Coronavirus (COVID-19): risk assessment for schools

Schools need 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.

Schools should have considered the additional risks and control measures needed to enable a return to full capacity during the Spring term. Schools should have also reviewed and updated their wider risk assessments, and should consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus.

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.

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 staff to do this.

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.

Schools should consider the measures outlined in the DfE's 'Guidance for full opening: schools' to inform decisions on what control measures should be implemented. The template risk assessment below has been created in line with DfE guidance.

Please note that this risk assessment has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school. This resource will be kept up-to-date with new guidance and any changes to current advice.

Oldfield Primary School

Assessment conducted by: ALAN BROWN	Job title: HEADTEACHER	Covered by this assessment:
Date of assessment: 1/1/2021	Review interval: 18/1/2021	Date of next review: 18/1/2021

Related documents
Coronavirus (COVID-19): Staff Handbook, Coronavirus (COVID-19): Contingency Plan, Social Distancing Policy, Infection Control Policy, Coronavirus (COVID-19): Test Kit Policy, Coronavirus (COVID-19): Rapid Testing Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy.

Risk rating			Likelihood of occurrence		
			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**	● All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following:
		   - **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:
		
		   - **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:
		   - 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 (2020) 'Guidance for schools: coronavirus (COVID-19)'
			Y	Headteacher	5/1/2021	M

		- **[Early years settings]** DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
		● 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:
		  - 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 **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	● 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. ● All ventilation systems remain energised in normal operating mode. ● Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.	Y	**Site Manager/SLT**		**L**

		● Ventilation to chemical stores remains 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	H	● A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. ● The **fire safety officer** and **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	**SBM/Site Manager/ Headteacher**		**L**
Water storage, drainage systems and sanitary appliances	M	● A suitably trained individual ensures that checks on all hot and cold water systems, including air conditioning units, are up-to-date. ● 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 checks that any swimming pools or other indoor bodies of water, if open, are safe for use. ● A suitably trained individual ensures that checks on all sanitary appliances, including drainage, are up-to-date.	Y	**SBM/Site Manager/ Headteacher**		**L**

Last updated: 31 December 2020

		• Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were previously turned off or isolated.				

Cleaning	M	• The **site manager/cleaners** implement a cleaning schedule that ensures cleaning is generally enhanced and includes:
		
		   - 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**.
		
		• 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.
			Y	**SBM/Site Manager/ Headteacher**		L

	H	• **Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises.**	Y	**Management SLT / Headteacher**		M

Minimising contact with potential or confirmed coronavirus cases		- Parents are informed via **letter** 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 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. - 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.			
Test and trace	H/M	- 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: - Book a 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. - 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 test. - If the school believes a symptomatic individual may face barriers to accessing a 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: - Everyone they live with who has symptoms tests negative.	Y	**Headteacher Management SLT**	L

		- 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 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. ● Staff 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.	Y			
Confirmed cases of coronavirus	H	● 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. ● Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 10 days. Close contact is defined as follows:	Y	**Headteacher Management SLT**		M

		- 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 ● Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. ● 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	● Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: - Arrival at school - Return from breaks - A change in rooms - Before and after eating ● 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.	Y	**Management SLT and All staff**		**M**

		• 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	H/M	• The **Social Distancing Policy** is shared with all relevant members of the school community and adhered to as far as possible. • 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 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 early years pupils to follow social distancing procedures, and additional measures are put in place if they	Y	**Management SLT and All staff**	M/L

		require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. ● 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 break times and lunchtimes in their bubbles, and these breaks are staggered throughout the day. ● Lesson start and end times are staggered to reduce the number of pupils in the corridors at once. ● Start and finish times for the school day are staggered. ● Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once. ● Parents are briefed on new provision for the drop-off and collection of their children. ● Pupils queue two metres apart at entrances and exits. ● The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. ● Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the **headteacher** assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. ● Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. ● Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.				

		• Arrangements are made to enable specialists, therapists, clinicians, and other support staff for pupils with SEND to continue to provide interventions as usual. • Pupils whose behaviour is purposefully contrary to the social distancing measures in place are managed in line with the **Behavioural Policy**. • Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children.				
Resources	M	• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • 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, stationary 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.	Y	All staff		L
PPE and face coverings	H/M	• 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. • 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	All staff		M/L

		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. - Face coverings are not recommended for Pupils. - 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.				
Mental health and wellbeing	M	- The Management SLT support MHWB and 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. - Pupils and parents are encouraged to give feedback on how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.	Y	**Safeguarding and Management SLT/All staff**		**M/L**

● Staff and volunteers are encouraged to give feedback on 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.		
● 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/M	**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. **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 **line managers** 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.	Y	**Headteacher and Management SLT**		M/L

		● 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. ● The **SLT** considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. ● If required, staff can adjust their working hours, as agreed by the **SLT**. ● The **headteacher** ensures that the school can be adequately and safely staffed.				
Attendance	M/L	● 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 re engage 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 period, as outlined in the government's guidance, before attending school.	Y	Management SLT		L

Access to learning	M	- 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. **Primary schools** The **headteacher** ensures that pupils taught remotely are set work that as a minimum covers three hours a day on average. - 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	Curriculum SLT		L
Extra-curricular activities and wraparound provision	M/L	**Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.** - 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.	Y	Management SLT		L

		• 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. • Where wraparound provision is provided for children over the age of five, children are kept in small consistent groups as far as possible. • Where wraparound provision is provided for children both under and over the age of five, as far as possible, children are kept in small, consistent groups of no more than 15, irrespective of their age.				

