



# Return to school September 2020 - Covid-19 Risk Assessment

**Assessors:** Helen Ward (Head Teacher), Victoria Kilroy (Assistant Head), Joanne Sumner (Assistant Head)  
Joanne Duchemin (Assistant Head), Vicky Norman (Assistant Head, SENCo) and Sarah Casling (SBM)

**Version 7: 9<sup>th</sup> September 2020**

**This risk assessment needs to be read alongside COVID 19 Policy, EYFS COVID 19 Risk assessment and partial/full opening risk assessment**

**Shared with staff via email, Staff to sign to say read and agree.**

**Shared with Governors via email and at Full Governing Body Meetings**

**Shared with parents via website**

**Shared with unions via Email**

	HAZARD OBSERVED	WHO MIGHT BE HARMED	RISK BEFORE CONTROLS	CONTROLS TO BE PUT IN PLACE/NOTES	RISK RATING AFTER CONTROL	WHEN THE CONTROLS NEED TO BE IN PLACE BY	DATE COMPLETED	WHO WILL BE RESPONSIBLE
1.	<b>Building and facilities</b> will not be prepared for return/Site partially closed for a prolonged period	Whole school community	High	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments – weekly during lockdown/Keyworker school</li> <li>• Fire alarm testing - weekly during lockdown/ Keyworker school</li> <li>• Repairs – ongoing during lockdown/ Keyworker school</li> <li>• Grass cutting- ongoing during lockdown/ Keyworker school</li> <li>• PAT testing – Sept 2020</li> <li>• Fridges and freezers- still in use during lockdown/ Keyworker school</li> <li>• Boiler/ heating servicing- still in use during lockdown/ Keyworker school</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul> <p>A full inspection was carried out by site agent/SBM 21/05/20. Overseen by H &amp; S Governor.</p>	Low	1 <sup>st</sup> September 2020	1 June2020	SLT/SBM/ Site Agent

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2.	<b>Staff not all aware of policies and procedures</b>	Whole school community	High	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ Health and Safety Policy</li> <li>○ Covid 19 Policy</li> <li>○ Child Protection Policy Sept 2020</li> <li>○ Safeguarding Policy Addendum</li> <li>○ First Aid Policy</li> <li>○ Behaviour Policy Addendum</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. cleaners have been given enhanced training by Ken Booth</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ Department of Health and Social Care</li> <li>○ PHE</li> <li>○ The school's local Health and Safety Team</li> </ul> </li> <li>• Staff are made aware of any changes to the school's infection control procedures in relation to coronavirus via email and risk assessments. Staff have signed to say they have read and understood all documents.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and Dojo – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via the class teacher and</li> </ul>	Low	1 <sup>st</sup> September 2020	12 July 2020	HW/SLT/SBM/

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				are informed that they must tell a member of staff if they begin to feel unwell.				
3	<b>Staffing</b>	All pupils and staff	High	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• Pediatric First aider</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENDCo</li> <li>• Site Agent</li> <li>• Office staff member</li> </ul> <p>All staff have been made aware of the government guidance relating to attending the workplace and when amendments to the guidance are received from the Government/Borough Council/Mayor/any other recognized body all staff are made aware. The expectation from September is that all staff will return to school.</p> <p>On the 3<sup>rd</sup> and 4<sup>th</sup> September staff members who have not been in school since COVID-19 lockdown will complete an individual risk assessment with Mrs Helen Ward (Headteacher) and Sarah Casling (SBM) where additional controls will be discussed and implemented as necessary.</p> <p>If staff have illness not COVID-19 related, staff will need to inform their line manager ASAP, the night before if possible. The bubble can now remain open as staff are allowed to move between bubbles.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear and in place</p> <p>Approaches for meetings and staff training in place-Some staff</p>	Medium due to increased risk of staff to staff contact	1 <sup>st</sup> September 2020	August 2020	SLT/ SBM

