

School/Academy:	Glade Hill Primary and Nursery School	Date of assessment	Updated following easing of restrictions. September 1 st 2021
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School
Lockdown Easing Status:	Autumn Term 2021 - Step 4		
Reference Documents:	DfE: Schools coronavirus (COVID-19) operational guidance (August 2021) DfE: Contingency framework: education and childcare settings (August 2021)		
Date	Summary of school position (include numbers of staff working from home / shielding, bubble sizes)		
11 th January 2021	Numbers of pupils substantially higher than first lockdown, all children of critical workers, vulnerable, EHCP and identified pupils in school. Some part time, others full time. Staff working a rota 1 week in 1 week working from home.		
1 st September 2021	All staff and children in school. Most teaching staff now double vaccinated.		

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Communication				
Staff	• This completed risk assessment is shared with staff. Signatures are obtained.	/	August 31 st 2021 admin day and all staff will read and sign	L
	• Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions.	/	Reviewed through team meetings/CPD/staff briefings.	
Parents/carers, pupils and visitors	• Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder.	/	All signage in place, letter to parents about H&S protocols for entering and exiting site including timings, all relevant control measures communicated. Pdf version on school website	L
	• The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services,	/	Reception area screened and staff including site management aware of visitor protocols,	

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	external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit.		external coaches or extra curricular visits risk assessed as appropriate including swimming. Risk assessments shared with essential visitors. Visitor protocol shared with all visitors. All contractors on site before children arrive before 8.30am or after children leave from 3.30.pm.	
Employer	<ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. 	/	On Governor hub for governors to comment and approve. HT/CoG regular contact, operational/strategic decisions on agenda for full GB meetings	L
Trade Unions	<ul style="list-style-type: none"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	/	Shared with relevant trade unions.	L
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p>	/	Communicated via parent letter to all those attending school. Visitor protocol shared at reception including any deliveries. Staff vigilant re symptoms – immediate separation to designated area of school. Parents informed immediately to collect. Staff area highlighted also if symptomatic. Admin to ensure all parents details are up to date,	M

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			Children who are close contacts of positive cases, whether the positive case is in their class or in their household, will not need to self-isolate . All close contacts of a positive case will be encouraged to take a PCR test. However, under 5s are only eligible where the positive case is a household contact . A PCR test should not be arranged for anyone if they have previously received a positive PCR test result in the previous 90 days, unless they develop any new symptoms of COVID-19 as It is possible for PCR tests to remain positive for some time after COVID-19 infection.If a close contact without symptoms chooses not to take a PCR test then they can attend school as usual.If a close contact without symptoms chooses to take a PCR test then they can attend school as usual while they wait for the result.	
	<ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. 	/	Attendance Policy updated to include Head teacher decision to refuse entry of child displaying symptoms of Virus in order to protect school community.	
	<ul style="list-style-type: none"> Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) 	/	Tracker kept by Admin staff	
Outbreak	<ul style="list-style-type: none"> If the school has reached either of these two thresholds... 	/	Outbreak management protocols	M

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management (* this could include: a form group / a friendship group mixing at breaktimes / a sports team / a group in an after-school activity)	<ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or ○ 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period ...the school will: <ul style="list-style-type: none"> ○ contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1. ○ immediately consider: <ul style="list-style-type: none"> - whether any (additional) activities could take place outdoors, including exercise, assemblies or classes - ways to improve ventilation indoors, where this would not significantly impact thermal comfort - one-off enhanced cleaning focussing on touch points and any shared equipment - limiting non-essential visitors - reminding staff to undertake the routine LFD tests 			
	<ul style="list-style-type: none"> ● The school seeks public health advice if: <ul style="list-style-type: none"> ○ a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. 	/	See Contingency framework and school outbreak management planning	
	<ul style="list-style-type: none"> ● School management are familiar with the DfE's contingency framework It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health	/	Shared with Governors	

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	<p>protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities.</p> <ul style="list-style-type: none"> • The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> ○ Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend. ○ Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> - Residential educational visits - Open days - Transition or taster days - Parental attendance in settings - Performances in settings 	/		
Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> • Staff, parents, other over 16s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ • The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. Non-double vaccinated staff close contacts will still need to self- 	/	Through correspondence and posters	L