Teaching music, dance and drama	H/M	• The **Music Subject Lead** 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 **Music Subject Lead and class teachers** conduct 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 **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.
		
		• 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:
		
		  - 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.
			Y	All staff		M/L

		- Undertaking individual lessons and group performances, e.g. handling of scripts are limited to the individual using them.				
Sports and physical activities	M/L	● The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) return to recreational team sport <u>framework</u>. ● 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 <u>guidance</u>. ● 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. ● Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene. ● 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.	Y	**Headteacher and SLT**		M/L

		● **Schools in tier 4 areas only** Competition between different schools does not take place.				
Safeguarding	H/M	● 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 welfare concerns and the handling of referrals to children's social care and other agencies.	Y	Safeguarding SLT		M/L
Behaviour expectations	M/L	● 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 reengage with school are supported appropriately.	Y	SLT and Staff		L

Catering	L	● 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 or food parcels will be provided for eligible pupils who are not attending school where they:
		
		   – Are self-isolating.
		
		   – Have had symptoms or a positive test result.
		
		   – Are a close contact of someone who has had coronavirus.
			Y	SBM and Management SLT		L

		– Are not attending as a result of local restrictions advised by the government.			
Letting the premises	M/L	● 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, SBM** and **site manager** assess how the school's protective measures will operate if areas of the school are hired out.	Y	**Management SLT and Site Manager**	L
Transport	M/L	● 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/Parents are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.	Y	**Management SLT**	M/L
Educational visits	M	● 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	**Management SLT**	L
Uniform	L	● 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	Y	**Management SLT**	L

		usual uniform – where this occurs, no additional financial pressure is placed on parents.				
Communication	M\L	● 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. ● The **headteacher** liaises with the **governing board** about possible arrangements for running the school during the pandemic, where necessary.	Y	Management SLT		L

		● Pupils are informed at an age-appropriate level, 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	M	● 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. ● 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.	Y	Management SLT		L

Contingency planning	M	- 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.	N	**Management SLT**	**8/1/2021**	**L**
		Operating under the contingency framework				

Attendance	M	- All children are encouraged to attend the setting as normal; however, attendance is not compulsory. - Only the following pupils are eligible for on-site provision:
		    - Vulnerable pupils
		    - Children of critical workers **Schools in tier 4 areas** Clinically extremely vulnerable pupils and staff do not attend on-site provision, in line with the 'Protecting clinically vulnerable individuals' section of this risk assessment. - Remote education is provided to all pupils who are required to stay at home, in line with the **Pupil Remote Learning Policy**. - Vulnerable pupils are supported to attend full-time on-site provision. If 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 to follow up with the pupil's parent/carer to explore the reason for absence, discuss their concerns, and discuss whether any adjustments could be made to encourage attendance.
			NA	**Management SLT**	**When needed**	**L**

		● If a leave of absence is granted to a vulnerable pupil, the school speaks to their parent/carer and social worker (where applicable) to explore the reasons and any concerns raised. ● Pupils and staff do not attend the school premises if they have symptoms of coronavirus or are self-isolating. ● Wraparound care is only provided for pupils who are eligible to attend on-site provision.				
Infection prevention and control	H/M	● The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed, unless the **headteacher** and other relevant staff members decide that adaptations need to be made. ● Any changes to infection prevention and control measures are clearly communicated to staff, pupils and parents. ● The **headteacher** considers whether maintaining social distancing between staff and pupils may be enhanced, due to the reduced numbers on site.	NA	**Management SLT**	**When needed**	L

Safeguarding	H/M	● The **DSL** reviews the school's **Child Protection and Safeguarding Policy** so that it reflects the local 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:
		
		   - 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
			NA	**Management SLT**	**When needed**	L

School meals	M	- Meal options are provided to all pupils who are in school and FSM are provided to all eligible pupils. - The school provides FSM or food parcels for eligible pupils who are not attending school where they: - Are self-isolating. - Have had symptoms of coronavirus or a positive test. - Are a close contact of someone who has coronavirus. - Are not attending as a result of implementation of local restrictions advised by the government. - The school works with its suppliers to prepare meals or food parcels to be collected by, or delivered to, eligible pupils. Any parcels are distributed in line with social distancing guidelines.	NA	**Management SLT**	**When needed**	**L**
Transport	H/M	- The school encourages pupils and staff to walk, cycle or use a private car to get to and from school. - If staff and pupils need to use public transport to get to school, they do so in line with existing safety measures.	NA	**Management SLT**	**When needed**	**L**