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				<p>meeting may now resume in school where it is possible to social distance. Some Staff meeting during the Autumn term may still take place via zoom. Staff will go home first and attend meeting at time stated from home</p> <p>PPA sessions can be taken at home as long as the teacher is in school in time to teach their class after PPA has finished. Where teachers remain in school for their PPA please ensure the PPA desks, chairs, computer keyboards and mouse are wiped down after use with the wipes provided.</p> <p>Consideration has been given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision should a bubble have to close or there is a local lockdown. Parents have been informed that online learning will continue but work may not be always be set or marked by their child's class teacher but another member of staff.</p> <p>Approach to support wellbeing, mental health and resilience are in place, including bereavement support. Staff are to contact line manager in first instance for all instances of wellbeing. Bedford Borough counselling service available to all staff as is occupational health.</p> <p>Return to school procedures Sept 2020 (this risk assessment) have been relayed to all staff, Governors and Unions by email on 24<sup>th</sup> August 2020</p> <p>Arrangements in place for any externally employed adults delivering learning in school e.g. French teacher. Protocols and expectations shared, inside sports clubs,- will not take place Autumn term due to one of care club bubbles in the hall.</p> <p>Arrangements in place for any externally employed adults delivering learning in school e.g. French teacher. Protocols and expectations shared.</p>				

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4.	Pupils	All pupils and staff	High	<p>From September 2020 the expectation is that all pupils will return to school unless advised by a doctor, even those children that are extremely clinically vulnerable are expected back unless doctors advise otherwise</p> <p>Early Years and Individual SEN risk assessments and recovery plans for pupils returning to school have been shared with staff.</p> <p>Return to school Risk Assessments have been written for ALL pupils that have been seen as vulnerable over the past few months. This can be added to in September once wellbeing meetings for all pupils have taken place.</p> <p>An addendum to behaviour policy was written in June 2020 to include expectations for pupils whilst in school.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Pupils will be allowed to bring to school one small pencil case for their OWN use, containing pencils, colouring pencils (no felt tips)</p>	Low	1 <sup>st</sup> September 2020	August 2020	SLT/ SBM/ STAFF  SITE STAFF
5.	Contact with someone suffering from coronavirus	Staff Pupils Contractors Visitors	High	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p>	Low	1 <sup>ST</sup> September 2020	August 2020	SLT

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				<p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. During Covid 19 our First Aid room will be used to separate sick children and staff from those who are well – without creating stigma. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a face mask and visor.</li> <li>• Staff delivering first aid of any kind to a child or adult will ensure they wear disposable gloves. All tissues/wipes etc will be placed in a lidded bin double lined and disposed of following school procedure. If a staff member is dealing with a child who is vomiting they will wear gloves, face mask and apron. They will dispose of any waste following school procedures.</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear a visor</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the Bedford Borough</p>				

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				<p>and Public Health England and complete online form. They will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each year group</li> <li>• The pupils and staff of the care club provision</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>				
6.	Contact with coronavirus when getting to and from school	Children Staff Family members others	High	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p><b>Arrangements for social distancing in place consider:</b></p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations shared with staff/parents and children</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> </ul>	Low	1 <sup>ST</sup> Sept 2020	August 2020	SLT/ SBM