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	isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and identifying individuals who may be at higher risk .			
Preventing persons who are at a higher risk of carrying the virus attending school Reference	<ul style="list-style-type: none"> • Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	/	Staff informed.	
	<ul style="list-style-type: none"> • Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	/	Attendance Policy, further information given to parents and Attendance Officer.	L
	<ul style="list-style-type: none"> • Records are kept of such visits. 		Records kept in line with Attendance Policy	
Reducing the number of persons on site	<ul style="list-style-type: none"> • The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. 	/	No appointments offered in school building. All conversations conducted via phone / email Any meeting needed and pre-arranged adhere to 2-metre social distancing and only if absolutely necessary,	L
	<ul style="list-style-type: none"> • Meetings are held virtually rather than physically where there is no detrimental effect. 	/	Governor meetings held virtually in the Autumn term, consider after school meetings on Autumn term agenda	
Performances	<ul style="list-style-type: none"> • The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts 	/		

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	safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events .			
Staff social meetings / events	<ul style="list-style-type: none"> Staff are reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate (“pinged”). 	/	Guidance shared with staff	
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Clinically Extremely Vulnerable (CEV) staff <ul style="list-style-type: none"> Risk assessments have been completed for all CEV staff who have been double vaccinated. All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	/	Staff identified and staff impact survey completed. All clinically vulnerable staff/clinically extremely vulnerable identified. Measures in place to minimise contact, social distancing guidelines in place. BAME members of staff R/A completed Site Manager BAME RA completed – All vulnerable staff vaccinated.	L
	<ul style="list-style-type: none"> Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. 	/	All children in school, continue to liaise with parents	
	<ul style="list-style-type: none"> The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	/	Continue to inform staff share new guidance on vaccinations and risk assess as necessary	

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School Visits	<ul style="list-style-type: none"> All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). International visits The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. 	/	Consider any outdoor visits and risk assess as necessary Planning for educational day visits as usual and residential later in the year dependent on risk assessment	
		/	N/A	L
Undertaking CPR	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm The school has purchased devices such as CPR facemask / resuscitation shields. 	/	All first aiders have copy of statement on covid-19, guidance on public health England for first time responders.	L
Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> a new, continuous cough or a high temperature 	/	Locations where pupils could be isolated: 2 rooms identified.	M

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	<ul style="list-style-type: none"> ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) ● they must: <ul style="list-style-type: none"> ○ be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. ○ Their self-isolation may end with a negative PCR test (but not a negative LFD test) 		<p>Latest guidance adhered to and shared with parents.</p>	
	<ul style="list-style-type: none"> ● PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. 	/	Available to all staff	
	<ul style="list-style-type: none"> ● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	/	<p>Staff aware via First Aid preparation meeting. SBM (premises) manager / site manager and cleaners aware of guidance.</p> <p>Share latest guidance for new staff and review during CPD meetings throughout National lockdown</p>	
Test and Trace (managing positive cases)	<ul style="list-style-type: none"> ● The latest NHS/PHE test and trace information has been shared with staff and parents. <p>Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021).</p>	/	All information shared with staff, posters around school. HR guidance shared also. See register of vaccinated staff	L
	<ul style="list-style-type: none"> ● The school will contact the <i>Self-Isolation Service Hub</i> on 020 3743 	/	See management plan	

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	<p>6715 as soon as they are made aware that any of their staff have tested positive.</p> <ul style="list-style-type: none"> • Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. • In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> ○ Consider outdoor learning ○ Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> - The health category of staff and pupils in the class - Staff vaccination status - Whether the staff can socially distance from pupils - Ventilation within the classroom. - They may need to be relocated elsewhere within the school. ○ Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings guidance. • The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. The school provides these PCR test kits to symptomatic individuals or close contacts of a positive case who are struggling to access a test. • Staff and parent telephone numbers are checked for accuracy. • Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 	/	As above	
Lateral Flow Testing (LFT) – Staff	<ul style="list-style-type: none"> • School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> ○ communicating with stakeholders 	/	Anna Stapleton, AHT, SENCo	L

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	<ul style="list-style-type: none"> ○ ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reordering tests when required <p>They have read and understood the resources from the Primary portal.</p>			
	<ul style="list-style-type: none"> • The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) 	/	All staff briefed continuous monitoring by SLT.	
	<ul style="list-style-type: none"> • Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. <p>The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday.)</p>	/	Test days: For most staff will be Sunday evening and Wednesday evening. Staff to report positive tests to H/T and SENCo and follow advice given in staff CPD	
	<ul style="list-style-type: none"> • Staff are reminded that: <ul style="list-style-type: none"> ○ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. ○ A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. ○ The testing programme does not replace current (PCR) testing policy for those with symptoms. 	/	See above. All guidance and training given to staff.	
	<ul style="list-style-type: none"> • Appropriate action is taken in the event of: <ul style="list-style-type: none"> ○ A negative test result ○ A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) ○ Two void test results 	/		

