

|  |  |
|--|--|
| <b>Name of School:</b> The Olive Tree Primary School. Bolton   | <b>Risk assessment completed by:</b> Haroon Asghar                 |
| <b>Covered by this risk assessment:</b> Olive Tree staff, pupils, parents / carers, contractors, visitors, volunteers, vulnerable people   | <b>Risk assessment completion date:</b> 04.07.20, updated 11.09.20 |
| <b>Risk assessment version:</b> 6  | <b>Frequency of review:</b> daily for the 1st week, then weekly    |
| <p><b>Aim:</b><br/>To protect the school and its community from COVID-19 by ensuring current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place, as follows:</p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;</li> <li>2. Clean hands thoroughly more often than usual;</li> <li>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;</li> <li>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;</li> <li>5. Minimise contact between individuals and maintain social distancing wherever possible;</li> <li>6. Where necessary, wear appropriate personal protective equipment (PPE). The school continues to maintain and monitor stocks of PPE and has access to supplier lists;</li> <li>7. Engage with the NHS Test and Trace process;</li> <li>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community;</li> <li>9. Contain any outbreak by following local health protection team advice.</li> </ol> |  |
| <p><b>Documents used:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">DFE Guidance for full opening of schools:</a></li> <li>● <a href="#">Joint NEU/GMB/UNISON/Unite Coronavirus commentary and checklist for September 2020</a></li> <li>● <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li>● <a href="#">Safe working in education, childcare and children's social care</a></li> <li>● <a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></li> <li>● <a href="#">Actions for schools during the coronavirus outbreak</a></li> <li>● <a href="#">Coronavirus (COVID-19): Education and childcare</a></li> </ul>   |  |

- COVID-19: cleaning in non-healthcare settings

### Risk matrix

| Risk rating<br>High (H), Medium (M), Low (L) | Likelihood of occurrence                                       |          |        |      |
|--|--|----------|--------|------|
|  | Probable   | Possible | Remote |      |
| Likely impact                                | Major: Causes major physical injury, harm or ill-health.       | High     | High   | High |
|  | Severe: Causes physical injury or illness requiring first aid. | High     | Medium | Low  |
|  | Minor: Causes physical or emotional discomfort.                | Medium   | Low    | Low  |

| No: | Hazard/Risk Observed                            | Who may be harmed ?  | Risk prior to controls | Actions / Control measures/ Notes  | Risk after controls | Control measures by (Initial) Date completed | Monitored by |
|-----|---|--|------------------------|--|---------------------|--|--------------|
| 1   | The site is unprepared for the return of pupils | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Visitors</li> </ul> | Low                    | <p>Check:</p> <ul style="list-style-type: none"> <li>• hot and cold water systems</li> <li>• gas safety</li> <li>• fire safety</li> <li>• kitchen equipment</li> <li>• Specialist equipment used by pupils (eg for access/ mobility/changing)</li> <li>• security including access control and intruder alarm systems</li> <li>• ventilation</li> <li>• signage re moving around school / maintaining social distancing</li> <li>• the organisation of classrooms - including resources, removing unnecessary furniture / resources to minimise the risk of cross-contamination / infection</li> <li>• resources needed to ensure all classes have what they need in order to avoid sharing</li> <li>• catering provision</li> </ul> <p>Act:</p> <ul style="list-style-type: none"> <li>• take appropriate action where necessary</li> </ul> | Low                 | AM/LB  |              |

|  |  |               |   |            |  |                           |
|--|--|---------------|---|------------|--|---------------------------|
| <p>2</p> <p>Spread of COVID-19 due to poor hygiene and infection control</p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Visitors</li> </ul> | <p>Medium</p> | <p><b>1. Minimise contact with individuals who are unwell by ensuring (through regular communication) that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b></p> <ul style="list-style-type: none"> <li>• Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings).</li> <li>• Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.</li> <li>• A child /adult with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, in the medical room (windows open to ensure ventilation). PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</li> <li>• If the child /adult uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul> | <p>Low</p> | <p>AM/LB/<br/>SM/NP<br/>supported by all staff members</p> <p>Premises staff</p> | <p>Daily</p> <p>Daily</p> |
|--|--|---------------|---|------------|--|---------------------------|

|  |  |  |  |  |   |  |
|--|--|--|--|--|---|--|
|  |  |  | <ul style="list-style-type: none"> <li>• Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19)</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.</li> <li>• Infection control training is arranged for new staff.</li> </ul>   |  | <p>Teachers<br/>Premises Staff</p>  | <p>01/09/20<br/>01/09/20</p>                     |
|  |  |  | <p><b>2. Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• Handwashing / sanitising is scheduled into the school day. It takes place <b>as a minimum:</b> when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</li> <li>• It is defined which 'bubbles' are using which toilets and sinks.</li> <li>• Handwashing routines are re-taught to pupils using suitable video. EG <a href="https://youtu.be/S9YjElWLNEg">https://youtu.be/S9YjElWLNEg</a></li> <li>• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</li> <li>• There is the availability of soap and hot water in every toilet and any areas used for personal care of pupils eg changing (and where possible, in classrooms).</li> <li>• Ensure the location of hand sanitiser</li> </ul> |  | <p>Premises Staff<br/>Site Supervisor or<br/>Teaching and support staff</p> | <p>01/09/20<br/>01/09/20<br/>Daily<br/>Daily</p> |
|  |  |  |  |  |   | <p>01/09/20</p>                                  |