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				<ul style="list-style-type: none"> <li>Toilet arrangements.</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place. (see timetable)</li> <li>Their allocated drop off and collection times, with different groups being given different times</li> <li>The school day timings are as follows:</li> </ul> <table border="1" data-bbox="728 478 1489 1476"> <thead> <tr> <th></th> <th>Entry via</th> <th>Start time</th> <th>End Time</th> <th>Exit from</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>Nursery slope</td> <td>08:45</td> <td>15.15</td> <td>Nursery slope</td> </tr> <tr> <td>Reception</td> <td>Reception backdoor</td> <td>RS 8:35 RKL 8:45</td> <td>RS- 3:10 RKL 3:20</td> <td>Reception backdoor</td> </tr> <tr> <td>Year 1</td> <td>Year 1 backdoor</td> <td>1B 8:35 1D 8:45</td> <td>1B 3:15 1D 3:25</td> <td>Year 1 backdoor</td> </tr> <tr> <td>Year 2</td> <td>Collect from playground</td> <td>2H 8:35 2P 8:35</td> <td>2H 3:15 2P 3:15</td> <td>2H – Door by boiler 2P – Double doors</td> </tr> <tr> <td>Year 3</td> <td>Collect from playground</td> <td>3L 8:40 3A 8:40</td> <td>3L 3:30 3A 3:30</td> <td>3L – Doors by playground 3A – Double doors</td> </tr> <tr> <td>Year 4</td> <td>Collect from playground</td> <td>4L 8:45 4RT 8:45</td> <td>4L 3:35 4RT 3:35</td> <td>4L - Double doors 4RT – Doors by playground</td> </tr> <tr> <td>Year 5</td> <td>Year 5 front door</td> <td>5M 8:30 5L 8:30</td> <td>5M 3:30 5L 3:30</td> <td>Year 5 front door</td> </tr> <tr> <td>Year 6</td> <td>Year 6 front door</td> <td>6J 8:30 6D 8:30</td> <td>6J 3:30 6D 3:30</td> <td>Year 6 front door</td> </tr> </tbody> </table>		Entry via	Start time	End Time	Exit from	Nursery	Nursery slope	08:45	15.15	Nursery slope	Reception	Reception backdoor	RS 8:35 RKL 8:45	RS- 3:10 RKL 3:20	Reception backdoor	Year 1	Year 1 backdoor	1B 8:35 1D 8:45	1B 3:15 1D 3:25	Year 1 backdoor	Year 2	Collect from playground	2H 8:35 2P 8:35	2H 3:15 2P 3:15	2H – Door by boiler 2P – Double doors	Year 3	Collect from playground	3L 8:40 3A 8:40	3L 3:30 3A 3:30	3L – Doors by playground 3A – Double doors	Year 4	Collect from playground	4L 8:45 4RT 8:45	4L 3:35 4RT 3:35	4L - Double doors 4RT – Doors by playground	Year 5	Year 5 front door	5M 8:30 5L 8:30	5M 3:30 5L 3:30	Year 5 front door	Year 6	Year 6 front door	6J 8:30 6D 8:30	6J 3:30 6D 3:30	Year 6 front door				
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				<ul style="list-style-type: none"> <li>The requirement to follow the one way system will remain.</li> <li>The protocols for minimising adult to adult contact</li> <li>That only one parent/carer should attend</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> <li>Staff will remind parents via Dojo to ensure they are socially distancing when dropping off and picking up children on a regular basis. Staff will issue verbal reminders to parents when concerns are noted.</li> <li>Parents/Carers collecting children have been asked to wear face coverings when picking up and dropping the children in the playground (unless you are exempt from wearing one for medical reasons).</li> <li>Parents/Carers have been asked to wait on the top playground before collecting children at the end of the day.</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they must not touch the front of the covering during use or removal.</p>				
7.	<b>Children/staff and visitors will transmit or become infected with COVID-19</b>	Children Staff Visitors parents	High	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable),</li> </ul>	Low	1 <sup>ST</sup> Sept 2020	June 2020	SLT/ SBM/ SITE STAFF

