinician to not attend. 	Y	Headteacher	22/02/21	M/L

	<ul style="list-style-type: none">● [Schools in tier 1, 2 and 3 areas only] Clinically extremely vulnerable staff continue to attend school, unless they have been advised not to by their GP or clinician.● [Schools in tier 3 areas only] Clinically extremely vulnerable staff have discussions with their <u>line managers</u> about the flexibilities that can be put in place to support them.● Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school.● A separate risk assessment is carried out for pregnant staff.● Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.● Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.● The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.● The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.● Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.				
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Attendance	M	<ul style="list-style-type: none"> • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. • Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine 	Y	Headteacher	22/02/21	L

		period, as outlined in the government's guidance, before attending school.				
Access to learning	M	<ul style="list-style-type: none"> • The headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • The headteacher and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. • A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. • Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. • The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. • [KS1] The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average. • [KS2] The headteacher ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. • Significant gaps in pupils' knowledge are identified and addressed to help meet the aim of a return to the school's normal curriculum by Summer term 2021. • The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 	Y	Headteacher	22/02/21	L

<p>Extra-curricular activities and wraparound provision</p>	<p>M</p>	<ul style="list-style-type: none"> • The school remains up-to-date with guidance on their local restriction tier which may affect the extra-curricular activities and wraparound care provided. • The SLT determines whether before- and after-school clubs can take place. • Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. • A reduced number of pupils per session attend before- and after-school clubs – groups contain no more than 15 pupils. • Clubs are run in line with protective measures, e.g., keeping pupils in their bubbles where possible. 	<p>Y</p>	<p>Headteacher</p>	<p>22/02/21</p>	<p>L</p>
<p>Teaching music, dance and drama</p>	<p>M</p>	<ul style="list-style-type: none"> • The SLT ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • The SLT conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g., cleaning musical instruments after use. • The SLT conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g., limiting the sizes of groups. • The headteacher ensures a Dance Risk Assessment is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g., not allowing contact dancing. 	<p>Y</p>	<p>Headteacher</p>	<p>22/02/21</p>	<p>L</p>

		<ul style="list-style-type: none"> ● Measures to reduce the risk of infection during music, dance and drama lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side as much as possible. ● Protective measures are in place when: <ul style="list-style-type: none"> - Singing and playing instruments, e.g., microphones are used where possible, and singers are encouraged to sing quietly. - Handling instruments, e.g., hands are washed before and after handling instruments. - Undertaking individual lessons and group performances, e.g., handling of scripts are limited to the individual using them. 				
Sports and physical activities	M	<ul style="list-style-type: none"> ● The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) return to recreational team sport framework. ● Additional measures are implemented for sports provision as appropriate, e.g., no physical contact, appropriate social distancing, smaller groups. ● Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. ● School swimming and water safety lessons are conducted in line with Swim England's guidance. ● Outdoor sports are prioritised where possible. ● Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none"> ● Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene. ● Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. ● External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities. ● The headteacher decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures. ● [Schools in tier 4 areas only] PE, sport and physical activity provided by the school to its own pupils under its system of controls can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. ● [Schools in tier 4 areas only] Competition between different schools does not take place. 				
Safeguarding	M	<ul style="list-style-type: none"> ● The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. ● The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. ● The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. ● The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and 	Y	Headteacher	22/02/21	L

		welfare concerns and the handling of referrals to children’s social care and other agencies.				
Behaviour expectations	M	<ul style="list-style-type: none"> The school’s Behavioural Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to re-engage with school are supported appropriately. 	Y	Headteacher	22/02/21	L
Catering	M	<ul style="list-style-type: none"> The SBM liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with the DfE’s ‘Guidance for food businesses on coronavirus (COVID-19)’. FSM, food parcels or vouchers will be provided for eligible pupils who are not attending school where they: <ul style="list-style-type: none"> Are self-isolating. Have had symptoms or a positive test result. Are a close contact of someone who has had coronavirus. Are not attending as a result of local restrictions advised by the government. 	Y	Headteacher	22/02/21	L
Letting the premises	M	<ul style="list-style-type: none"> The headteacher assesses whether it is safe to open up or hire out areas of the school premises for use by external bodies or organisations. The headteacher and site manager assess how the school’s protective measures will operate if areas of the school are hired out. 	Y	Headteacher	22/02/21	L