|  |  |   |                              |          |
|--|--|---|------------------------------|----------|
|  |  | <p>stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment.</p> <ul style="list-style-type: none"> <li>Lidded pedal bins are located in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste, after double bagging and emptying.</li> <li>There is a good supply of disposable tissues in each classroom and enough to top up regularly.</li> <li>The use of hand sanitiser by children is supervised at all times and hand sanitiser bottles are clearly marked as such so that there is no confusion about the contents of the bottle.</li> </ul>  | Premises Staff               | Daily    |
|  |  | <p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p> <ul style="list-style-type: none"> <li>Posters are displayed to remind pupils and staff about the approach and the importance of handwashing, particularly by washbasins/ toilets and at entry/exit points</li> <li>The location of bins around the school is checked on, and more are ordered if necessary.</li> <li>A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms).</li> <li>Windows (and where safety permits)</li> </ul> | School Business Manager      | 01/09/20 |
|  |  | <p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p> <ul style="list-style-type: none"> <li>Posters are displayed to remind pupils and staff about the approach and the importance of handwashing, particularly by washbasins/ toilets and at entry/exit points</li> <li>The location of bins around the school is checked on, and more are ordered if necessary.</li> <li>A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms).</li> <li>Windows (and where safety permits)</li> </ul> | All staff<br>Site supervisor | Daily    |
|  |  | <p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p> <ul style="list-style-type: none"> <li>Posters are displayed to remind pupils and staff about the approach and the importance of handwashing, particularly by washbasins/ toilets and at entry/exit points</li> <li>The location of bins around the school is checked on, and more are ordered if necessary.</li> <li>A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms).</li> <li>Windows (and where safety permits)</li> </ul> | Premises Staff               | Daily    |
|  |  | <p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p> <ul style="list-style-type: none"> <li>Posters are displayed to remind pupils and staff about the approach and the importance of handwashing, particularly by washbasins/ toilets and at entry/exit points</li> <li>The location of bins around the school is checked on, and more are ordered if necessary.</li> <li>A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms).</li> <li>Windows (and where safety permits)</li> </ul> | School Business Manager      | 01/09/20 |

|  |  |  |   |  |                                       |
|--|--|--|---|--|---------------------------------------|
|  |  |  | <p>doors are kept open to aid ventilation.</p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems are run continuously, with air-recirculation systems set at the lowest level possible.</li> </ul>  |  |                                       |
|  |  |  | <p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p> <ul style="list-style-type: none"> <li>• The school ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.</li> <li>• Stock checks and stock control are maintained.</li> <li>• Larger communal areas (handrails, doors, toilets etc) are cleaned regularly.</li> <li>• The cleaning schedule is reviewed and updated as appropriate.</li> <li>• Each classroom is provided with gloves and disinfectant wipes in case of pupil coughs or sneezes over pieces of equipment.</li> <li>• Cleaning arrangements are in place for shared items which cannot be left unused for 48 hours (72 if plastics)</li> </ul> | <p>Teachers</p>                                | <p>Daily</p>                          |
|  |  |  | <p><b>5. Minimise contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li>• Bubbles are extended to full class size.</li> <li>• Staff are kept consistent with each</li> </ul>  | <p>Teachers<br/>Teaching and support staff</p> | <p>01/09/20 - restocked as needed</p> |
|  |  |  |   | <p>Premises Staff</p>                          | <p>09/09/20<br/>11/09/20</p>          |

|  |  |  |   |                         |          |
|--|--|--|---|-------------------------|----------|
|  |  |  |   |                         |          |
|  |  |  |   |                         |          |
|  |  |  | <ul style="list-style-type: none"> <li>bubble as far as possible - including, through the scheduling of PPA for a Friday afternoon when children are not in school. In class, furniture is arranged so that children are facing forwards and sitting side by side.</li> <li>Any furniture that is surplus to requirements is removed.</li> <li>As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.</li> <li>As a general rule, no more than 1 year group occupies a shared space at one time (EG lunch hall). Where this is the case, a minimum 2m distance between the class bubbles is maintained.</li> <li>Early drop off (8:30am) and collection (3:15pm) are permitted. In addition, staggered break times and staggered lunch times are implemented.</li> <li>Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.</li> <li>For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.</li> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach</li> </ul> |                         |          |
|  |  |  | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>  |                         |          |
|  |  |  | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>  | Teachers                | 02/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>  | Teachers                | 02/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>  | School Business Manager | 02/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>  |                         | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>  |                         | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>  | Teachers                | Daily    |



|  |  |  |   |  |   |                 |
|--|--|--|---|--|---|-----------------|
|  |  |  | <p>for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>   |  |   |                 |
|  |  |  | <p><b>6. Where necessary, wear appropriate personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• The school continues to maintain and monitor stocks of PPE and has access to supplier lists.</li> <li>• Where appropriate, individual risk assessments are conducted so that staff are supplied with appropriate PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.</li> <li>• Gloves, aprons and visors are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 cases.</li> <li>• Stocks of PPE are regularly monitored and replenished.</li> </ul> |  | <p>Principal / School Business Manager / Site manager</p> | <p>Weekly</p>   |
|  |  |  | <p><b>7. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</li> <li>• Staff induction for return to school includes information about the NHS Test</li> </ul>  |  | <p>Admin staff</p>  | <p>Weekly</p>   |
|  |  |  | <p><b>7. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</li> <li>• Staff induction for return to school includes information about the NHS Test</li> </ul>  |  | <p>Admin staff/NC</p>                                     | <p>02/09/20</p> |
|  |  |  | <p><b>7. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</li> <li>• Staff induction for return to school includes information about the NHS Test</li> </ul>  |  | <p>Senior Leadership Team</p>                             | <p>01/09/20</p> |
|  |  |  | <p><b>7. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• Staff induction for return to school includes information about the NHS Test</li> </ul>  |  | <p>SLT</p>  | <p>10/09/20</p> |

|  |  |  |  |                           |                           |
|--|--|--|--|---------------------------|---------------------------|
|  |  |  | <ul style="list-style-type: none"> <li>and Trace process.</li> <li>Employer referral portal set up to enable fast track testing for staff.</li> </ul>  | AM/Teachers               | As needed                 |
|  |  |  | <p><b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <ul style="list-style-type: none"> <li>Contact details for the local Public Health England team and local authority health and safety team are readily to hand.</li> <li>A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive - including through the designation of a key member of staff from the senior leadership team.</li> <li>A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> <li>Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> </ul> | HA/ZP<br>HA/ZP/A<br>admin | As needed                 |
|  |  |  | <p><b>9. Contain any outbreak by following local health protection team advice</b></p> <ul style="list-style-type: none"> <li>Advice provided by the local health protection team is acted on immediately.</li> <li>Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</li> </ul>  | AB/ZP<br>All staff        | 01/09/20 ongoing<br>Daily |
|  |  |  |  | SLT                       | Daily-ongoing             |
|  |  |  |  | SLT                       |                           |