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				<p>clean water, paper towels and lidded bins are supplied in all toilets .classrooms and kitchen areas.</p> <ul style="list-style-type: none"> <li>• Staff and children who are in school should stay at home if they are experiencing signs of illness outlined on the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>• Children in school must be isolated and sent home through usual school procedures if they are in experiencing the signs and symptoms of Covid 19 as given in NHS website. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> or staff have noticed these signs and symptoms.</li> <li>• Staff in school must follow the government guidelines given on the NHS site <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> if they are experiencing the signs and symptoms on this site. Inform Mrs H Ward immediately and follow the school procedures for sickness absence. Staff will then be either given a home testing kit if available or sent to get tested at the closest testing station. If the test shows positive all staff, children and family members from the households who have been in contact will also be sent to be tested. Only people who have tested negative will be allowed back into school. If any person tested positive Mrs H Ward would then obtain advice from Bedford Borough, Public Health England and relevant authorities and inform staff and families of any changes or possible partial or full school closure</li> <li>• Staff must check the NHS website daily to look for updates and apply this to their practice.</li> <li>• Reminders on the signs and symptoms and links to the government and NHS websites will be sent out regularly and when changes have occurred in their guidance.</li> <li>• Letters/DOJOs sent to parents weekly to remind them of the latest information from the above-mentioned two websites regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms.</li> <li>• When staff and children come into school they will be required to wash their hands. <b>They will be asked to do this once an</b></li> </ul>				

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				<p><b>hour, before and after break and lunchtime and when they change activities.</b> Children will continue to be taught how to wash their hands thoroughly using government guidelines, video links and posters they will be supervised by staff when washing their hands to ensure it is done correctly, where necessary.</p> <ul style="list-style-type: none"> <li>• Posters will be kept around the school to remind them of hand washing.</li> <li>• Used tissues to be placed by the child in a double bagged and covered bin. These will be emptied daily, cleaned in line with the Government guidelines.</li> <li>• During playtime/lunchtime tissues will be located in the outside classroom along with a lidded bin and emptied as above.</li> <li>• During break time members of staff on duty will have tissues and they need to be put in the lidded bin and emptied as above.</li> <li>• Children taught to cough and sneeze into their elbow and away from the direction of other children and adults.</li> <li>• Pupils do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with The COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM will arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from Ken Booth/Jangro</li> <li>• Visitors to the school will be asked to wash their hands and the poster giving guidelines on safe ways to do this will be pointed out to them by office staff.</li> <li>• If an adult had been in contact with any other adults or children and is now displaying symptoms others must follow the guidelines on the NHS website.</li> <li>• Any play equipment used during playtime/lunchtime will be washed between bubbles.</li> </ul>				
8.	Spreading	Staff	High	<ul style="list-style-type: none"> <li>• Parents will be asked to check their child's temperature before</li> </ul>	Low	1 <sup>st</sup> Sept 2020	June 2020	SLT/

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	infection due to touch, sneezes and coughs	Pupils Contractors Visitors		<p>they come into school and ask parents how the child has been. If concerned staff will check their temperature.</p> <ul style="list-style-type: none"> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided both inside and outside of classrooms and any use where social distancing cannot be adhered to.</li> </ul> <p><b>Washing hands properly</b></p> <p>Step 1: Wet hands with running water  Step 2: Apply enough soap to cover wet hands  Step 3: Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds  Step 4: Rinse thoroughly with running water  Step 5: Dry hands with a clean, dry cloth, single-use towel or hand drier as available</p> <ul style="list-style-type: none"> <li>Wash your hands often, especially before and after eating; after blowing your nose, coughing, or sneezing; going to the bathroom/ toilets/latrines and whenever your hands are visibly dirty. If soap and water are not readily available, use a hand sanitizer. Always wash hands with soap and water, if hands are visibly dirty</li> </ul> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>				SBM/ Staff Site staff

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				<p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Early Years and Individual SEND risk assessments for pupils returning to school have been shared with staff.</p> <p>An addendum to behaviour policy was written in June 2020 to include expectations for pupils whilst in school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>				
9.	Spreading infection through contact with coronavirus on surfaces or insufficient cleaning	Staff Pupils Contractors Visitors	High	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> <li>• Outdoor play equipment</li> </ul> <p>A cleaning schedule has been circulated to all staff</p> <p>Items that need laundering (e.g. towels, flannels, bedding) will be</p>	Low	1 <sup>st</sup> Sept 2020	July 2020	SLT/ SBM/ Site staff

