NAUNTON PARK PRIMARY SCHOOL COVID-19 RISK ASSESSMENT

School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

The risk assessment will be reviewed on a weekly basis or if the risk level changes and will be updated following any further government guidance. The risk assessment will be shared with all staff and published on the school website.

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section.1a: Policies and Procedures		

Policies and procedures do not reflect current COVID-19 legislation and guidance	• Relevant policies updated to reflect changes brought about by COVID-19, including:
	   ○ Safeguarding/child protection
	   ○ Behaviour
	   ○ Curriculum
	   ○ Induction / Staff Handbook
	   ○ Special educational needs
	   ○ Visitors to school
	• Ensure website is compliant
	• Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place
		Policies to be shared with all stakeholders via school website
		
		Reduce number of visitors in Term 1 (no parent volunteers etc).

Section.1b: Preparation of the school site		
Health and safety non-compliance which increases risk of the spread of infection	• Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) • Ensuring emergency response is up-to-date should the school be forced to close	Overarching rule – Minimising contact and mixing between people reduces transmissions of CV-19
	• Ensure that ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent) this needs to be checked in light of new PHE guidance about air-born spread of the virus • Spaces are well ventilated using natural ventilation (opening windows) • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Doors to be closed when premises unoccupied. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors)	
	• Entry points to school controlled (including deliveries). Please refer to school map which indicates these control areas • Building access rules clearly communicated through signage on entrances • Limit visitors by exception (e.g. for priority contractors, emergencies etc.) • School start times staggered so bubbles arrive at different times	
	• Floor markings outside school to indicate designated entrance and exit points (if queuing is likely during peak times)	
	• Sufficient supplies of PPE are provided • Sufficient tissues are provided for all rooms • Sufficient handwashing facilities are available for all school users • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Sufficient and suitable bins are provided to support pupils and staff to follow 'catch it, bin it, kill it' approach	
	• Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers)	
	• Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with GCC cleaning and relevant contractors) • Remove rubbish daily and dispose of it safely	

Alteration of fire safety and evacuation leads to uncertainty of which procedures to follow for evacuation	• Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly points etc…) • Fire registers to be completed each day showing how many children are in • Upon sounding of fire bell, all children and adults follow usual evacuation procedures • All other classes to leave via entry doors • Children to line up at distance with their leader at front and call names from register • Administrators to check staff presence from sign-in sheet • Report back to admin staff/leader when all present	**Update fire evacuation procedures in light of new bubble arrangements** **Establish regular fire evacuation drills to test out new procedures, making necessary alterations to the evacuation plans in light of the outcomes of the drills**
Poor **cleaning regimes** leads to spread of infection	• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Thorough cleaning of rooms at the end of the day • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.) • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles • Outdoor equipment appropriately and frequently cleaned • Toilets to be inspected and cleaned regularly throughout the school day • Hand sanitiser provided for the operation of lifts (if applicable) **Daily cleaning** Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including: • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Toys	**Shared with cleaning company**

	• Telephones	
Contact and mixing of pupils and adults not managed which leads to spread of infection	• School is divided up into 7 clearly defined 'Year Group Bubbles' – Reception through to Year 6 to minimise mixing (Bubbles do not mix and where mixing is more likely, social distancing of 2m will be required e.g. end of the school day) • A record will be kept of all pupils and staff in each class, year group bubble or close contact group within the year group bubble (legal obligation to complete registers as per government guidance) • Groups use the same classroom or area of the school throughout the day • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure • Pupil movements around the school site, either in groups or individuals are controlled to limit contact and mixing • Groups will stay within a specific "zone" of the site to minimise mixing • The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles • Consideration will be given to one-way system if possible for circulation around the building • Use screens or barriers where necessary to further prevent groups mixing • Floor markings along the middle of two-way corridors/stairs to keep groups apart • In areas where queues may form, floor markings used to indicate distancing • Separate doors be used for groups where possible – where external doors should be used • Groups do not mix to play sports or games together • Assemblies held in year groups only, on a rota. The rest of the school will watch virtually.	**New systems shared with all stakeholders** **Kitchen aware of expectations**
Contact and mixing of pupils and adults at play and lunchtimes not managed which leads to spread of infection	• Staggered break and lunchtimes to avoid mixing and contact of different bubble groups • Break time snacks, milk and lunches to be eaten together in 'Bubble Classes' for year groups 1 to 6). • Multiple groups do not use outdoor equipment simultaneously • Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over • Separate spaces for each bubble group clearly indicated at break time • Staff to report any non-compliance	**Re-do line markings on playground to indicate zones.**
Classrooms poorly organised leading to risk of spread of infection Larger numbers of pupils in an enclosed	• Regular inspection of classrooms to ensure space between seats and desks are maintained – where possible (in KS2) pupils are seated side by side and facing forwards • Where pupils are not arranged facing forwards, such as YR to Y2 (because of the potential impact on their development), regular inspection of measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of continuous provision • Unwanted items and furniture removed from classrooms • Bins for tissues provided and are emptied throughout the day	

