

Risk Assessment






Activity/Person/	Covid-19	
Location	John Perry Primary School	
Assessor	Sarita James, School Business Manager	
Head Teacher	Wayne Pedro	Signed:
Employee Rep:	Sue Cross	Signed:
Date of assessment	26 th August 2020	
Review date	TBC	

Resultant Risk Rating	
Please tick	
High	
Medium	
Low (normal)	




1. START AND END OF THE DAY


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Communication strategy (communication to parents / carers, visitors)	Parent contact with pupils and staff	<ul style="list-style-type: none"> • Communication to parents to ask only one parent to accompany pupil to school • Allocated entrances shared with parents/ carers • Communication to parents re. protocols • Parents not to gather at school gate or school entrances. Designated waiting place in KS1 and KS2 playgrounds. • Parents are not permitted to attend the school office without an appointment. • Information to parents e.g. handwashing and social distancing will be sent to all • Visitors will be limited on site and only by prior appointment 	SLT	Please assess the residual risk.
Entry to school premises Staggered start times for different key stages/year groups	Staff contact with each other on arrival to school	<ul style="list-style-type: none"> • Hand sanitiser at all entrances • Reception – barriers in place to separate staff from visitors to maintain safe distancing. • Staff members travelling with reusable face masks should remove them before entering the building. Disposable masks should be removed and placed in the lidded bin before entering the building. Staff to wash their hands following this. The school will provide a disposable face covering 	SLT	Please assess the residual risk.




		<p>for those members of staff choosing to use them on the premises.</p> <ul style="list-style-type: none"> Guidance on safe working in education, childcare and children's social care provides more advice. 		
Drop off	Social distancing on drop off	<ul style="list-style-type: none"> Staggered start times for different key stages/year groups (<i>refer to Staggered Drop off and Collection Times document on the school website</i>) Markings and pictorial notices to maintain social distancing displayed Staff presence at all drop off points – SLT Communications to parents showing drop off areas 	SLT and members of staff will monitor this on a daily basis	<p>Please assess the residual risk.</p> 
Pick up	Social distancing on collection	<ul style="list-style-type: none"> Staggered end times (<i>refer to Staggered Drop off and Collection Times document on the school website</i>) Staff presence at pick up points - SLT Communications to parents regarding pick up points Parents to be reminded about social distancing when collecting children from site 	SLT and members of staff will monitor this on a daily basis	<p>Please assess the residual risk. High level of concern that older children will leave without parent and gather outside groups after school.</p> 
Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class	<ul style="list-style-type: none"> Briefings to staff and children on the importance of observing social distancing and walking in a single file at all times Communication with parents 	SLT and members of staff will monitor this on a daily basis	<p>Please assess the residual risk.</p> 
Punctuality	Children arriving and being collected late	<p>Late arrivals:</p> <ul style="list-style-type: none"> Parents will be instructed to take their children to 'late collection point ' (dining hall) A member of staff will record the time of arrival and the child will be escorted to the classroom <p>Late collection:</p> <ul style="list-style-type: none"> Children will be escorted to the 'late collection point' (dining hall) A member of staff will record the time of arrival in the hall and collection by parents/carers as well as the reason for late collection 		




		<ul style="list-style-type: none"> • After three lates, a letter will be sent out to parents reminding them about the importance of collecting their children on time • After five lates, a meeting with a member of SLT will be arranged <p><i>Please see Attendance and Punctuality Policy on school website</i></p>		
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2. IN CLASS/LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Classroom	Observing social distancing	<ul style="list-style-type: none"> • Signage across the school • EYFS and KS1: no changes to usual practice • KS2: no use of carpet and children sitting side by side with desks facing the front • Storage of coats and bags: 3M, 1B and 4K to store coats and school bags in classroom. Rest of classes will be assigned coat pegs. • Training the children on distancing and the rules in the classroom • As much as possible, children to be supervised when out of the classroom • All off- site visits suspended until further notice. Consult the health and safety guidance on educational visits when considering visits https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 
Classroom	Children requiring additional support	<ul style="list-style-type: none"> • Familiar adult for child with EHC plan • Staff using full PPE when providing intimate care 	SLT Staff providing intimate care	Please assess the residual risk. 
Classroom	Children leaving the classroom	<ul style="list-style-type: none"> • On call system to respond to children leaving class without authorisation • Use of walkie-talkies and phones in dedicated areas of the school to report any incidents to SLT or the office 	SLT All staff	Please assess the residual risk. 
Classroom	Hygiene requirements to prevent	<ul style="list-style-type: none"> • Staff briefed on hygiene protocols to eliminate cross-infection risks 	Premises manager	Please assess the residual risk.