	HAZARD OBSERVED	WHO MIGHT BE HARMED	RISK BEFORE CONTROLS	CONTROLS TO BE PUT IN PLACE/NOTES	RISK RATING AFTER CONTROL	WHEN THE CONTROLS NEED TO BE IN PLACE BY	DATE COMPLETED	WHO WILL BE RESPONSIBLE
				<p>washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>The school to be kept sterile by the cleaners, and objects and surfaces to be frequently wiped using the wipes provided by the school.</p> <ul style="list-style-type: none"> <li>• All tables, chairs to be cleaned at the end of each bubble’s lunchtime by MDSA’s/Site Agent</li> <li>• All areas and surfaces to be cleaned in accordance to the cleaners checklist, which is updated regularly and supervised by the site agent and SLT as necessary.</li> <li>• Regular spot checks will be undertaken by the site agent and SLT to ensure cleaning is of a highest standard.</li> <li>• All cleaners to wear appropriate PPE in accordance with the government guidelines which are set out on their checklist.</li> <li>• ALL STAFF to leave premises by 5pm Monday-Thursday and 4.00 pm Friday to allow for thorough cleaning to take place, except staff meeting evenings which might take place at home via zoom.</li> <li>• Rubbish that is removed to be placed in a holding compound for 72hours before putting in the bins.</li> </ul> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups</li> </ul>				

	HAZARD OBSERVED	WHO MIGHT BE HARMED	RISK BEFORE CONTROLS	CONTROLS TO BE PUT IN PLACE/NOTES	RISK RATING AFTER CONTROL	WHEN THE CONTROLS NEED TO BE IN PLACE BY	DATE COMPLETED	WHO WILL BE RESPONSIBLE
				<p>using them; or</p> <ul style="list-style-type: none"> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Children will be encouraged to bring in their own small pencil case, for those who do not have a pencil case the class teacher will provide pencils etc for their own individual use which will be kept on their table.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				

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10.1	<b>Spread of Infection</b> Infection may be spread by people	Pupils Staff Visitors Family members	High	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the first aid using PPE at all times.</li> <li>Adults should wear disposable gloves, masks and disposable masks and eye mask if applicable when performing any medical or care routines with children.</li> <li>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in lidded bin</li> <li>Pupils clean their hands after they have coughed or sneezed.</li> <li>Parents are informed via letter/dojo not to bring their children to School or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>Children/staff who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school and the bubble will be closed for 14 days.</li> <li>Pupils/parents should social distance at entrances and exits to avoid risks of transmission.</li> <li>No water fountains - children are asked to bring in their own named water bottle, pencil case and keep these on children's tables</li> </ul>	Low	1 <sup>st</sup> Sept 2020	August 2020	SLT/ SBM/ Staff
10.2	<b>Spread of Infection</b>  Poor management of infectious diseases	Children Staff Family members others	High	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the SLT</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where possible.</li> <li>The Site Agent/SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul> <p>With regard to PPE all staff have access to Personal protective equipment (PPE) provisions as required and the following applies:</p> <ol style="list-style-type: none"> <li>Staff who choose to wear a face covering are allowed to do so, and face masks/visors will be available on request.</li> </ol>	Low	1 <sup>st</sup> Sept 2020	July 2020	SLT/ SBM/Site Agent