|   |   |  |        |   |     |   |  |
|---|---|--|--------|---|-----|---|--|
| 3 | <p><b>Pupils operate in discrete class group 'bubbles' but there are risks of these bubbles mixing at certain times</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>  | Medium | <ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• Each discrete class group 'bubble' remains in their own classroom where most of their learning will take place.</li> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> <li>• The need for staff to move between bubbles is minimised. Where the need arises, staff members moving between groups comply with social distancing and hygiene guidance.</li> <li>• Timetable and arrangements for each bubble minimise contact between bubbles when moving outside their designated space. Where a shared area - such as the lunch hall is used - a 2m distance will be maintained between bubbles.</li> <li>• Staggered break times and lunch times are in place.</li> <li>• Designated entrances / exits / routes of passage are made clear to all concerned.</li> </ul> | Low | Teachers  | <p>02/09/20<br/>02/09/20</p> <p>Daily</p> <p>Daily as needed</p> <p>09/09/20</p> |
| 4 | <p><b>Maintaining effective social distancing to prevent spread of COVID-19</b></p>   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Visitors</li> </ul> | Medium | <ul style="list-style-type: none"> <li>• Current government guidance is being applied, as a minimum, each class = a bubble. As a maximum, each year group = a bubble.</li> <li>• Pupils are operating in discrete class group 'bubbles'.</li> <li>• Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles.</li> <li>• Staff and pupils are regularly reminded about social distancing.</li> <li>• Staff are reminded to keep a 2m distance</li> </ul>  | Low | <p>All staff and pupils</p> <p>Senior Leadership Team</p> <p>All staff</p> <p>All staff</p> | <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p>                  |

|  |  |  |   |                             |          |  |
|--|--|--|---|-----------------------------|----------|--|
|  |  |  | <p>between themselves and others wherever possible and avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <ul style="list-style-type: none"> <li>Where social distancing is difficult - IE EYFS - small groups will be maintained within class bubbles.</li> <li>Clear social distancing signage is in place throughout the school.</li> <li>Arrangements have been made for assigned pupils and staff only to mix in their small, consistent group or 'bubble'.</li> <li>Supervision and staggering of break times prevents pupils from different bubbles from mixing in toilets.</li> <li>Arrangements for the provision of PPA do not undermine the integrity of any bubble.</li> <li>Where necessary, classrooms have been remodelled so that pupils are in rows facing the front.</li> <li>Spare chairs and desks have been removed.</li> <li>Classrooms are well-ventilated.</li> <li>Outdoor learning is incorporated into the curriculum where possible, although outdoor play equipment must not be used without thorough cleaning between usage of pupils from different 'bubbles'.</li> <li>Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining room, corridors, reception).</li> <li>Whole staff meetings, congregational assemblies and other large gatherings are cancelled. The maximum group size in which pupils can be brought together is one year group, but class group bubbles are kept at least 2 metres apart.</li> </ul> |                             |          |  |
|  |  |  |   | All staff                   | 02/09/20 |  |
|  |  |  |   | All staff                   | 02/09/20 |  |
|  |  |  |   | AM/LB                       | 01/09/20 |  |
|  |  |  |   | SLT                         | 02/09/20 |  |
|  |  |  |   | All staff                   | 02/09/20 |  |
|  |  |  |   | HA/ZP                       | 02/09/20 |  |
|  |  |  |   | HA/ZP                       | 02/09/20 |  |
|  |  |  |   | Site supervisor/AM Teachers | 01/09/20 |  |
|  |  |  |   | AM/SLT                      | 02/09/20 |  |
|  |  |  |   | AM/SLT                      | 01/09/20 |  |
|  |  |  |   | AM/SLT                      | 01/09/20 |  |
|  |  |  |   | AM/SLT                      | 01/09/20 |  |

|  |  |  |  |                        |          |
|--|--|--|--|------------------------|----------|
|  |  |  | <ul style="list-style-type: none"> <li>• Signage is in place to deter parents from gathering at the school gate.</li> <li>• Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time.</li> <li>• Arrangements are put in place in kitchens to remind staff of the need to work separately from each other.</li> <li>• Increased supervision levels for younger pupils support social distancing during lessons and at social times.</li> <li>• Access to toilets is planned and managed to avoid large groups/queues from forming.</li> <li>• Activities that involve shared resources/equipment are avoided.</li> <li>• Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage.</li> <li>• Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens.</li> <li>• Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off where distancing is not possible.</li> <li>• Breaks are staggered (where necessary) and designated areas are used by particular groups of pupils during social times (both inside and outside the building).</li> <li>• Pupil behaviour policy has been reviewed and updated in light of the new discrete class group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required.</li> <li>• Senior management closely monitor</li> </ul> | supervisor             | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• SM/AM/ Site supervisor</li> </ul>   | SM/AM/ Site supervisor | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• SLT</li> </ul>  | SLT                    | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• All staff</li> </ul>  | All staff              | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• All staff</li> </ul>  | All staff              | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• SLT</li> </ul>  | SLT                    | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• SLT/ Site Supervisor</li> </ul>   | SLT/ Site Supervisor   | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• SLT/ Site Supervisor</li> </ul>   | SLT/ Site Supervisor   | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• All staff</li> </ul>  | All staff              | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• SLT</li> </ul>  | SLT                    | 01/09/20 |
|  |  |  | <ul style="list-style-type: none"> <li>• Pupil behaviour policy has been reviewed and updated in light of the new discrete class group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required.</li> <li>• Senior management closely monitor</li> </ul>   | SLT                    | Daily    |