setting causes spread of infection Insufficient hand washing facilities increases risk of spread of infection	• Sufficient handwashing facilities are available • Antibacterial gel available in each room (however, handwashing is more important) • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups • Equipment used in practical lessons cleaned thoroughly between groups • Limit shared resources being taken home / Avoid sharing books and other materials • Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.	
Poor **toileting regime** increases risk of spread of infection	• Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing • Door signs mounted to identify maximum numbers in toilets • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times • Toilets to be cleaned frequently across the course of the day	
Office staff coming into direct contact with large numbers of people through entrance or foyer	• Provision of PPE to office staff if applicable • Use glass screen to protect employees in reception • Hand sanitiser provided at all entrances • Visitors do not sign in with the same pen or touch screen devices in reception • Pupils, staff and visitors to remove all face coverings at school and wash hands immediately on arrival – covered bin to be provided in school entrance to dispose of temporary face coverings	**School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary**
Visitors to school / meetings in school increase risk of spread of infection if procedures are not followed	• Communication with all contractors and suppliers that they will need to support the school's plans in full e.g. catering, cleaning, food supplies • Visitors to the school will be limited by exception e.g. for priority contractors, emergencies etc… • Where possible visits are arranged outside of school hours • Deliveries and visits to site (e.g. contractors) are arranged in advance. Risk assessment procedures to be requested prior to coming onto school site	

	• Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.)
	• Parents/carers and visitors coming onto the site without an appointment is not to be permitted.
	• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
	• A record kept of all visitors to assist NHS Test and Trace, including:
	    ○ the name;
	    ○ a contact phone number;
	    ○ date of visit;
	    ○ arrival and departure time;
	    ○ the name of the assigned staff member.	

Caterers do not follow the school's guidance and this risks spread of virus	• Assurances that caterers comply with the guidance for food businesses on COVID-19 • Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts) • Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys	**School meal provider to share their own risk assessment with the school.** **School to share risk assessment with catering staff**
School breakfast and after-school provision increases risk pupils mixing	• School breakfast and after-school provision to operate using smaller, consistent groups – YR/1, Y2/Y3 and Y4-6	**Parents will be asked to book on for their required sessions for the term so groupings can be arranged.**
Lettings are not correctly managed and this leads to increased risk of spread	• Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID19 Secure guidelines • The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines • Outdoor sports courts and other outdoor sporting activities have also been permitted • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines	**NH/HW to liaise with lettings to review their risk assessments.**

	• The school can ask any hiring organisation to provide evidence of their risk assessment • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.)	
**Section.1c: General Communication and Communication of risk**		
Lack of awareness of policies and procedures leads to placing pupils and staff at risk	• Daily briefing to pupils on school rules and measures with reminders before leaving rooms • COVID-19 posters/ signage displayed (packs provided by GCC) • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website) • Regular communications to parents (and young people) via school website and letters • Communication with others (e.g. extended school provision, lettings, regular visitors, etc. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security • Keep parent appointments / external meetings on a 'virtual platform.' • On-going 'Questions and Answers' published to parents at regular intervals	**Parents and pupils informed of key aspects of the school's road map for full opening** **Meetings to be virtual where possible (SEND etc).** **Parent consultation evenings?**
**Section.2: Close Contact & First Aid / Illness Management**		