	spread/transmission of illness	<ul style="list-style-type: none"> • Staff belongings (e.g. handbags, coats, etc) to be kept away from children and other staff • Hand sanitisation stations in all classrooms • Regular breaks for handwashing • Water available in classrooms for handwashing. • Age appropriate instruction provided to pupils on hand washing methods for at least 20 seconds. Hand washing will be supervised at all times in order to monitor this • Supervision of handwashing/support for pupils unable to complete appropriately • Monitoring of frequency of handwashing by pupils and staff. • Signage with instructions and key messages including 'catch it, bin it, kill it' and handwashing posters • Double bagged lidded bins in each classroom • Children to bring their own labelled water bottle into school • Water fountains will be turned off across the school • If at all possible, children escorted to toilets to avoid meeting other children from different groups • Hand driers in toilets will be disconnected and a supply of paper towels and a lidded bin will be used instead • Good supply of disposable tissues in each classroom and enough to top up regularly • Each classroom provided with gloves and disinfectant wipes to clean equipment/table in case a pupil coughs or sneezes without appropriate covering • Staff briefed on PPE use and disposal at staff inset • Staff who wish to use a face covering will not be prevented from doing so • Additional PPE ordered and available from independent suppliers or if needed from the Local Authority • All classroom spaces will have a window which must be open to allow for good ventilation • Doors will be kept open, where possible, to allow for good ventilation 	SLT individual class teachers Support staff with group SENCO Cleaners	
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		<ul style="list-style-type: none"> Review separate Risk Assessments for individual children who may need additional support to stay in their group if the door is open Separate Risk Assessment for new starters Unnecessary items removed from classrooms In KS2, soft furnishings and soft toys removed Bins emptied more frequently when needed by teachers or support staff Classrooms will be cleaned daily, with a focus on surfaces that are touched by multiple people and will be cleaned additionally throughout the day in shared spaces by the premises team Increased natural ventilation where possible 		
Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> Individual resources allocated to each group Resources only used within group only – no sharing Each pupil to be provided with resources kept in a zipped wallet Deep cleaning of any shared areas or resources through the weekly deep clean Cleaning of equipment daily (more frequently if needed) Cleaning of toys (if appropriate) Teachers make sure they wash their hands and surfaces, before and after handling pupils' books Increased natural ventilation where possible 	Premises manager SLT Rotas – Phase Leads Support staff with group	Please assess the residual risk. 
Hall / assemblies	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> All assemblies suspended for hall settings <p>General hall use</p> <ul style="list-style-type: none"> Social distancing guidelines to be applied for all general activity (e.g PE) Adequate supervision ratios Pictorial notices to maintain social distancing displayed No sharing of resources. All groups to have their own resources 	SLT	Please assess the residual risk. 
EYFS/ Reception classroom space	Joining shared area with limited outdoor shared space	<ul style="list-style-type: none"> Increased natural ventilation where possible 	SLT	Please assess the residual risk. 
ARP	Not typically organized in year groups	<ul style="list-style-type: none"> Increased natural ventilation where possible 		