|   |  |   |  |  |     |   |   |
|---|--|---|--|--|-----|---|---|
|   |  |   | compliance with the bubble arrangements and social distancing and adjust procedures where necessary. |  |     |   |   |
| 5 | There is a member of staff or pupil with suspected COVID-19 symptoms in school | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> | Medium   | <ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19</li> <li>• Advice is sought from the local public health protection team and acted on according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate as well as staff members who may have been in close contact as defined in the latest government guidance (families of staff/pupils without symptoms do not need to self-isolate unless the staff member/pupil develops symptoms).</li> <li>• Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in the household has symptoms in accordance with the latest government guidance.</li> <li>• Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest government guidance.</li> </ul> | Low | <p>SLT, supported by staff team</p> <p>SLT, supported by staff team</p> <p>SLT, supported by staff team</p> | <p>Daily as needed</p> <p>Daily as needed</p> <p>Daily as needed</p> <p>Daily as needed</p> |
|   |  |   |  |  |     | Daily as  |   |

|  |  |  |   |          |
|--|--|--|---|----------|
|  |  |  |   |          |
|  |  |  | <ul style="list-style-type: none"> <li>Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace.</li> <li>The medical room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising.</li> <li>Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE).</li> <li>Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance.</li> <li>Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19.</li> <li>Pupils suspected of having COVID-19 will be sent home until confirmation of a test result under NHS Test and Trace is received and advice is received from the local health protection team.</li> </ul> |          |
|  |  |  |   | needed   |
|  |  |  | SLT,<br>supported by<br>staff team  | 01/09/20 |
|  |  |  | SLT   | 01/09/20 |
|  |  |  | SLT,<br>supported by<br>staff team  | 01/09/20 |
|  |  |  | Admin   | 01/09/20 |
|  |  |  | SLT   | 01/09/20 |
|  |  |  | SLT   |          |



|   |   |             |  |               |                                     |                        |
|---|---|-------------|--|---------------|-------------------------------------|------------------------|
| <p><b>6</b></p> <p><b>There is a confirmed case of Covid-19 at school</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Anyone in contact with the above</li> </ul> | <p>High</p> | <ul style="list-style-type: none"> <li>• When a pupil or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending school will have access to a test (through the NHS) if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</li> <li>• If the pupil or staff member tests negative, they will be able to return to school and the fellow household members can end their self-isolation.</li> <li>• If the pupil or staff member tests positive, the rest of their class or group within the school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</li> <li>• As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases a larger number of other pupils may be asked to self-isolate at home as a precautionary measure – perhaps the whole class or year group.</li> <li>• Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</li> <li>• The school business manager is designated as the key member of staff to liaise with the local Public Health Team as needed, including facilitating the Test and Trace system so that close / recent contacts of the infected person can be identified.</li> <li>• Communicate, with a sense of urgency, the confirmation of any cases of COVID-19 to the</li> </ul> | <p>Medium</p> | <p>SLT, supported by staff team</p> | <p>Daily as needed</p> |
|---|---|-------------|--|---------------|-------------------------------------|------------------------|

|   |  |        |  |     |   |  |
|---|--|--------|--|-----|---|--|
|   |  |        | local Public Health Team and relevant staff /parents (whilst maintaining the dignity of the affected person and without breaching GDPR).   |     |   |  |
| 7 | <b>Access to /exit from site is unsafe</b> | Medium | <ul style="list-style-type: none"> <li>• Arrangements for dropping off and picking up pupils have been reviewed. Separate exits have been demarcated and signage / cones are used to encourage social distancing.</li> <li>• Parents have been told to avoid getting out of cars where possible and to avoid congregating at the school entrance.</li> <li>• Staff, pupils and parents have been briefed regarding new arrangements, including the use of separate exits / entrances.</li> <li>• Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance.</li> <li>• The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups.</li> <li>• Outside doors are used to access classrooms directly where these are available.</li> <li>• No non-essential visitors are admitted to school.</li> <li>• Procedure is in place for the school's receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. Staff, where possible, staff/visitor contactless sign in- hand hygiene reiterated</li> <li>• If the signing in screen is used, the member of staff is directed to use hand sanitiser before and after using the touch screen.</li> <li>• The signing in touch screen is cleaned frequently with disinfectant wipes.</li> <li>• A dedicated waiting area and meeting room is made available for visitors, adjacent to</li> </ul> | Low | <ul style="list-style-type: none"> <li>SLT, with support from staff team</li> <li>SLT, with support from staff team</li> <li>SLT, with support from staff team</li> <li>SLT, with support from staff team</li> <li>SLT</li> <li>SLT, with support from staff team</li> <li>SLT, with support from staff team</li> <li>AB</li> <li>SLT, with support from staff team</li> <li>SM</li> <li>Admin</li> </ul> | <ul style="list-style-type: none"> <li>01/09/20 daily review</li> <li>01/09/20 daily review</li> <li>02/09/20</li> <li>Daily</li> <li>01/09/20</li> <li>01/09/20</li> <li>01/09/20</li> <li>To be Reviewed</li> <li>Daily</li> <li>01/09/20</li> </ul> |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  | <ul style="list-style-type: none"> <li>reception.</li> <li>Protocols are agreed with transport provider(s) to reflect social distancing so that pupils do not sit next to each other on buses / in contracted taxis unless they are in the same 'bubble'</li> <li>Recommendations are made to parents/pupils to avoid using public transport where possible.</li> <li>Designated person(s) are assigned to receive deliveries.</li> <li>Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate.</li> </ul> | SLT<br><br>SLT<br>SM/Site Supervisor<br>SM/Site Supervisor | 01/09/20<br><br>01/09/20<br>01/09/20<br>01/09/20 |