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	<ul style="list-style-type: none"> Necessary records of testing are kept. 	/		
Hygiene – General	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities When they change rooms Early Years: after using wheeled bikes, trikes and other large, movable toys Before cooking and eating After sneezing or coughing After using the toilet Before leaving home <p>Note: Electric hand dryers may be used in schools</p>	/	Prompt sheets given to all staff identified Soap and water entry to school, before after outside times, before/after lunch. Sanitiser used at other points. Supervision with 2 m distance	L
	<ul style="list-style-type: none"> A process is in place for removing face coverings if pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	/	Communicated to all staff and parents.	
	<ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p>	/	All and washing measures currently in place will be continued during full re-opening with extra washing facilities and resources.	
	<ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal 	/	All resources already in use will continue in the	

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	<p>as you will not need to physically touch the bin lid and the tissues will be safely stored.</p> <p>Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing of the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p> <ul style="list-style-type: none"> • Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p> <ul style="list-style-type: none"> • Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. 		<p>Autumn term. PHS on site before children arrive as current practice.</p> <p>/</p> <p>As above. Enhanced cleaning throughout day apart from unoccupied areas. Rota includes changing classrooms over a weekend to ensure more robust cleaning.</p> <p>/</p> <p>All payments requested online or in envelopes and delivered to the admin team. All protocols adhered to.</p>	

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Hygiene – Classrooms	<ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. 	/	Yes	L
	<ul style="list-style-type: none"> Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. 	/	Yes	
	<ul style="list-style-type: none"> Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. 	/	Continuation of current practice.	
	<ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	/	Own labelled water bottle plus disposable drinks cups	
PPE (Reference)	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. 	/	All available, and being used. RA for medical procedures will be completed by SENDCo following advice from specialist teams.	L
	<ul style="list-style-type: none"> Training and instruction have been provided for the putting on, removing and disposal of PPE. 	/	Training for enhanced PPE	
	<ul style="list-style-type: none"> Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. 	/	RA being completed with SENCo and professionals for children with complex medical needs, further PPE identified and available, continue to review and speak with medical professionals	
	<ul style="list-style-type: none"> Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these 	/	2 staff trained - PPE equipment to administer tracheostomy care for 1 child who will be returning in the Autumn term. Room Identified and used only for this purpose.	

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	<p>settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is:</p> <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection 			
Face coverings in school	<ul style="list-style-type: none"> • Face coverings may (only) be worn in school by: <ul style="list-style-type: none"> ○ Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. ○ Visitors 	/	Primary children and staff are not expected to wear face coverings. Children encouraged to leave face coverings with parent on entry if wearing one. Parents reminded of guidance.	L
Reducing number of touchpoints	<ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. 	/	Doors are open, if possible fire doors/outside, windows open in classrooms. Staff aware of Fire Protocol	L
	<ul style="list-style-type: none"> • Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. 	/	Signing in will be paper inventory with all details for track and trace	
	<ul style="list-style-type: none"> • Consider whether drinking fountains need to be taken out of action. 	/	Classroom drinking fountains used for filling bottles	
Parents and pupils travelling to school	<ul style="list-style-type: none"> • Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	/	Share safer travel guidance with parents and staff who travel by public transport	L
Organising the school day	<ul style="list-style-type: none"> • Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration. 	/	Timetable in place. All parents informed.	L
	<ul style="list-style-type: none"> • Parents/carers' drop-off and pick-up protocols that minimise adult to 	/	Parents/carers are advised not to	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises.		congregate in groups on, or directly outside the school premises. / Advised via parent letter. Strictly controlled entry and exit protocol in place, one-way system encouraged with markings. Staff will manage the playground to ensure controls are adhered to	
Foyer / Reception	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. 		See through screens	L
Office	<ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. 	/	Rota for admin staff.	L
	<ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	/	N/A	
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. 	/	All GB meetings/SIA meetings arranged remotely	L
	<ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. 	/	All in corridors or in classrooms	
	<ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. 	/	Yes	
Curriculum: School Sport	<ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. 	/	All pupils timetabled PE in hall/outside in year groups.	L
	<ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return to recreational team sport framework. 		Normal playtimes introduced Non-contact PE curriculum. All curriculum learning can be outside and spaces timetabled, weather dependent	
	<ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in 	/	All spaces allocated and timetabled including trim trail and adventure, four days on per pod, 3	