		<ul style="list-style-type: none"> • ARP group to minimise social contact with rest of pupils in the school and mixing as far as is practicable 		
Toilets	General hygiene	<ul style="list-style-type: none"> • Pictorial notices to maintain social distancing displayed in pupil and staff toilets • Hand washing protocol increased to before and after use of toilet facilities (20 seconds minimum recommended) • Hand washing poster displayed in all WCs • Only two members of staff in staff toilets • Toilets to be monitored to ensure children practise safe hygiene • Toilets cleaned regularly by cleaning staff • Increased natural ventilation where possible 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 
Toilets	Intimate care	<ul style="list-style-type: none"> • Trained staff available • PPE available and used • Handwashing • Staff briefing • Staff to adhere to Intimate Care Policy 	SLT Inclusion Lead	Please assess the residual risk. 
Corridors and staircases	Movement around the school	<ul style="list-style-type: none"> • Social distancing guidelines to be observed and monitored by all staff • Demarcation of 1m+ distancing (using existing demarcation) where queuing is likely (e.g. queuing in playgrounds, dining hall, etc) • One way system will be used for moving upstairs in school. No groups will be allowed to cross over at any times • Timetables are staggered to ensure there is limited cross over, including the start and end of the day • Use of PPE when using lift • Staff will be briefed on entry/ exit points and routes for their classes • Staff to do a safety walk with their classes to familiarise pupils with one-way system, entry and exit points and parts of the building that will be accessible to them • All systems will be monitored by adults with the class and on duty SLT members • Children to walk in single file at all times • Resources in corridors to be shared by pupils in dedicated groups 	SLT Staff in groups	Please assess the residual risk. 

		<ul style="list-style-type: none"> • Staff and children will maintain 1m+ distance where reasonably practicable • Signage inside and outside of the school building will be used to remind staff and children of systems • No assemblies will take place • Increased natural ventilation where possible 		
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3. LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Lunch service	Moving to and from lunch service whilst maintaining social distancing and hygiene requirements	<ul style="list-style-type: none"> • Staggered lunch times - phase groups kept separate where possible • Hand washing/sanitisation prior to food consumption – children to be supervised • Increased cleaning frequencies of hard surfaces • No sharing of items • Social distancing guidelines to be applied where possible • Children to remain in allocated groups • MDA staff member with each class from Reception and Year 1 (when clearing/wiping to wear gloves) • Food and cutlery to be placed on trays by catering staff • Social distancing in a queue where possible. This will be monitored by a member of SLT • Kitchen staff included in school briefing and made aware of safer working practices • Staff must wipe down tables, seats and general dining area between groups • Encourage a 'no touching' approach • Staff to refer to the Lunchtime Procedures document on school website 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 

4. BREAKTIMES

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> Restrict the use of fixed play equipment in the Infants and Junior playground Each Phase will have their own play equipment Equipment to be cleaned regularly Sanitisation upon re-entry to classrooms Water fountains taken out of use – labelled water bottles to be used 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 
Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> Staggered break times in Phases Social distancing guidelines to be encouraged Encourage a 'no touching' approach 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 

5. FIRST AID PROVISION


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> Medical room to be used as first-aid room Adequate numbers of trained staff to administer First Aid Gloves to be worn when administering first aid in line with normal practices. Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting PPE / Handwashing protocols to be followed Management and staff must read and follow manufactures instructions on how to use PPE correctly Good ventilation at all times - Windows/door to be left open Regular cleaning of room, chairs and surfaces First aid room is separate to the Covid isolation room 	SLT Trained first aid member of staff on duty	Please assess the residual risk. 

6. GENERAL WELFARE


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
<p>1. There is a confirmed case of coronavirus in a setting</p>	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. However, transmission of virus between pupil to pupil and between pupil to staff is negligible.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth <p>Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death. The children are generally asymptomatic or</p>	<p>Protocol in place in line with Guidance for schools and educational settings contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed. Schools should refer to this guidance and continue to follow measures, along with handwashing, cleaning, and self-isolation to lower the risk of transmission.</p> <p>If there is a confirmed case of coronavirus (a child, young person or a staff member) in a setting, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are strongly encouraged to get tested in this scenario. Employee refusal to arrange a test will need to be discussed with the manager and the employee. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Stay at home guidance is available here.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>If a child with symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window</p>	<p>SLT</p>	