Poor management of first aid	• Check staff qualifications, paying particular attention to renewal dates and statutory requirements e.g. Early Years and Paediatric First-Aid
	• Employees providing general first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:
	   o washing hands or using hand sanitiser, before and after treating injured person
	   o wear gloves or cover hands when dealing with open wounds
	   o if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest	

	o dispose of all waste safely • PPE provision - pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way	

Poor management of infectious diseases	• Where possible, use of designated area for close contact and illness management. Identify a room that sick pupils can be kept isolated in until parents come to collect them, ideally with:
	   o A door you can close
	   o A window you can open for ventilation
	   o A separate bathroom they can use (either attached to the room or nearby)
	• Procedures in place should someone become unwell whilst attending school - make sure staff in school know that they should:
	   o Move pupils to a suitable room if a child is unwell. The child should be isolated.
	   o Staff caring for a child awaiting collection should keep to a distance of 2m
	   o Staff to wash their hands for 20 seconds after making contact with the ill pupil
	   o If showing symptoms of C-19:
	      ▪ First aiders should wear PPE (provided) if 2m distance cannot be maintained
	      ▪ Ring for child/adult to go home immediately and inform parents of symptoms and procedures for testing:
	         • book a test if they are displaying symptoms;
	         • inform the school immediately of the results of a test;
	         • provide details of anyone they have been in close contact with;
	         • self-isolate if necessary
	      ▪ All areas where a person with symptoms has been to be cleaned after they have left
	      ▪ Positive test - members of bubble remain at home for remaining 14 days
	      ▪ Negative test - members return to school next working day
	      ▪ Should staff have close hand-on contact, they should monitor themselves for symptoms of possible CV-19 over the following 14 days
		GCC NOTE:
		Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.
		
		Staff expected to wear school clothing as set out within the school Code of Conduct

Suspected case of COVID-19 not managed effectively which places others at risk
 	
Cleaning regime does not deep clean the suspected area and
	• Make contact with relevant agencies e.g. PHE, Local Authority (,COVID-19 school related issues for 01452 426015 – will be answered as 'In Year Admissions' but staff are ready to advise re: Coronavirus - covidschoolenquiries@gloucestershire.gov.uk); NHS 111 -
	
	• Clean and disinfect surfaces the person has come into contact with, including:
	   o Objects which are visibly contaminated with body fluids
	   o All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)
	• When cleaning hard surfaces and sanitary fittings, use either:
	   o Disposable cloths, or
		Refer to PHE flow diagram

leads to further risk of re-infection	• ○ Paper rolls and disposable mop heads
	• When cleaning and disinfecting, use either:
	    ○ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
	    ○ A household detergent, followed by a disinfectant with the same dilution as above
	    ○ An alternative disinfectant, that's effective against enveloped viruses
	• Make sure all cleaning staff:
	    ○ Wear disposable gloves and apron
	    ○ Wash their hands with soap and water once they remove their gloves and apron
	• Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine
	• Clean and disinfect anything used for transporting these items with standard cleaning products
	• Launder any possibly contaminated items on the hottest temperature the fabric will tolerate
	• If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning
	• Dispose of any items that are heavily soiled or contaminated with body fluids.
	• Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full
	• Place these bags in a suitable and secure place away from children and mark them for storage
	• Wait until you know the test results to take the waste out of storage
	• If the individual tests negative, put the bags in with the normal waste
	• If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.
	• If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:
	    ○ Local waste collection authority (if they currently collect your waste)
	    ○ Or, by a specialist clinical waste contractor	

Section.3: Employees		
Lack of understanding of risk control measures or poor communication leads to increased risk of infection	• Employees are fully briefed about plans and protective measures identified in the risk assessment – this is achieved through regular communication via emails and staff briefings • Regular communications about systems which make clear that those who have CV symptoms, or who have someone in their household who does, are not to attend school • All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Procedures in place to inform staff members and parents/ carers that they will need to be ready and willing to book a test if they are displaying symptoms; • Crucial that they inform the school immediately of ○ the results of a test	**Principles for staff** • Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible

	o provide details of anyone they have been in close contact with o self-isolate if necessary	• Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
Poor mental health leads to increased rates of staff absence	• Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference • Access to Occupational Health and Employee Assistance programme https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/ • Information shared about the extra mental health support for pupils and teachers is available • Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing	• Use the 'catch it, bin it, kill it' approach • Avoid touching your mouth, nose and eyes • Clean frequently touched surfaces often using standard products, such as detergents and bleach • Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important) • Consider avoiding calling pupils to the
Risk to vulnerable employees	• Vulnerable employees ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding • Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity • Where necessary individual risk assessments for employees at special risk (take account of medical advice)	
Poor hygiene routines lead to increased risk of infection spreading between staff	• Frequent hand washing encouraged for adults (following guidance on hand cleaning) • Adults are encouraged not to touch their mouth, eyes and nose • Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	
Lack of reduced contact and distancing increases risk of virus spread	• Where possible, use a simple 'no touching' approach for young children to understand the need to maintain distance • Older children to be encouraged to keep their distance within bubbles • Staff to keep 2 metres from other adults as much as possible • Where possible staff to maintain distance from their pupils, staying at the front of the class • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone	

	• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff • The occupancy of staff rooms and offices limited • Use of staff rooms to be minimised • Staff in shared spaces (e.g. office) to avoid working facing each other • Radios provided and/or encouraging use of phones to communicate between different parts of school	front of the class or going to their desk to check on their work if not necessary • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters • Prevent your class from sharing equipment and resources (like stationery) • Keep your classroom door and windows open if possible for air flow • Limit the number of children from your class using the toilet at any one time • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms • Make sure you've read the school's updated behaviour policy and
Lack of reduced contact and distancing increases risk of virus spread when working with high-needs pupils	• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces • Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used	

Timetabling / curriculum / PPA staff	• Reviewing timetables to decide which lessons or activities will be delivered on what days to ensure that bubbles are kept apart e.g. Outdoor PE; use of the hall etc…. - groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits
	• Identify and plan lessons that could take place outdoors
	• Use the timetable to reduce movement around the school or building
	• Planning break times (including lunch), so that all pupils are not moving around the school at the same time
	• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same
	• Staff, such as PPA staff, that move between classes and year groups, to keep their distance from pupils and other staff
	• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies
	• Measures to be taken when playing instruments or singing in small groups such as in music lessons include:
	    o physical distancing;
	    o playing outside wherever possible;
	    o limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side;
	    o avoiding sharing of instruments;
	    o ensuring good ventilation.	

PE and School Sport not properly managed	• Pupils kept in same consistent bubbles where possible during PE and sport • Sports equipment thoroughly cleaned between each use • Contact sports avoided until guidance changes • Outdoor sports should be prioritised where possible	

	• Large indoor spaces used where it is not • Swimming pools are not used until guidance changes • Distance between pupils from mixed bubbles will be maximised • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements	know what role in it you're being asked to take. • If planning a school visit, please ask provider for CV-19 risk assessment and control measures. Similar requests from any transport company
Lack of understanding of educational visit and journeys leads to higher level of risk	• From the autumn term, non-overnight educational visits only • Risk assessments of visits and journeys to be undertaken by visit leaders • No overnight and overseas visits until government guidance changes • Pupils grouped together on transport in the same bubbles that are adopted within school where possible • Journeys planned with to allow distancing within vehicles (this may mean large vehicles or more are used) • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey	
Vulnerability of pupils not in school in the event of self-isolation; local or national outbreaks	• Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure • Staff to consider a plan for remote education for pupils, using national resources such as The Oak Academy and work posted on Microsoft Teams • Identify a plan to have regular contact with pupils who remain at home – distance learning; video conference; email; phone calls,	
Section.4: Pupils		
Pupils spreading virus due to lack of understanding of routines	• Pupils will be educated before they return and reminded when they return about the need to stay apart from others and expectations around hygiene	e-Bug has produced a series of helpful coronavirus posters: • Horrid hands