	HAZARD OBSERVED	WHO MIGHT BE HARMED	RISK BEFORE CONTROLS	CONTROLS TO BE PUT IN PLACE/NOTES	RISK RATING AFTER CONTROL	WHEN THE CONTROLS NEED TO BE IN PLACE BY	DATE COMPLETED	WHO WILL BE RESPONSIBLE
				<p>2. Staff have access at all times to water and soap for hand washing and alcohol gel will be readily available around site and within classrooms.</p> <p>3. Staff have access to gloves and aprons.</p> <p>4. Appropriate PPE is available where close contact is required with certain pupils.</p> <p>5. The need for PPE will have been assessed through this risk assessment.</p> <p>6. Where PPE is not available for staff working with pupils who require close contact, then the pupils should not be admitted.</p>				
11.	<b>Spread of infection due to incorrect First Aid Procedures</b>	Children staff	High	<p>The first Aid rota will be made available to all staff in September.</p> <p>If first aid is required, the child will be given a card that explains first aid is required and the first aider will administer first aid outside the bubble.</p> <p>The First Aid procedures:</p> <ul style="list-style-type: none"> <li>• First Aider to wash hands</li> <li>• First Aider to put on appropriate PPE</li> <li>• Request injured child washes hands/uses alcohol gel</li> <li>• Administers required first aid</li> <li>• Put all waste in the yellow bin bag, which will be collected at the end of the day and disposed following government guidelines.</li> <li>• If a yellow bag has been used the First Aider to collect new one from the cleaning cupboard at the end of the day.</li> </ul> <p><b>First Aid during playtime and lunchtime</b></p> <p>Mrs Bedwell, first aider, will be based in the outside classroom and will have the following in a bum bag:</p> <ul style="list-style-type: none"> <li>• PPE for the first aider</li> <li>• Yellow bin bag</li> <li>• Bottle of alcohol gel</li> <li>• Appropriate first aid items and equipment ie plasters, wipes</li> </ul>	Low	4 <sup>th</sup> Sept 2020	Will be in place by 4/9/2020	SLT/ SBM/ First Aiders

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				<p>The First Aid procedure in the outside classroom is:</p> <ul style="list-style-type: none"> <li>• First Aider to use alcohol gel to clean hands</li> <li>• First Aider to put on appropriate PPE</li> <li>• Request injured child cleans hands using alcohol gel or an antiseptic wipes depending on the injury</li> <li>• Put all waste in the yellow bin bag, which will be collected at the end of the day and disposed following government guidelines..</li> <li>• If a yellow bag has been used the First Aider to collect new one from the cleaning cupboard at the end of the day.</li> </ul> <p>Mrs E Norman will administer children’s medicines as required in line with the school policy and procedures and will ensure appropriate PPE is worn. Parents must still complete the form if medicine is required.</p> <p>Non-contact Thermometers are available as required from Mrs Magre and in Mrs Bedwell’s First Aid box and from the school office.</p> <p>Mrs Riley has collected all the inhalers from the classrooms, checked they are all in date, rung any parents without of date inhalers to request new ones. Mrs Magre will ensure inhalers have then been re-distributed back into new classrooms. Emergency inhaler school office if required</p>				
12.	Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Staff Pupils Contractors Visitors	High	<p>In years 1-6 Pupils will be kept to their year group bubbles as much as possible. Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios. (Care Club is an exception to this, see separate guidance below)</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side (apart from early years) and facing forwards, and staff/site staff will move unnecessary furniture out of classrooms to allow for this.</p>	Low	1 <sup>st</sup> Sept 2020		SLT/ SBM/ Staff

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				<p>Lessons that involve singing, chanting, shouting or playing instruments will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>Unfortunately due to the current government guidance above Christmas performances will not take place in 2020-21.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>				
13.	Spreading infection due	Staff Pupils	High	Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.	Low	1 <sup>st</sup> Sept 2020	August 2020	SLT/ SBM

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	to excessive contact and mixing between pupils and staff around and outside of the school	Contractors Visitors		<p>Small group interventions can take place outside of the classroom but within their year group bubbles.</p> <p>For pupils in the nursery who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time, show in section 6.</p> <p>Movement around the school site will be kept to a minimum, passing in the corridor is ok but to ensure the children keep within their lines.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors/stair cases have one-way system in place.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. However it is ok for children from different bubbles to use the same toilets. Toilets will be cleaned twice daily.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. All visitors MUST sign and out of the inventory</p>				