	<p>have mild symptoms only and the transmission rate to other children or adults is low or negligible</p>	<p>should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>As part of the NHS Test and Trace programme, if other cases are detected within the cohort or in the wider setting, Local Public Health Team has put Outbreak Action Cards and SOPs in various settings on LBBD's website</p>		
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<p>Covid-19 Outbreaks on site</p>		<p>https://www.lbbd.gov.uk/coronavirus-covid-19. Please follow these.</p> <p>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below:</p> <p>Contact Local PH team on pauline.starkey@lbbd.gov.uk</p> <p>They will</p> <ul style="list-style-type: none"> • Respond to your enquiries • Give advice if there are suspected coronavirus cases (i.e. before test result back) • Gives ongoing support to settings managing outbreaks <p>Contact PHE (LCRC) on 0300 303 0450</p> <p>They will</p> <ul style="list-style-type: none"> • Give initial advice when there is a person with confirmed coronavirus in a high-risk setting • Want organisations to notify them of all confirmed (test positive) cases in high risk local settings (Notifications to be made via LCRC@phe.gov.uk or call 03003030450) • If PHE confirm that there is an outbreak in any setting, they will still: <ul style="list-style-type: none"> ○ Support setting to complete a risk assessment ○ Run through infection prevention and control check list ○ Support with communications, if needed ○ Alert local authority public health team who will provide ongoing support. ○ Establish a multi-agency incident management team (if required) 		
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		<p>Undertake a Risk Assessment</p> <p>Where settings are observing guidance on COVID-19: infection prevention and control (IPC) , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Outbreak definition as follows. COVID-19 Education Setting Cluster and Outbreak Definitions.</p> <p>Cluster definition: Two or more confirmed cases of COVID-19 among students or staff in a school within 14 days OR Increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).</p> <p>Outbreak definition: Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort* in the school within 14 days.</p> <p>*a cohort might be in a class, year group or other defined group within the school. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the education setting.</p>		
<p>2. Testing and contact tracing</p>	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<p>The NHS Test and Trace programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more</p>	<p>SLT</p>	<p>Please assess the residual risk.</p> 





		<p>traditional methods of contact tracing if a child, young person or parent test positive.</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Coronavirus testing is now available to everyone in England and Wales with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste)</p> <p>The following categories experiencing symptoms of coronavirus are encouraged to get tested</p> <ul style="list-style-type: none"> • All children and adults England (any age) • In children under 5 the preferred route is via clinical advice and testing • 5-11-year olds can only have the test administered by a parent/guardian 		
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		<ul style="list-style-type: none"> • 12-17-year olds can self-administer a test or have their parent/guardian do so on their behalf. <p><u>How to book a test</u></p> <ul style="list-style-type: none"> • People can register for a test at www.nhs.uk/coronavirus , after checking their symptoms. • Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a new 119 service to book their test. People with hearing or speech difficulties can call 18001 119. • Tests for essential workers are prioritised over the tests available for the wider public through the NHS. • If you are an essential worker, or live with an essential worker you can apply via the testing for essential workers link • The list of essential workers is available here. <p><u>When to apply for a test</u></p> <ul style="list-style-type: none"> • Apply within the first 3 days of having symptoms. The test is best taken within 5 days of symptoms starting. <p>Schools should ask parents and staff to inform them immediately of the results of a test to take appropriate actions as highlighted in section 1 above.</p>		
<p>3. Contingency Plan to deal with an outbreak</p>	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. 	<p>SLT</p>	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> • For individuals or groups of self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See guidance on remote education support. • In the event of a local outbreak, the PH health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. 		
<p>4. Communication strategy (communication to parents / guardians)</p>	<p>Staff, Pupils, visitors, contactors (Risk - As set out in section 1)</p>	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school • Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Those positive with Covid-19 or symptoms - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents to be advised to follow guidance below. 	<p>SLT</p>	<p>Please assess the residual risk.</p> 



		COVID-19: guidance for households with possible coronavirus infection guidance		
5. Shielded and clinically vulnerable Groups including those who are pregnant.	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly. a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. Please read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. 	SLT	Please assess the residual risk. 
SEND pupils				
Black, Asian and Minority Ethnic (BAME) and	UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds			