|   |  |               |  |            |   |                 |
|---|--|---------------|--|------------|---|-----------------|
| <p><b>8</b></p> <p><b>Movement around school is unsafe</b></p>  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Visitors</li> </ul> | <p>Medium</p> | <ul style="list-style-type: none"> <li>• EYFS and Y1 enter and exit the school grounds via the Office entrance gate (EXIT 1) and go straight into their classrooms.</li> <li>• Years 2 and 3 enter and exit the school grounds via EXIT 2 at the front of the school. They are to enter school via the KS2 door and go straight upstairs to their classrooms.</li> <li>• Years 4 - 6 enter and exit the school grounds via EXIT 3 - car park gate, enter the school via the KS1 door and go straight to the top floor and into their classrooms.</li> <li>• Entrance / exit points are clearly demarcated for use by each year group with signage.</li> <li>• Staff identify, reduce and manage 'pinch points' and 'bottlenecks' proactively.</li> <li>• Duty rotas are in place for maximum supervision at all times - especially during transitions.</li> <li>• Staff and pupils are briefed regarding rules for safe movement around school</li> <li>• Staggered breaks, lunches have been timetabled. Early drop-off / collection has been permitted.</li> <li>• Movement systems are monitored by the leadership team to ensure compliance</li> <li>• Toileting arrangements have been considered to avoid over-crowding - including during handwashing times.</li> </ul> | <p>Low</p> | <p>SLT with support from staff team</p> | <p>01/09/20</p> |
| <p><b>9</b></p> <p><b>Unintended mixing between classes will increase the risk of the virus spreading</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>  | <p>Medium</p> | <ul style="list-style-type: none"> <li>• There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</li> <li>• Each class remains within its designated room/space and predominantly stays within this area.</li> <li>• Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group.</li> <li>• Schemes of work are reviewed to minimise the need for bubbles to use specialist facilities one after the other.</li> </ul>  | <p>Low</p> | <p>SLT with support from staff team</p> | <p>01/09/20</p> |

|  |   |        |  |     |                            |          |
|--|---|--------|--|-----|----------------------------|----------|
|  |   |        | <ul style="list-style-type: none"> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> <li>• Teachers moving between groups comply with social distancing and hygiene guidance.</li> <li>• Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving).</li> <li>• When two or more class bubbles come together in a shared space (e.g. for lunch) they are kept separate and social distancing guidance is observed.</li> <li>• When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are fully observed.</li> <li>• Early drop-off and collection times are permitted, along with staggered; break times and lunch times.</li> </ul>  |     |                            |          |
| <p><b>10</b></p> <p><b>Teaching pupils in full classes will increase the risk of the virus spreading</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> | Medium | <ul style="list-style-type: none"> <li>• There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</li> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> <li>• Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced.</li> <li>• Contact between individuals minimised and social distancing maintained wherever possible.</li> <li>• Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from children.</li> <li>• Pupils are seated side by side and facing forwards, rather than face to face or side on.</li> <li>• Unnecessary furniture is moved out of classrooms to make more space.</li> </ul> | Low | Teaching and support staff | 01/09/20 |

|    |  |   |        |   |     |           |          |
|----|--|---|--------|---|-----|-----------|----------|
| 11 | <p><b>The use of shared spaces and specialist classrooms increases the risk of infection between bubbles</b></p> | <ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> </ul> | Medium | <ul style="list-style-type: none"> <li>● Larger indoor spaces and specialist classrooms are used by one discrete class at a time.</li> <li>● Large and specialist spaces are cleaned and disinfected thoroughly before and after use.</li> <li>● Large gatherings prohibited.</li> <li>● When two or more bubbles come together in a shared space (e.g. for lunch) they are kept separate and social distancing guidance is observed.</li> <li>● Design layout and arrangements are in place to enable social distancing where possible.</li> <li>● Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> </ul> | Low | All staff | 01/09/20 |
|----|--|---|--------|---|-----|-----------|----------|

|    |   |   |        |   |     |                            |          |
|----|---|---|--------|---|-----|----------------------------|----------|
| 12 | <p><b>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> | Medium | <ul style="list-style-type: none"> <li>• The latest government guidance on wearing PPE in schools is applied.</li> <li>• PPE is available for members of staff who:             <ol style="list-style-type: none"> <li>1. respond to persons displaying COVID-19 symptoms;</li> <li>2. children's intimate care needs (EG toileting, vomiting etc);</li> <li>3. work with pupils who cannot control their behaviour (EG spitting, coughing, sneezing etc).</li> </ol> </li> <li>• Consideration is given to the provision of PPE for staff previously deemed to be at high risk in line with their individual risk assessments.</li> <li>• The use of PPE (visor) for staff or pupils will be allowed for those who choose to wear it.</li> <li>• Staff members are trained regarding the safe use and disposal of PPE.</li> <li>• Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</li> <li>• Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination.</li> <li>• Staff will be provided with face masks / visors if specifically required. Gloves and aprons will also be available if required.</li> </ul> | Low | Teaching and support staff | 01/09/20 |
|----|---|---|--------|---|-----|----------------------------|----------|

|    |   |   |        |   |     |        |  |
|----|---|---|--------|---|-----|--------|--|
| 13 | Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19 | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> | Medium | <ul style="list-style-type: none"> <li>• The latest government guidance is applied.</li> <li>• The assumption that most staff and pupils, including those who have been shielding, are clinically vulnerable or are extremely clinically vulnerable will return to school is communicated clearly.</li> <li>• An audit has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• An audit has been undertaken to assess the vulnerability of pupils (and close family members).</li> <li>• Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• Discussions are held with staff and parents where specific circumstances may apply in line with the latest government guidance, and decisions are made accordingly on attendance at school.</li> <li>• Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and pupils who are BAME, staff who are aged 55 or over).</li> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education and monitor engagement with this activity.</li> <li>• Where a member of staff is unable to attend</li> </ul> | Low | SLT/AM | <p>08/20</p> <p>02/08/20</p> <p>02/08/20</p> <p>02/08/20</p> <p>02/08/20</p> <p>01/09/20</p> <p>Ongoing</p> <p>01/09/20</p> <p>02/09/20</p> <p>Ongoing</p> |
|----|---|---|--------|---|-----|--------|--|