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				<p>system at all times. Visitors will only be accepted if arranged by prior appointment.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>				
14.	Excessive contact and mixing between pupils and staff around and outside of the school and in Care Club	Children Staff parents	High	<p>Care Club will run from September 2020 in two separate locations. Nursery to Year 2 bubble will be in Care Club, Year 3 to 6 will be in the school hall and the alcove in two zones, Years 3 &amp; 4 and years 5 &amp; 6.</p> <p>Zone 1 will exit out of the main double doors and Zone 2 will exit out the door at the back of the hall.</p> <p>All children will enter via the door at the back of the hall.</p> <p>The timings are as follows:</p> <ul style="list-style-type: none"> <li>• 8am until school starts for each year group</li> <li>• When school finishes for each year group until 5pm</li> </ul> <p>Snack choices will be reduced so that children are eating pre-packaged food that reduces cross contamination.</p>	Low	1 <sup>st</sup> Sept 2020	August 2020	SLT/ SBM/ Careclub staff
15.	Spreading infection due to the school environment	Children Staff parents	High	<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September. (See Hazard 1)</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.( See Hazard 11).</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding would not be compromised.</p> <p>The use of the lift will be avoided unless essential.</p>	Low	1 <sup>st</sup> Sept 2020	August 2020	SLT/ SBM/  Site staff First Aiders Teachers

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				<p>Lidded bins double bagged will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
16.	<p><b>Catering</b> Infection can be spread by not being able to social distancing/children touching food.</p>	<p>Children Staff Mid days Caterlink staff</p>	High	<p>Arrangements for the continued provision of FSMs for children not attending school are in place.</p> <p>Arrangements for when and where each group will take lunch are in place see timetable for lunchtimes so that children do not mix with children from other year group bubbles.</p> <p>(Children bringing packed lunch will store as usual on trollies and collect their own lunch by themselves not touching other boxes where ever possible)</p> <p>Pupils do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use. Risk Assessments from Caterlink will be provided as to how this will take place.</p> <p>All tables, chairs to be cleaned at the end of each lunchtime by MDSA's/Site Agent.</p> <p>Snacks will be provided by the authorised supplier that follows government guidelines for reception and key stage 1 All other years to bring their own snacks in a clearly labelled bag.</p> <p>Cool Milk still delivering but potentially not in cartons. In event of a milk delivery being in a 4l container, staff will pour milk into disposable cups wearing gloves.</p> <p>Arrangements for food deliveries in place</p>	Low	1 <sup>st</sup> Sept 2020		SLT/ SBM/ Caterlink
17.	Spreading infection due	Children Staff	Medium	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers,	Low	1 <sup>st</sup> Sept 2020	August 2020	SLT/ SBM/

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	to excessive contact and mixing in meetings	Parents governors		<p>visitors and governors.</p> <p>Where this is not possible, ONLY essential meetings will be conducted onsite in a room large enough to allow for social distancing.</p> <p>Advice for each staff meeting (whether they are on or offsite) will be given a week beforehand.</p> <p>A decision how best to hold Parents evenings will be advised by the Headteacher once further guidelines are issued.</p>				Clerk to Govs
18.	Individuals vulnerable to serious infection coming into school	Staff Pupils	High	<p>The school will continue to follow any shielding guidance for extremely vulnerable adults and children to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> <p>Individual Risk Assessments have been completed for staff members not in school since March 2020.</p>	Low	1 <sup>st</sup> Sept 2020	August 2020	SLT/ SBM/
19.	<b>Finance</b> Loss of budget due to covid19 and possible increase of deficit budget	SMB/HT/Gov ernors/ SLT	High	<p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM before September 2020 were applied for in July 2020 from the Government</p> <ul style="list-style-type: none"> <li>• Additional loss of income understood, including the impact of closing Care Club, furloughing Care Club staff, lettings and the financial implications from March 2020</li> <li>• From July 18<sup>th</sup> 2020.ongoing costs incurred due to COVID19 are understood and clearly documented</li> <li>• Insurance claims, including visits/trips booked previously.</li> </ul> <p>Reintroduction or re-contracting services, such as:</p> <ul style="list-style-type: none"> <li>• Cleaning</li> </ul>	Medium due to not knowing if funding applied for in July and whether additional funding will cover ongoing increased	1 <sup>st</sup> September 2020	August 2020	SLT/ SBM/ Managem ent committe e