<p>clinically vulnerable groups</p>	<p>are disproportionately affected by COVID-19.</p>	<ul style="list-style-type: none"> • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. • Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. • Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Advice for those who are clinically vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use. • Where closer contact may be necessary (for example personal care) appropriate PPE to be worn. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the individual is coughing, spitting. 		
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		<ul style="list-style-type: none"> • Management staff to follow manufactures instructions on how to use PPE correctly • Risk assessment undertaken with BAME staff members using 'appendix 1' of this document. 		
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<ul style="list-style-type: none"> • Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed ○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests 	Premises manager SLT	Please assess the residual risk. 
General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> • Rigorous cleaning regimes to be introduced • Cleaning staff/ team briefed on new cleaning measures • Regular wipe down of high traffic touch points with cleaning substance by premises staff • Doors left open where possible • Soap provision and sanitiser provision checked regularly 	Premises manager SLT Staff with classes	Please assess the residual risk. 
If staff have concerns about the environment		<p>There should always be these members of staff available:</p> <p>SLT Member of the Safeguarding Team Premises Staff Cleaning Staff Admin Staff</p> <p>Staff who wish to wear a face covering will not be prevented from doing so.</p>	SLT	Please assess the residual risk. 
Risk to children's family members after sending their children to school.	Children catching the virus at school and spreading it at home.	<ul style="list-style-type: none"> • Advise parents that the school cannot guarantee to be able to keep their children socially distant. 	SLT	Please assess the residual risk. 
New staff starting work at school	All staff needing to know new procedures	<ul style="list-style-type: none"> • All staff briefed on new procedures 	SLT	Please assess the residual risk.

				
Behaviour of parents / visitors / contractors (Violence and aggression)	Staff, pupils, visitors,	<ul style="list-style-type: none"> Review of the school's Code of Conduct for parents and visitors policy to ensure that it covers COVID-19 risk related incidents. Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk. For observed incidents outside the school regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999 	SLT and Governors	Please assess the residual risk. 
Travel Plan	Staff, pupils	<ul style="list-style-type: none"> School Travel Plan to be developed in line with Coronavirus (COVID-19): safer travel guidance for passengers Parents should be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will encourage healthy lifestyle; help reduce pollution and help maintain social distancing Families using public transport refer to the safer travel guidance for passengers (https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) 	SLT	Please assess the residual risk. 





7. STAFF WELLBEING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Staff travel	Staff travelling on public transport at higher risk	<ul style="list-style-type: none"> Staff encouraged to travel by bike or walk where possible Staff travelling on public transport to be offered the use of PPE 	SLT	Please assess the residual risk. 
Health	Staff who are extremely clinically vulnerable	<ul style="list-style-type: none"> All staff to attend school from 1st September 2020 as per the Government guidelines 	SLT	Please assess the residual risk. 

		<ul style="list-style-type: none"> • Risk assessments in place for staff at higher risk including BAME. • PPE equipment available on request. • Social distancing to be maintained, whenever possible • Social distancing arrangements in staffroom • Limited numbers in toilets 		
Providing a work life balance for staff	Previous expectations need to be adjusted.	<ul style="list-style-type: none"> • All staff encouraged to limit time spent in school • Staff to adhere to school's Marking and Feedback Policy 	SLT	Please assess the residual risk. 
Staff mental health	Staff will need support returning to school setting.	<ul style="list-style-type: none"> • All staff to be reminded of the free Employment Assistance programme • Resend email to staff signposting them to support network – Education Support Pathways www.educationsupport.org.uk • www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers • School to offer support for members of staff who have experienced bereavement as a result of Covid-19 provided by the Employment Assistance programme 	SLT	Please assess the residual risk. 
Well-being/safety	Staff will need support with new systems and management of classrooms	<ul style="list-style-type: none"> • Whole staff contribution to school Risk Assessment • Inset day in September to talk through new guidance and procedures • In school SLT member on call throughout the school day • Use of walkie-talkies and phones to get in touch with SLT • Regular check-ins with staff to provide opportunities for staff to review systems that are in place • Staff breaks and lunch times set and covered by adult in groups or mid-day meal assistant in the lunch hall • SLT to conduct Wellbeing meetings with individual members of staff from September 	SLT	Please assess the residual risk. 



		<ul style="list-style-type: none"> • SLT available for confidential meetings with staff if and when required/requested • SLT to prioritise and agree the frequency of staff meetings. This will be under constant review. 		
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8. SAFEGUARDING