|  |   |               |  |            |  |                                |
|--|---|---------------|--|------------|--|--------------------------------|
|  |   |               | <p>school because they are complying with clinical and/or public health advice, we will immediately offer them the option to work from home - unless they are unwell in which case the school's usual absence management policy will apply.</p>  |            |  |                                |
| <p><b>14</b></p> <p><b>The mental wellbeing of staff and pupils is / has been affected by the pandemic - including through the death of loved ones</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> | <p>Medium</p> | <p><b>Pupils:</b></p> <ul style="list-style-type: none"> <li>• Children's wellbeing is prioritised upon their return to school through informal activities, games, discussions, worry boxes and the deployment of pastoral staff</li> <li>• Access to wellbeing resources / charities / websites is actively encouraged</li> <li>• Staff are trained to meet the pastoral needs of pupils - including through the use of online training such as MeLearning</li> <li>• Regular 'contact' and support is provided to any children who are proving to be extra vulnerable, especially those who may have suffered a bereavement.</li> <li>• Children making the transition are supported to ensure their concerns and anxieties are discussed and acted upon.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• Staff wellbeing is prioritised upon their return to school through regular 'contact' with line managers</li> <li>• Access to wellbeing resources / charities / websites is actively encouraged</li> <li>• Staff are trained to meet the pastoral needs of pupils - including through the use of online training such as MeLearning</li> <li>• Regular contact and support is provided to any children who are proving to be extra vulnerable, especially those who</li> </ul> | <p>Low</p> | <p>All staff and pupils to prioritise with wellbeing</p> | <p>02/09/20</p> <p>Ongoing</p> |

|    |  |     |   |     |                   |  |
|----|--|-----|---|-----|-------------------|--|
|    |  |     | <ul style="list-style-type: none"> <li>may have suffered a bereavement or who have health concerns that make the clinically vulnerable</li> <li>Home working is considered for staff where there is a risk their health / wellbeing may be compromised</li> <li>Workload reduction is a key focus to ensure staff can maintain a healthy work life balance.</li> </ul>  |     |                   |  |
| 15 | <p><b>Current policies and procedures have not been adapted/updated to take account of COVID-19 impact</b></p> <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> | Low | <ul style="list-style-type: none"> <li>The safeguarding and behaviour policies have been updated/adapted and shared to take account of COVID-19 impact.</li> <li>Fire procedures have been reviewed and revised where required, e.g. due to: <ul style="list-style-type: none"> <li>- pupils operating in discrete class group bubbles</li> <li>- possible absence of Fire Marshalls</li> <li>- social distancing rules during evacuation and muster points</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>SLT and Fire Marshalls have been trained/briefed appropriately.</li> <li>A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly.</li> </ul> | Low | HA / NC<br><br>AM | 01/09/20<br><br>Under review<br>- date TBC |

|    |  |  |        |   |        |                             |          |
|----|--|--|--------|---|--------|-----------------------------|----------|
| 16 | Risk of using public transport to travel to and from school  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul> | High   | <ul style="list-style-type: none"> <li>• Staff, parents and pupils are encouraged to walk or cycle to school where possible.</li> <li>• Staff, parents and pupils follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required. Further guidance from the government can be found at <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>• Ensure transport arrangements cater for any changes to start and finish time</li> <li>• Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance between their passengers</li> <li>• Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils with complex needs who need support to access the vehicle or fasten seatbelts</li> </ul> | Medium | All staff, pupils & parents | 01/09/20 |
| 17 | Risk of shared travel to and from school in a private motor vehicle and the use of taxis and private hire vehicles | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul> | Medium | <ul style="list-style-type: none"> <li>• Staff, parents and pupils should not travel to and from school in a private motor vehicle with anyone outside of their household.</li> <li>• Staff, parents and pupils follow the government guidance on how to travel safely, when planning their travel, particularly if a taxi or private hire vehicle is required. Further guidance from the government can be found at <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> </ul>  | Medium | All staff, pupils & parents | 01/09/20 |
| 18 | Staffing levels are reduced due to vulnerability or illness  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>                    | Medium | <ul style="list-style-type: none"> <li>• Conduct audit of staffing to determine availability in light of vulnerability inc: SLT / ELT / DSL / Deputy DSL / first aiders / site manager / premises (cleaning staff)</li> <li>• Adhere to stringent infection control / prevention methods outlined in this risk assessment (see below).</li> <li>• Develop a clear picture of the health and vulnerability of all staff to ensure a clear understanding of</li> </ul>  | Low    | AM                          | 01/09/20 |

|    |   |  |   |   |     |                                |                  |
|----|---|--|---|---|-----|--------------------------------|------------------|
|    |   |  | <ul style="list-style-type: none"> <li>• staff availability, through completion of individual risk assessments, where staff have known vulnerabilities such as pregnant women, new mothers, older staff, disabled staff and BAME staff</li> <li>• Make full use of NHS testing to keep abreast of staff health</li> <li>• Support staff wellbeing in order to reduce absenteeism</li> <li>• Consider the deployment of supply staff if absolutely needed</li> </ul> |   |     |                                |                  |
| 19 | <p><b>Pupils will have fallen behind due to their prolonged absence from school</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul> | Medium  | <ul style="list-style-type: none"> <li>• Identify gaps in learning through teacher assessment and use these to inform planning / teaching-recovery plan in place.</li> <li>• Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, whilst making use of existing flexibilities to create time to cover the most important missed content. For pupils in Reception, teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For pupils in key stages 1 and 2, teachers will prioritise the identifying of gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education.</li> </ul> | Low | SLT/Teaching and support staff | 01/09/20 ongoing |