Hand hygiene not being followed	• Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs) • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing • Staff help is available for pupils who have trouble cleaning their hands independently. • Pupils are encouraged not to touch their mouth, eyes and nose • Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	• Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania **Staff on duty outside school to monitor protection measures**
No limit to equipment increases risk of spread of the virus	• The equipment pupils bring into school each day is limited to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones • Bags are allowed • All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class	
Pupils who show signs of COVID-19 or who are unwell are not isolated and this increases risk of virus spreading	• Children who display symptoms/become ill during the school day are to be isolated • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in a well ventilated room (staff with the children are dressed in PPE – face mask, apron and gloves) • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection	
Vulnerable pupils	• Regular reporting to LA and DfE regarding attendance of key groups • Regular contact with vulnerable pupils • Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home • Risk assessment of vulnerable pupils - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance • Review EHCPs where required	
Pupil Behaviour	• Review behaviour policies to consider how pupils not following distancing rules will be managed • Revised Home-school agreement created, shared and signed by pupils and parents • Government guidance to be used when considering alterations to existing behaviour policies	
Section.5: Parents		

Parental gathering increases risk of virus spreading	• Parents informed only one parent to accompany child to school • Parents' drop-off and pick-up protocols to minimise contact – gatherings at the school gates/doors are prohibited • School start times staggered so class groups arrive at different times are communicated to parents • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website), advice on transport etc… • Made clear to parents that they cannot gather at entrance gates or doors. • Parents and pupils encouraged to walk or cycle where possible • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). • Discourage parents and pupils from bringing in toys and other play items from home. • Revised Home-school agreement created, shared and signed by pupils and parents.	**Information shared with parents through 'Road map'** **Staff on duty at the start and end of the school day to monitor closely protection measures, particularly encouraging parents to drop-off and collect quickly**
Poor management of unwell pupils leads to increased risk of virus spreading	• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the medication policy or if an emergency verbal permission over of the phone	

Date of review: 14/07/20   **Date of second review:**   **Date of third review:**

Name of Headteacher: Nikki Hill   **Name of Chair of Governors:**

Signature: **Signature:**

Initial Action points/Changes arising from on-going risk assessment review

Issue arising	Action to be taken	Responsible person	Date
Ensure policies are updated in line with COVID guidance.	Ensure policies are on the school website in September: • Safeguarding • Behaviour • Curriculum • SEND Visitors to school	NH/LH	September 2020
Parent visitors/volunteers	Inform parents regarding visiting school site via Road Map.	NH	July 2020
Minimise contact and mixing – bubbles, lunches, break, drop off, collection, OSCC	Share Phase 4 Plan with all staff, governors and parents.	NH	July 2020
Minimise contact etc.	Re-do site markings	DW/NH	August 2020
Organise classrooms effectively	KS2 classrooms – desks in rows (front facing). EYFS/KS1 – similar to current	All staff	By September 2020
Office staff – contact	Office staff to continue to keep glass screen closed as protective measure.	HW/DL/AW	July 2020
Visitors to school – details	Office staff to ensure that we have name, contact number, date of visit, arrival/departure time and name of staff member being visited of all visitors to school.	HW/DL/AW	July 2020
Caterlink – risk assessment	Ask Caterlink for their risk assessment for the kitchen.	HW	August 2020
Caterlink – risk assessment	Provide Caterlink with our risk assessment.	HW	August 2020
Reduce transmission possibilities for breakfast/after school club.	Work with E4 Education to install a booking system as part of our	HW/LH/NH	July 2020

	school website, so that parents can book on for one term at a time, this will enable us to plan 3 x small groups.		
Manage lettings correctly	Liaise with My Stage School, Music Group and Motorbike training (outside only), to ask for hirer's COVID19 risk assessment ahead of confirming bookings for Autumn.	HW	July 2020
Reduce risk from meetings	Hold meetings virtually as much as possible – HT, DHT, SENDCo, SBM	NH/LH/HW/KT	September 2020
Reduce risk from meetings	Make a plan for parent consultation evenings (scheduled for October 2020).	NH/LH	September 2020
Reduce contact and maintain bubbles	Purchase additional walkie talkies/radios to enable contact.	HW	September 2020
Increased risk from educational visits	No visits to take place during term 1.	All staff	September 2020
Vulnerability of pupils if self-isolating or locked down	Create contingency plan to address remote learning depending on the scenario.	NH/LH/KT/DM/JB/NF	September 2020