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Vulnerable Pupils CIN, CP, LAC	Risks associated with individual plan e.g. family disengagement from safety	<ul style="list-style-type: none"> • CIN/CP/LAC meetings to continue virtually (face to face only when essential) • Consultation with social workers & families to continue face to face when required 	SLT DSL	Please assess the residual risk. 
Children with EHCPs	Risk of transmission to adults working with child	<ul style="list-style-type: none"> • Individual risk assessments for new starter pupils with EHCPs • Review and update Risk Assessments for all pupils with EHCPs • Review current government guidance (e.g. changes to EHCPs https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19) • This guidance is applicable to 25th September 2020 • Where possible, a familiar adult to continue to support children with EHC plans 	SLT Inclusion Lead	Please assess the residual risk. 
Children with medical needs	Children's medical needs:	<ul style="list-style-type: none"> • Individual risk assessments <i>Refer to section 6 of this document 'General Welfare'</i> 	SLT Inclusion Lead	Please assess the residual risk. 
Essential visitors from external agencies	Risk of transmission to adults and staff if providing support for children with SEND	<ul style="list-style-type: none"> • Visits are arranged by appointment only • Clear guidelines on entry to school and procedures in place • PPE offered if necessary • Social distancing to be maintained <i>Refer to Section 1</i> 	SLT Inclusion Lead	Please assess the residual risk. 



Transport arrangements	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Protocol in place in line with Government Guidance • Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. • The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements 	Inclusion Lead	
Attendance	Pupils	<ul style="list-style-type: none"> • Communicate clear and consistent expectations around school attendance to families • Work closely with other professionals as appropriate to support the return to school of those children in families who will need additional support to secure pupils' regular attendance <p><i>Refer to Attendance and Punctuality Policy</i></p>	Attendance Officer Inclusion Lead	
Pupil wellbeing	All pupils Pupils experiencing anxiety, stress or low mood	<ul style="list-style-type: none"> • Deliver CPD to staff in September on teaching about mental wellbeing (module can be found in https://www.gov.uk/guidance/teaching-about-mental-wellbeing) • PSHE curriculum to prioritise the teaching of mental wellbeing early from September • Ensure provision of pastoral and extra-curricular activities to support pupils' mental wellbeing • Provide more focused pastoral support where issues are identified that individual pupils may need extra help. • Draw on external support where necessary and possible such as school nursing services to deliver the healthy child programme (https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning) 		

9. LEARNING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Underachievement of key groups	Children falling behind their peers in educational achievement	<ul style="list-style-type: none"> Teachers differentiating work Families offered support with accessing online learning in the event of a partial or full school closure Home-learning and school learning broadly in-line to give equal opportunities to pupils Individual risk assessment for children with EHC plans and those who are vulnerable 	Teachers SLT	Please assess the residual risk. 
Gaps in curriculum provision	Home learning/school re-opening curriculum differs from usual school curriculum	<ul style="list-style-type: none"> Curriculum leaders involved in developing the current curriculum Carry out an assessment (week beginning 12th October 2020) of pupils' starting points to address gaps in knowledge and skills Effective use of regular formative assessment (observing pupils in class, talking to pupils to assess understanding, marking books, scrutiny of pupils' work) to identify gaps in knowledge and skills and plan next steps Curriculum adapted to meet demands of the covid-pandemic with a strong emphasis on mental health and wellbeing Continue to teach a broad curriculum (all subjects from Spring term) Curriculum adapted to fill the gaps in core knowledge; prioritise within subjects the most important components for progression. In Nursery, teachers to focus on the prime areas of learning In Reception, teachers to assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary In EYFS, ensure equal opportunities for outdoor learning for all groups of children In KS1 and KS2, strong emphasis on phonics and reading, increasing vocabulary 	SLT Subject Leads	Please assess the residual risk. 

		<p>writing and mathematical knowledge and skills across the curriculum</p> <ul style="list-style-type: none"> • Identify opportunities across the curriculum so that pupils read widely and develop their vocabulary • Aim to return to the school's normal curriculum by no later than Spring term • Assemblies and coming together of large groups suspended. Class teachers to introduce WOTW in class. Weekly celebration assemblies to continue but in class • All off site visits suspended 		
New content of learning in school	Children will not be familiar with procedures/health and safety expectations in school	<ul style="list-style-type: none"> • Staff INSET in September on new procedures • Health/wellbeing learning session planned weekly • Teachers to plan lessons on hygiene, well-being and about covid-19 • Health/wellbeing learning session planned weekly • Social stories shared with pupils in the ARP to explain procedures • Regular timetabled points to wash hands/ reminders of health and safety expectations 	SLT Teachers/support staff	<p>Please assess the residual risk.</p> 