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				<ul style="list-style-type: none"> <li>IT support</li> <li>Catering</li> </ul> <p>Consideration given to any support that may be brokered through working together with Castle Newnham</p> <p>School events including trips The school's annual calendar of events has been reviewed and decisions have been made on cancelling or going ahead with events in the immediate term, including school trips. Decision has been made not to book year 4 to Hilltop 2021 and year 6 to Grafham in 2021</p> <p>For day trips, the classteacher will seek guidance from the venue provider and coach company to ensure that the visit is within the government guidelines and then check with EVC and headteacher before booking any visits.</p>	costs			
20.	<b>Attendance</b> Approach to support for parents where rates of persistent absence was high before closure and during partial closure	Office Manager/pa rents/pupils	High	<p>From September 2020 the expectation is that all pupils will return to school unless advised by doctor, even those children they are extremely clinically vulnerable are expected back unless doctors advises otherwise.</p> <p>This was explained in letter to parents July 2020 and will be reaffirmed 3<sup>rd</sup> September 2020</p> <p>Early Years and Individual SEND risk assessments and recovery plans for pupils returning to school have been shared with staff. If a child is unable to return or is self-isolating then work will be provided via class dojo.</p>	Low	1 <sup>st</sup> September 2020	July 2020	SLT/ SBM
21	<b>Curriculum</b> Curriculum does not adequately reflect the wellbeing of	Pupils	High	<p>Whole school approach to adapting curriculum during Autumn Term 2020 including</p> <ul style="list-style-type: none"> <li>For first three weeks will be a different timetable in place that will allow for more PHSCE/wellbeing/creative curriculum to take place. These will include shorter sessions for Literacy and numeracy. (Revised 3 week timetable to be sent to staff to</li> </ul>	Low	July/Aug 2020	August 2020	SLT/ Teacher Learning Mentor



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	pupils during COVID 19 and from 2020 their subsequent return to school			<p>action and complete)</p> <ul style="list-style-type: none"> <li>• First week back children to complete wellbeing questionnaire with new teacher in small groups. (N.B Some children have already completed these if already returned)</li> <li>• 1:1/small group meeting with children and teacher following questionnaire</li> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> <li>• Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place</li> <li>• COVID 19 Policy reflects changes necessary for pupil behaviour</li> </ul>				
22	Partial/full school closure due to COVID 19 outbreak	Pupils	High	<p>Should a class/bubble year group or entire school have to close then blended learning will come into effect.</p> <ul style="list-style-type: none"> <li>• The children will be taught from home with a mixture of online learning FOR ALL CHILDREN. This will include recorded lessons, part of lessons which the children will be able to see their teacher delivering part of the lesson. Ie Phonics, Literacy starters, numeracy intro, assemblies. etc</li> <li>• It will also include activities very similar to those that have been delivered since March 2020. It will include the FULL curriculum subjects NOT just literacy and numeracy.</li> <li>• During a period of closure teachers will contact ALL children in their class either directly by phone or via dojo on a weekly basis.</li> <li>• The SLT will continue to monitor and call or home visit the children on the Hazeldene vulnerable register weekly</li> </ul>	Low	1 <sup>st</sup> September 2020	August 2020	Teachers SLT

### Average risk rating

Risks identified	<b>22</b>	Total Hazard score	<b>21 High and 1 Medium</b>	Hazard score after controls	<b>2 Medium and 20 Low</b>
The management of these risks involves all involved parties being committed to observing the controls. Appropriate cleaning and hygiene procedures and products must be available. All stakeholders to adhere to the guidance. This risk assessment is shared with staff, governors and placed on the website for parents.					