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	<p>which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals.</p> <ul style="list-style-type: none"> Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. 		<p>days off to allow for quarantine between uses.</p> <p>Continue to monitor.</p>	
<p>Curriculum: Music, dance and drama in school</p> <p>PHE Safer Singing Reference</p> <p>(see also Performances)</p>	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation. 		<p>Nottingham Music service risk assessment. Key stage school assemblies – class/year group assemblies All guidance shared.</p>	L
<p>Playground and school field</p>	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. 	/	<p>Large outdoor facilities including field and wooded area used as often as possible</p>	L
<p>Lack of air changes / ventilation</p>	<ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, 	/	<p>Systems in place in office, and 3 classrooms.</p> <p>Windows in classrooms remain open during the day</p>	L

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	<p>and opened more fully during breaks to purge the air in the space).</p> <ul style="list-style-type: none"> ○ Opening internal doors (note that this also has the benefit of reducing touch points). ○ Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. <hr/> <ul style="list-style-type: none"> ● To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) ○ Providing flexibility to allow additional, suitable indoor clothing. ○ Rearranging furniture where possible to avoid direct drafts. <hr/> <ul style="list-style-type: none"> ● Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		<p>Windows and doors open during the day where possible</p> <hr/> <p>Boilers managed by Site team</p>	
Breakfast, after school and holiday clubs (Reference)	<ul style="list-style-type: none"> ● The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	/	Break fast club for working parents	L
Operational issues				
Availability of staff	<ul style="list-style-type: none"> ● From September there is a higher likelihood that a class will remain in school: <ul style="list-style-type: none"> ○ Where their teaching staff with symptoms/test positive are self-isolating. ○ Non-double vaccinated staff identified as close contacts will be required to self-isolate. <p>The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff)</p>	/	Contingency Framework and management plan in the event of staff self isolating.	L

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	<ul style="list-style-type: none"> ○ Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL 	/	As above	
Personal Health and Safety Concerns (General)				
SEND pupils	<ul style="list-style-type: none"> ● Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. 	/	SENDCo liaising with parents of children with additional needs and LA for individual RA if necessary.	L
Staff welfare and staff redeployment	<ul style="list-style-type: none"> ● Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. ● Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. ● https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ ● Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with 	/	Information given to staff ongoing and reminded on Inset day and in staff handbook Autumn term	
	<ul style="list-style-type: none"> ● Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. ● https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ 	/	No one at present home working.	L
	<ul style="list-style-type: none"> ● Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with 	/	Normal classroom practice in place	

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	SEND. <ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work. 	/	No changes necessary at present	
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus Ref: Wellbeing for Education Return programme Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> self-isolating shielding vulnerable 	/	Communications will be positive. Learning Mentor, MH first aid trained . TA available. Kevin Meredith Attendance and Improvement Officer visit families to reassure.	L
		/	Curriculum will reflect pastoral and outdoor learning including Forest school activities. Keep under review	
Other Issues				
Remote Education	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school. 	/	Homework packs/remote learning packs to be provided. Remote Education Policy written and shared with all staff and parents. Remote Education Leader monitoring all home education.	L

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	<ul style="list-style-type: none"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. 		Remote Education Lead:	
	<ul style="list-style-type: none"> The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	/	Yes	
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	/	All catch up provision in place	
Incident Reporting	<ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) 	/	Reporting through SBM, Chair of Governors informed	L
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) regularly checks if they are accessing remote education 	/	DSLs monitor absence of vulnerable pupils, all staff monitor new concerns on My Concern and alert DSLs. Social Worker engaged for those children with social work involvement Children with Social Workers in school, those not in school continuing to speak with Social Care and providing home education.	L
School Meals	<ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. 	/	Vouchers being provided	L
Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control 	/	Continue to monitor latest guidance and make necessary changes through review	L

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	measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.			
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	/	Emailed to all staff and updated on Governor hub and school website.	

Are there any other foreseeable hazards associated with the Covid-19?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

ASSESSED BY (Print name) Loretta Sheppard	SIGNED Loretta Sheppard	DATE 1 st September 2021
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