Remote learning	Remote learning and learning in school will need to be managed	<ul style="list-style-type: none"> Teachers running home-learning using agreed platforms and plans in the event of partial or full school closure Remote learning will be offered immediately to all children who are shielding or self-isolating in line with clinical and/or public health advice. School to monitor engagement with this activity. Teachers will provide remote learning for their classes when not in school Children and families will be supported with technology to access home learning materials Contingency planning for outbreaks in place School to give access to high quality remote education resources and to provide printed resources for pupils who do not have suitable online access Teach a well-planned and well-sequences curriculum to ensure progress in knowledge and skills Teachers to provide pupils with feedback on work From the start of the Autumn term teachers to use Google Classroom for Remote Learning Teachers use video lessons (mainstream and SEND) provided by Oak National Academy; school to select topics and lessons that match our own plans and curriculum 	SLT Teachers	Please assess the residual risk. 
Communication with parents about learning	Changes to home-learning and in school learning needs to be communicated effectively	<ul style="list-style-type: none"> Parents to be reminded of re-opening, changes to routines 	SLT	Please assess the residual risk. 
Physical activity		<ul style="list-style-type: none"> Pupils to be kept in consistent groups Sports equipment to be thoroughly cleaned between each use Avoid contact sports 	SLT PE Lead Teachers LSAs	





		<ul style="list-style-type: none"> • Prioritise outdoor sports and Physical Education <ul style="list-style-type: none"> • Follow advice from the Association for Physical Education (https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf) 		
Swimming	Swimming lessons on site and externally	<ul style="list-style-type: none"> • All external swimming lessons have been cancelled until further notice • Swimming will be taught in school to two year groups (Years 3 and 4) • Aqua club has been suspended until further notice 	SLT Swimming instructor LSAs	Please assess the residual risk. 
Behaviour of pupils / staff	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Review and update the school's pupil behaviour policy (to include individual risk assessment of children with known challenging behaviour) • Communicate rules/policies clearly and consistently to staff, pupils and parents • Make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk. • Staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times • Return to usual school uniform policy 	SLT	Please assess the residual risk. 
Extra-curricular provision		<ul style="list-style-type: none"> • Resume breakfast and after-school provision (Bright Futures). If it is not possible to maintain groups being used during the school day, children should be grouped in small, consistent groups. • Contact sports not to take place 		
Primary assessment	Year 2 pupils SEND pupils	<ul style="list-style-type: none"> • Review requirements for the phonics screening check in Year 2 and for implementation of the engagement model (STA to provide update before the end of the summer term) 	SLT Inclusion Lead Reading Lead Year 2 teachers	

Staff moving between classes and year groups	PPA cover and supply teachers, LSAs	<ul style="list-style-type: none"> Keep their distance from pupils and other staff as much as possible, ideally 1m+ from other adults. 	SLT	
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10. PREMISES

***Note: John Perry has not been entirely closed and so some health and safety considerations in the NEU document on reopening do not apply. However, in the interests of a comprehensive risk assessment, these have been included here.**