|    |  |  |   |   |     |                        |                       |
|----|--|--|---|---|-----|------------------------|-----------------------|
|    |  |  | <ul style="list-style-type: none"> <li>• Configure home learning strategies to target gaps in learning (IE homework)</li> <li>• Deploy staff to deliver interventions in order to target gaps in learning -whilst maintaining the safety bubbles.</li> <li>• Use the Catch-up funding to help all pupils make up for lost teaching time, with extra support for those who need it most. ( Summer catch-up programme )</li> <li>• Return to teaching the normal curriculum by Summer 2021 - including the teaching of Relationships and Health Education.</li> </ul> |   |     | SLT/TA/AC/S<br>V/AP/FM | 14/08/20-28/<br>08/20 |
| 20 | <b>Adult work spaces and rest areas do not allow for social distancing</b> | <ul style="list-style-type: none"> <li>• Staff</li> </ul>    | Medium  | <ul style="list-style-type: none"> <li>• Review staff rooms, offices etc to ensure social distancing can be maintained-<br/>Office: x4 people maximum<br/>Other offices: x3 - 6 people maximum (room size-dependant)<br/>Staff room: x6 people maximum<br/>Classrooms: 30 children, 3 adults maximum<br/>Boardroom: x6 people maximum</li> <li>• Remove / reconfigure furniture to allow for social distancing</li> <li>• Display signage to remind colleagues of safe working guidelines during coronavirus</li> <li>• Brief staff on the best use of these areas</li> </ul> | Low | AM                     | 01/09/20              |
| 21 | <b>Pupils from 'lone parent' families could become vulnerable</b>          | <ul style="list-style-type: none"> <li>• Families</li> </ul> | Low   | <ul style="list-style-type: none"> <li>• Pupils who live with a lone parent could become vulnerable if their parent was to become ill. These will become a SENDCo priority, with lone parent families identified, communicated with and monitored to ensure any vulnerabilities are addressed.</li> </ul>   | Low | NC                     | 02/09/20<br>ongoing   |

|  |   |               |   |            |   |                                 |
|--|---|---------------|---|------------|---|---------------------------------|
| <p><b>22</b></p> <p><b>Behaviour of pupils infringes social distancing measures, making it unsafe for staff / pupils</b></p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> | <p>Medium</p> | <p>Children will be expected to follow the rules set out below to reduce the risk of the virus spreading:</p> <p><b>Expectations from pupils:</b></p> <ul style="list-style-type: none"> <li>• Do not bring equipment from home - except iPad and book bag. When the weather is warm do not wear a coat</li> <li>• Follow any altered routines for arrival or departure. If children arrive after usual arrival time, they will have to wait until all other children have entered school</li> <li>• Wait in designated place on arrival at school</li> <li>• Children show respect for personal hygiene and follow staff advice around hand washing and social contact;</li> <li>• Wash hands on arrival.</li> <li>• During outdoor time maintain 2m distance where possible.</li> <li>• Move around the school following instructions given by an adult, queue at a 2m distance if needed, stay away from areas that are out of bounds</li> <li>• Follow school instructions on hygiene, such as handwashing and sanitising</li> <li>• If you sneeze or cough use a tissue and then dispose of the tissue and wash your hands</li> <li>• Avoid touching your mouth, nose and eyes with hands- regular reminders and rules.</li> <li>• Tell an adult if you are experiencing symptoms of coronavirus</li> <li>• Don't share your pack of equipment or water bottle with anyone else</li> <li>• Leave all stationery and exercise books at school - except for reading record / homework book.</li> <li>• Only use the toilets you have been told to use</li> <li>• Do not cough or spit at or towards any</li> </ul> | <p>Low</p> | <p>Staff, Pupils, Parents</p> <p>Staff, pupils, parents</p> | <p>02/09/20</p> <p>02/09/20</p> |
|--|---|---------------|---|------------|---|---------------------------------|

|   |  |     |  |     |         |          |
|---|--|-----|--|-----|---------|----------|
|   |  |     | <ul style="list-style-type: none"> <li>• other person</li> <li>• When leaving school go straight home and do not mix with children from another bubble..</li> <li>• Children will be provided personal equipment (stationery) to use for learning purposes.</li> <li>• Children remain within their allocated 'bubble' as much as is reasonably possible;</li> </ul> <p><b>Expectations of parents:</b></p> <ul style="list-style-type: none"> <li>• Parents play a vital role in supporting the school by reinforcing the messages given by the school.</li> </ul>  |     |         |          |
| <p><b>23</b></p> <p>The provision for SEND and behaviour does not sufficiently cater for the needs of pupils, making it unsafe for staff / pupils</p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>                    | Low | <ul style="list-style-type: none"> <li>• Where appropriate (EG children with EHCPs) ensure individual risk assessments and discussion with parents/carers have taken place and been agreed by 1st September, to ensure that any provision required by a child in order to attend school is safely in place.</li> <li>• Where, despite 'best endeavours' the school cannot provide the support listed in an EHC plan, consider what the school needs to provide in order to ensure pupils' safety and wellbeing.</li> <li>• Ensure clear guidelines on entry to school about the procedures in place for essential visitors from external agencies visiting pupils at the school (eg educational psychologists, child and adult mental health services (CAMHS), behavioural support, advisory teachers etc).</li> </ul> | Low | NC      | 01/09/20 |
| <p><b>24</b></p> <p>The messages about pupils' safe return to school has been miscommunicated</p>   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul> | Low | <ul style="list-style-type: none"> <li>• Provide clear guidance to all staff / parents / pupils / visitors about the arrangements / expectations for a return to school from 1st September, including letters / emails / text / website / staff / pupil briefings.</li> <li>• Ensure staff CPD to ensure safe-working procedures are implemented and maintained.</li> <li>• SLT / ELT presence visibly around school during the day</li> </ul>   | Low | AB/NA   | 01/09/20 |
|   |  |     |  |     | SLT/ELT | 02/09/20 |