Transport	M	<ul style="list-style-type: none"> • Where necessary, dedicated school transport is restricted to essential use only, and infection control and social distancing measures are implemented. • The use of public transport to and from school is minimised as far as possible. Where it is necessary, pupils are encouraged not to travel during peak times, and staggered start and end times to the school day are implemented to ensure this is possible. • Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. 	Y	Headteacher	22/02/21	L
Educational visits	M	<ul style="list-style-type: none"> • The school is able to resume non-overnight domestic visits. • Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure. • As far as possible, the school does not organise trips outside of their local area. In all cases, the school does not visit areas in local restriction tiers 2, 3 or 4. • Prior to any visit, a risk assessment is undertaken by the trip lead. 	Y	Headteacher	22/02/21	L
Uniform	M	<ul style="list-style-type: none"> • The governing board decides whether full school uniform is required. • Expectations of uniform are communicated to pupils and parents. • To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	Headteacher	22/02/21	L

Communication	M	<ul style="list-style-type: none"> ● The headteacher contacts the DfE’s advice helpline for specific recommendations for their school, e.g. boarding schools. ● The headteacher puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary. ● The headteacher liaises with the LA where necessary and includes any local guidance in the Coronavirus (COVID-19): Staff Handbook, where required. ● The school’s website is kept up to date with any important information regarding the running of the school during the pandemic, e.g., local arrangements. ● Parents are informed via letter about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. ● Parents and their children are encouraged, where possible, to walk or cycle to school. ● Staff and volunteers are informed via email about the relevant information regarding the running of the school during the pandemic, including any changes to the workday, e.g., staggered lunchtimes and social distancing. ● Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g., line manager, other senior staff or colleagues. ● All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. 	Y	Headteacher	22/02/21	L
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		<ul style="list-style-type: none"> • The headteacher liaises with the governing board about possible arrangements for running the school during the pandemic, where necessary. • Pupils are informed about the relevant information regarding the running of the school during the pandemic, e.g., social distancing measures and how lessons will be delivered. • The SLT is actively present around the school to provide additional support, advice and reassurance. • The SBM communicates with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services. • The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g., interviews, and how these will be carried out in line with social distancing guidance. • Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. • A record is kept of all visitors and contractors that come to the school site. 				
Emergencies	H/M	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as possible in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	Y	Headteacher	22/02/21	M/L

		<ul style="list-style-type: none"> • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy. • The headteacher reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly. 				
<p>[Schools not operating under the DfE’s contingency framework] Contingency planning</p>		<ul style="list-style-type: none"> • The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if a local outbreak of coronavirus occurs. • The school will continue to operate as normal as possible irrespective of its local restriction tier, unless advised otherwise or stated otherwise in this risk assessment. • Priority is given to ensuring vulnerable pupils and the children of critical workers can attend full time. 				
Operating during the period of national lockdown from 5 January 2021						
Attendance	M	<ul style="list-style-type: none"> • The school delivers on-site provision to vulnerable pupils and the children of critical workers only, in line with the government guidance on which pupils are eligible for this provision. • All pupils not attending on-site provision receive remote education in line with the school’s Pupil Remote Learning Policy. • Vulnerable pupils are supported to attend full-time on-site provision. • [New] The school continues to review whether there are other pupils who might be newly vulnerable and, therefore, become eligible for, and would benefit from, full-time on-site provision, e.g. pupils having difficulty engaging with remote education. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none"> • Where a vulnerable pupil does not attend, and it is not a previously agreed leave of absence, the school works with the LA and social worker, where applicable, to follow up with the pupil's parent to explore the reason for absence, discuss their concerns, and discuss whether any adjustments could be made to encourage attendance. • Where a leave of absence is granted to a vulnerable pupil, the school speaks to their parent and social worker (where applicable) to explore the reasons and any concerns raised. • Staff work from home where possible. • Clinically extremely vulnerable individuals do not attend the school site, in line with public health shielding advice. • Pupils and staff do not attend the school premises if they have symptoms of coronavirus or are self-isolating. • Wraparound care and before- and after-school clubs are only provided for pupils who are eligible to attend on-site provision. The school operates within its normal working hours. 				
Infection prevention and control	H	<ul style="list-style-type: none"> • The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed by the pupils and staff attending the school site, unless the headteacher and other relevant staff members decide that adaptations need to be made. • [Updated] Any changes to infection prevention and control measures, e.g. designated pick-up and drop-off processes, are clearly communicated to staff, pupils and parents. 	Y	Headteacher	22/02/21	M/L