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Reception area	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Telephone appointments/emails to office where possible to minimise queues at reception Visitors instructed to use Antibacterial screen wipes and hand sanitiser to be used before and after signing-in using Inventory. Screens in place to separate staff and/or demarcation to maintain safe distancing Notices to maintain social distancing displayed Sanitisation / hand washing protocols to be observed when handling deliveries. Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance Hand washing poster displayed and leaflet available providing information for visitors. Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements 	SBM	<p>Please assess the residual risk.</p> 
Staff room	Staff, visitors	<ul style="list-style-type: none"> Social distancing guidelines of 1m+ to be applied Increased cleaning frequency of hard surfaces Hand washing poster displayed Increased natural ventilation 	SLT	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> Minimised sharing of items Items to be sanitised before and after use Staff instructed not to leave an unwashed items in the sink but to wash utensils or rinse them and put in the dishwasher. 		
School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> Social distancing guidelines to be applied Handwashing /sanitisation protocols to be followed Increased cleaning frequencies of hard surfaces. Work with external school meal providers (where engaged) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils Staggered lunch times Catering staff to carry out their deep clean on 1st September. 	SBM	<p>Please assess the residual risk.</p> 
Hot and cold water systems working appropriately.	Due to increase in hand washing, water systems need to be in good working order	<ul style="list-style-type: none"> Water systems have been in use on the bottom floor throughout the closure A statutory water system check is scheduled for September Premises manager will conduct a run through after the water system check before opening 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
Gas safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Gas system been in use during closure Standard gas service certificate appropriate 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
Fire safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Fire drill to take place early in the Autumn Term Every member of staff to familiarise themselves with their new room's fire procedures In order to provide adequate ventilation throughout the school, doors to classrooms may be open. Staff will be responsible for closing the doors on way out Staff are responsible for closing the door to their classroom on the way out 	All Staff SLT Fire Marshalls	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing will be disregarded to enable a quick and safe evacuation. 		
Kitchen Equipment	Staff, pupils	<ul style="list-style-type: none"> Kitchen equipment has been in use during closure Standard kitchen service certificates appropriate Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. Social distancing guidelines to be applied Handwashing /sanitisation protocols to be followed Increased cleaning frequencies of hard surfaces. School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19). 	Premises Manager SLT	<p>Please assess the residual risk.</p>
Specialist equipment used by pupils (access/mobility/changing)	Staff, pupils	<ul style="list-style-type: none"> Check on working order of specialist equipment to be run before opening. Site Manager to liaise with Inclusion Lead 	Premises Manager Inclusion Lead SLT	<p>Please assess the residual risk.</p>
Security/intruder alarms/access control	If any alarm/entrance systems have been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> Alarms and entrance systems have been in use during closure 	Premises Manager SLT	<p>Please assess the residual risk.</p>
Toilet hygiene	Hand dryers in toilets blowing air (virus) around.	<ul style="list-style-type: none"> Hand dryers will remain disconnected and out of use. 	Premises Manager SLT	<p>Please assess the residual risk.</p>
Rooms used	Possible inadequate ventilation in some rooms.	<ul style="list-style-type: none"> Only rooms with adequate ventilation to be used. 	Premises Manager SLT	<p>Please assess the residual risk.</p>

	Room size impact on social distancing and numbers.	<ul style="list-style-type: none"> Doors to be kept open. *Please see fire safety. Additional risk assessments to take place in rooms where leaving a door open will expose children to additional risk (eg runners) 		
Premises cleaning	Will all areas of the premises be thoroughly cleaned on a daily basis with particular surfaces focus on surfaces that are touched by multiple people?	<p>Daily (at least) cleaning of:</p> <ul style="list-style-type: none"> photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps. 	Premises Manager SLT	<p>Please assess the residual risk.</p>
COSHH Cleaning / Sanitisation products	<p>Pupils</p> <p>Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children</p>	<ul style="list-style-type: none"> COSHH risk assessment updated to include all newly introduced cleaning products Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider) Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 	Premises Manager SLT	<p>Please assess the residual risk.</p>
Staff levels	Procedures in place if staff levels fall short of safety requirements	<ul style="list-style-type: none"> A clear procedure to close the school at short notice if staff levels fall to levels where safety cannot be assured. There will always be members of SLT on the school site all times. There will always be a member of the Safeguarding Team on site Learning Support Assistants may be asked to lead a class where necessary 	SLT	<p>Please assess the residual risk.</p>

<p>Reoccupation of areas which have not been in use during lockdown.</p>	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards (undertaken with the school's Health and Safety Link Governor)</p> <p>Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including:</p> <ul style="list-style-type: none"> • Maintenance checks of plant and equipment undertaken – including school kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained • Gas systems maintained • Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period • Electrical equipment and systems maintained • Electrical gate systems maintained • Lift maintained • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Play and PE equipment to still receive scheduled inspection (even though taken out of use) 	<p>Premises Manager SLT</p>	<p>Please assess the residual risk.</p> 
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		<ul style="list-style-type: none"> Identify and remedy possible vermin infestations 		
Business Continuity	Staff, pupils, Closure of premises	<ul style="list-style-type: none"> SLT to develop/review their Critical Incident Plan or Schools Business Continuity Plan and ensure this includes COVID-19 related risks 	SLT and Governors	Please assess the residual risk. 

Please note, the assessment above will be shared with staff and the Health and Safety Link Governor in their oversight role.

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.