|    |   |  |   |   |          |          |            |
|----|---|--|---|---|----------|----------|------------|
|    |   |  | <ul style="list-style-type: none"> <li>Feedback mechanisms for staff and parents through normal channels- contact for Covid-19 related issues on covidsupport@theoliveprimary.com</li> <li>Where the safety / wellbeing of a child cannot be maintained, review whether being in school is the best option for that child - or whether they are better placed at home.</li> </ul> | SLT supported by staff team   | 02/09/20 |          |            |
| 25 | A second spike in infections results in restricted opening / lockdown | <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> </ul> | Low   | <ul style="list-style-type: none"> <li>School will continue to provide remote learning to ensure both children in school and at home are acquiring a reasonable time table.</li> <li>School will continue to provide remote learning and support packs for pupils with underlying health conditions who cannot attend when the rest of their year group may be in school.</li> <li>Senior leadership team (SLT) will ensure that any change in opening arrangements does not increase workload for staff whether working at home or at school.</li> </ul>   | Low      | ZP/RC/MP | 02/09/20   |
| 26 | Medical care may be compromised due to a lack of trained staff        | <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>                  | Low   | <ul style="list-style-type: none"> <li>Ensure at least one person with a current First Aid at Work or emergency PFA certification is on site at all times and must accompany children on outings. Paragraph 3.65 in the EYFS continues to apply and outings should only be undertaken if it is safe to do so. Providers must take account of any Govt advice in relation to the COVID-19 outbreak.</li> </ul> <p>Medical First Aid Kits / Infrared thermometers are assigned to each floor</p> <ul style="list-style-type: none"> <li>protocol for dealing with infected child/ren to be planned and shared with all teaching teams.</li> <li>Training for the use of infrared thermometers is provided.</li> </ul> | Low      | AM/NC    | 01/09/2020 |



|  |   |               |   |            |                                 |                             |
|--|---|---------------|---|------------|---------------------------------|-----------------------------|
| <p><b>27</b></p> <p><b>The risk assessment is deficient and does not sufficiently cover the requirements of updated safety guidance</b></p>                          | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>         | <p>Low</p>    | <ul style="list-style-type: none"> <li>• Encourage staff /parents to report any concerns should they come across deficiencies in the risk assessment process. Use designated mailbox for this: covidconcerns@theoliveprimary.com</li> <li>• Review the risk assessment each time changes are introduced and bring these to the attention of staff / parents by updating the risk assessment and sharing it via the home page of the school website.</li> <li>• Ensure the version number / date of review for the risk assessment is communicated clearly so that staff know which is the most up to date version.</li> </ul>     | <p>Low</p> | <p>HA with support from SLT</p> | <p>01/09/2020 - Ongoing</p> |
| <p><b>28</b></p> <p><b>Visitors to the school - including contractors - are unaware of the school's risk assessment /plans for safer working during COVID-19</b></p> | <ul style="list-style-type: none"> <li>• Visitors</li> <li>• Contractors</li> </ul> | <p>Medium</p> | <ul style="list-style-type: none"> <li>• Make accessible, via the school website, the school's COVID-19 risk assessment.</li> <li>• Ensure applicable safety measures are communicated to all visitors / contractors before they commence their business on-site so that they know how to keep themselves and others safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> </ul>                                      | <p>Low</p> | <p>AM / LB</p>                  | <p>01/09/2020 - Ongoing</p> |
| <p><b>29</b></p> <p><b>Parental / child anxieties result in pupils not attending school - despite safety precautions</b></p>   | <ul style="list-style-type: none"> <li>• Parents</li> <li>• Pupils</li> </ul>       | <p>Medium</p> | <ul style="list-style-type: none"> <li>• Reassure parents of the safety measures undertaken - including through the sharing of the risk assessment.</li> <li>• Remind parents of their duty to ensure their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>• Communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year</li> <li>• Identify pupils who are reluctant or anxious</li> </ul> | <p>Low</p> | <p>NC / AB / NA</p>             | <p>26/08/2020 - Ongoing</p> |

|   |   |        |   |     |              |                      |
|---|---|--------|---|-----|--------------|----------------------|
|   |   | Medium | <p>about returning or who are at risk of disengagement and develop plans for re-engaging them. This will include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic</p> <ul style="list-style-type: none"> <li>Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance</li> <li>Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.</li> <li>Fulfill schools' responsibilities to record attendance and follow up absence</li> <li>Exercise the requirement to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> <li>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> </ul> | Low | NC / MP / RC | 01/09/2020 - Ongoing |
| <b>30</b><br><b>Educational visits pose a risk to the health and wellbeing of staff and pupils.</b> | <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> | Medium | <p>In line with Government guidance:</p> <ul style="list-style-type: none"> <li>The school can resume non-overnight domestic educational visits. These trips include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).</li> <li>All trips will be planned in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</li> <li>As normal, staff will complete a full and</li> </ul>   | Low | NC / MP / RC | 01/09/2020 - Ongoing |

|   |   |               |  |            |                |                             |
|---|---|---------------|--|------------|----------------|-----------------------------|
|   |   |               | <p>thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the school will consider what control measures need to be used and stay aware of wider advice on visiting indoor and outdoor venues.</p> <ul style="list-style-type: none"> <li>The school will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits along with information supplied by Public health England and the Government.</li> </ul>  |            |                |                             |
| <p><b>31</b></p> <p><b>The commencement of breakfast / after school clubs causes staff and pupils to mix beyond their usual safety bubbles.</b></p> | <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> | <p>Medium</p> | <ul style="list-style-type: none"> <li>Breakfast club will operate with full compliance to the 9 PHE system control measures set out earlier and in line with the latest government guidance.</li> <li>Pupils observe hygiene guidance and wash hands frequently.</li> <li>Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach.</li> <li>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced.</li> <li>Contact between individuals minimised and social distancing maintained wherever possible.</li> <li>Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from children.</li> <li>Pupils are seated side by side and facing forwards, rather than face to face or side on.</li> <li>Unnecessary furniture is moved out of classrooms to make more space.</li> </ul> | <p>Low</p> | <p>SI / MD</p> | <p>02/09/2020 - Ongoing</p> |
| <p><b>Notes / comments:</b></p>   |   |               | <p>The successful management of the above risks involves all staff, pupils, parents, visitors being committed to observing the controls.</p> <p>The risk assessment will be reviewed regularly and updated weekly where possible..</p>   |            |                |                             |

Any questions / concerns regarding the school's arrangements for  
COVID-19 should be sent to:  
[covidconcerns@theolivetreeprimary.com](mailto:covidconcerns@theolivetreeprimary.com)