		<ul style="list-style-type: none"> • The headteacher considers whether maintaining social distancing between staff and pupils may be enhanced and pupil groups made smaller, due to the reduced numbers on site. • The headteacher decides whether to ask staff or visitors to wear face coverings in communal areas where social distancing cannot be maintained. • The school conducts rapid testing of staff on the school site in line with the 'Rapid-result testing' section in the main body of this risk assessment. 				
Safeguarding	M	<ul style="list-style-type: none"> • The DSL reviews the school's Child Protection and Safeguarding Policy to ensure that it reflects the national restrictions and remains effective. • Staff are made aware of any changes to the Child Protection and Safeguarding Policy. • The DSL, or their deputy, is available on site, where possible. Where this is not possible, a member of the SLT takes responsibility for coordinating safeguarding on site and the headteacher considers implementing one of the following: <ul style="list-style-type: none"> - Making arrangements for the DSL, or their deputy, to be contacted via phone or online video, e.g. if they are working from home - Sharing a DSL, or deputies, with other schools remotely 	Y	Headteacher	22/02/21	L
Workforce	H/M	<ul style="list-style-type: none"> • [New] The headteacher shares any changes to this appendix with all staff as soon as possible. • The school supports staff to work from home where possible. 	Y	Headteacher	22/02/21	M/L

		<ul style="list-style-type: none"> ● Clinically extremely vulnerable staff do not attend the school site and the school supports them to work from home. ● Clinically vulnerable staff continue to attend the school site where it is not possible to work from home. ● Clinically vulnerable staff and staff that may be at increased risk from coronavirus, e.g. pregnant staff, are given the opportunity to discuss their concerns with the headteacher about working on the school site, where required. The headteacher explains the infection control measures in place on the school site. ● The school reviews the Pregnant Staff Risk Assessment to ensure it mitigates risks related to public health advice during the national lockdown. ● The school engages supply teachers and other temporary staff to assist in delivering on-site provision, where required. ● The school ensures all temporary and peripatetic staff are informed of the school's infection control measures and operations. ● ITT trainees continue to attend the school site in line with public health guidance. 				
Wellbeing	H/M	<ul style="list-style-type: none"> ● The school reminds pupils, parents and staff of the channels of support for wellbeing concerns available to them and how to access them, both at the school and from external organisations. ● The school reassures pupils, parents and staff that, although this period of national lockdown may impact negatively on their wellbeing, the channels of support at school remain available to them. 	Y	Headteacher	22/02/21	M/L

		<ul style="list-style-type: none"> The school endeavours to maintain a sense of school community for its members during this period, including organising virtual social events and maintaining regular contact with members of the school community not attending the school site. 				
Remote learning	M	<ul style="list-style-type: none"> The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 	Y	Headteacher	22/02/21	L
School meals	M	<ul style="list-style-type: none"> The school continues to provide FSM to all eligible pupils. Eligible pupils attending the school site receive FSM as normal and eligible pupils learning remotely receive either food parcels or food vouchers. The headteacher liaises with catering staff to arrange any necessary adaptations to the school's existing catering offer, in light of reduced attendance at the school site. 	Y	Headteacher	22/02/21	L

Uniform	M	<ul style="list-style-type: none"> The school considers relaxing its School Uniform Policy during this period and communicates any changes to all relevant stakeholders. 	Y	Headteacher	22/02/21	L
Educational visits	M	<ul style="list-style-type: none"> The school does not conduct any educational visits during the period of national lockdown. 	Y	Headteacher	22/02/21	L
Estates management	M	<ul style="list-style-type: none"> The site manager and headteacher review and check fire safety management plans in line with the operational changes, e.g. reduced attendance and social distancing requirements. The site manager checks that fire doors and the fire alarm system, including emergency lights, are fully operational. The site manager uses the school's Legionella Policy to manage any potential water system stagnation caused by reduced use during the period of partial school closure. 	Y	Headteacher	22/02/21	L
Performing arts	M	<ul style="list-style-type: none"> The school does not conduct any performances with an audience during this period. The school follows the particular measures laid out in the main body of this risk assessment to reduce the risk of transmission whilst delivering its performing arts curricula to the pupils attending the school site. The school allows peripatetic teachers to attend the school site where necessary. Staff consider whether any changes need to be made to performing arts teaching to ensure pupils learning remotely continue to benefit from a high-quality standard of teaching. 	Y	Headteacher	22/02/21	L
Physical education and sports	M	<ul style="list-style-type: none"> The school does not participate in any competitions with another school during this period. 	Y	Headteacher	22/02/21	L

		<ul style="list-style-type: none">● The school continues to provide physical education to pupils attending the school site in line with the particular measures set out in the main body of this risk assessment.● The school encourages pupils, including those learning remotely, to engage in physical activity during the period of national lockdown, including activities such as active miles.● Staff consider whether any changes need to be made to physical education teaching to ensure pupils learning remotely continue to benefit from a high-quality standard of teaching.				
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