

## MAYFIELD PREPARATORY SCHOOL



### Coronavirus (COVID-19): Risk Assessment Action Plan for re-opening school 2021 - 2022

Assessment conducted by: M. Draper, K. Inkster and B. Higgins	Job title: Head, Deputy and Head of EYFS	Covered by this assessment: <b>Whole school</b>
Date of assessment: 21/05/2020	Date of review: 05/01/2022	Date of next review: 26/01/2022

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- This assessment should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Additional information and considerations is given in the ‘Reopening of Schools (Final)’ discussion document.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 5<sup>th</sup> March 2021:
  - [guidance for early years and childcare providers](#)
  - [guidance for schools](#)

Key:	
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk.
Severity	Rating 1-5
Likelihood:	Rating 1-5

Level of risk after control	Severity x likelihood = level of risk (see grid at the end of assessment)
Responsible people:	SM, MV, MD, KI, BH, cleaners, Staff
Date and initial Check:	Sign off to ensure that the risk has been minimised as far as possible to be completed by 5 <sup>th</sup> June 2020

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
The school following national guidelines and advice.	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE.</li> <li>Information on the school website and <a href="#">Facebook page</a> is updated.</li> <li>Pupils updated via Teams and iTrack.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email.</li> </ul> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	2	2	4- low priority	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD

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					07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Communication with parents and other stakeholders	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems such as <b>Zoom meetings</b>, Team meetings, iTrack, emails, lessons virtual and face to face.</li> <li>Head teacher to share Risk Assessment with all staff.</li> <li>Parents notified of risk assessment plan and shared with parents via website and/or email.</li> </ul> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	2	2	4- low priority	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD

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					22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Awareness of policies and procedures.	<ul style="list-style-type: none"> <li>• All staff and pupils 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>- First aid policy</li> <li>- Behaviour policy</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> </ul> </li> </ul>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD

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	<ul style="list-style-type: none"> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus via email.</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – 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 a coordinated programme of delivery from staff from the morning of the 8th of June. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Regular reminders of policies to staff, parents and pupils.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>				<p>16/10/2020 MD  30/10/2020 MD  06/11/2020 MD  13/11/2020 MD  20/11/2020 MD  27/11/2020 MD  04/12/2020 MD  11/12/2020 MD  06/01/2021 MD  15/01/2021 MD  22/01/2021 MD  29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD  18/06/2021 MD  25/06/2021 MD  02/07/2021 MD  09/07/2021 MD  06/09/2021 MD  01/10/2021 MD  01/11/2021 MD  12/11/2021 MD  26/11/2021 MD  03/12/2021 MD  05/01/2022 MD</p>

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Hygiene practice in school.	<ul style="list-style-type: none"> <li>• Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (e.g. washing hands before entering and leaving school).</li> <li>• Pupils to wash their hands with soap on entry to school, before and after break times and lunchtimes and several times during the day for no less than 20 seconds.</li> <li>• Teachers to regularly reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for all school exterior doors, reception area, dining hall, in classrooms and other key locations for staff and pupils.</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), clean water and waste disposal bins are supplied in all toilets and kitchen areas. Hand driers can now be switched on and are back in use in use.</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.</li> <li>• Pupils and staff do not share cutlery or cups.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Site supervisors to carry out additional cleaning including door handles and doors. Toilets are cleaned during the day a.m. and p.m.</li> </ul>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD

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	As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.				25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Ill health in school.	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and/or high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school.</li> <li>• Any pupil who displays symptoms of Covid-19 is immediately taken to an isolation room or outdoors by their keyworker. Admin team/Mr Draper or Mrs Inkster to contact parents. The keyworker stays with the pupil until they go home. PPE will be available for staff to wear when they are supervising a pupil who is symptomatic. Each isolation area will have a supply of PPE.</li> <li>• The keyworker's pupils in class will then be supervised by the adult who is doing their break times and lunchtimes.</li> <li>• If a pupil needs to go the bathroom, there will be a designated toilet for them to use. If there are more than one symptomatic pupil at the same time the toilet will be cleaned immediately after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and only have contact with their keyworker whilst still ensuring the pupil is safe. PPE should be worn by the keyworker and a distance of 2 metres should be maintained.</li> </ul>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD

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	<ul style="list-style-type: none"> <li>• If contact with a child or young person is necessary, then PPE and a visor should also be worn.</li> <li>• The keyworker should call the office for emergency assistance immediately if the pupil's symptoms worsen so a mobile phone should be at hand.</li> <li>• Parents advised to follow the COVID-19: Guidance for households, including accessing testing.</li> <li>• The member of staff supervising should then clean thoroughly or dispose of any PPE appropriately, wash their hands thoroughly for 20 seconds and then go back to their pod. There are staff shower facilities and staff may wish to bring in spare clothes and shower before returning to their pod.</li> <li>• Isolation rooms and toilets used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• 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.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to Mr Draper and in his absence, Mrs Inkster, and is sent home.</li> </ul>				<p>05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD  18/06/2021 MD  25/06/2021 MD  02/07/2021 MD  09/07/2021 MD  06/09/2021 MD  01/10/2021 MD  01/11/2021 MD  12/11/2021 MD  26/11/2021 MD  03/12/2021 MD  05/01/2022 MD</p>

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	<ul style="list-style-type: none"> <li>• Pupils and staff who have displayed symptoms in school, should self-isolate and are advised to seek a PCR test, (not a lateral flow test as this is designed to pick up asymptomatic positive cases).</li> <li>• If the pupil or staff tests negative, they can return to school when the symptoms have gone.</li> <li>• If a pupil or staff tests positive, then they must inform the school and NHS Track and Trace, who will identify close contacts, who are advised to isolate for 10 days if not vaccinated and over 18 Years 6 months old or take a LFT test if any of the following apply: <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>If the LFT is negative, then they can continue to work/come to school. This should be repeated for 7 days. If the LFT is positive or they develop symptoms, then they should seek a PCR test and isolate until the result comes back, then follow NHS Test and Trace guidelines if it is positive, or come back to school if it is negative and symptoms have gone.</p> </li> <li>• If a member of a pupil or staff's household displays symptoms, then they must inform the school and NHS Track and Trace, who will identify close contacts, who are advised to isolate for 10 days if not vaccinated and over 18 Years 6 months old or take a LFT test if any of the following apply: <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>If the LFT is negative, then they can continue to work/come to school. This should be repeated for 7 days. If the LFT is positive</p> </li> </ul>				

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	<p>or they develop symptoms, then they should seek a PCR test and isolate until the result comes back, then follow NHS Test and Trace guidelines if it is positive, or come back to school if it is negative and symptoms have gone.</p> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>				
<p>A pupil or staff member is tested and has a confirmed case of coronavirus.</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The school should be contacted immediately on 01922 624107 and info@mayfieldprep.co.uk. In the evenings or over the weekend email the school on mdraper@mayfieldprep.co.uk and kinkster@mayfieldprep.co.uk, so that the appropriate actions can be taken before school opening in the morning.</li> <li>A positive result will necessitate self-isolation in line with current government guidance. Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for Covid has been reduced to 7 days in most circumstances. On day 6 and day 7 of their self-isolation period, individuals can take Lateral Flow Tests. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 7.</li> <li>NHS Track and Trace will identify close contacts, who are advised to isolate for 10 days if not vaccinated and over 18 Years 6 months old or take a LFT test if any of the following apply: <ul style="list-style-type: none"> <li>they are fully vaccinated</li> </ul> </li> </ul>	<p>2</p>	<p>2</p>	<p>4 – low</p>	<p>22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD</p>

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	<ul style="list-style-type: none"> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p>If the LFT is negative, then they can continue to work/come to school. This should be repeated for 7 days. If the LFT is positive or they develop symptoms, then they should seek a PCR test and isolate until the result comes back, then follow NHS Test and Trace guidelines if it is positive, or come back to school if it is negative and symptoms have gone.</p> <ul style="list-style-type: none"> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>				26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
The risk of the spread of infection at the start and end of the school day.	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>If a pupil or staff displays Covid-19 symptoms at home, they must isolate, arrange for a PCR test, (not a lateral flow test as this is designed to pick up asymptomatic positive cases) and parents/staff notify the school. NHS Track and Trace will identify close contacts, who are advised to get a PCR test; close contacts and members of their household do not need to self-isolate but should seek a PCR test and follow NHS advice. If the test is negative, they can come back to school/work if any of the following apply: <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> </ul> </li> </ul>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD

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	<ul style="list-style-type: none"> <li>• they are not able to get vaccinated for medical reasons</li> <li>• If the pupil or staff tests negative, they can return to school when the symptoms have gone.</li> <li>• Pupils should wear school uniform, that must be washed every day and fresh clothes worn to school the next day. Blazers and hats/caps are to be worn.</li> <li>• Swimming, Games and PE kits and tracksuits are to be brought in on the required days to change into then taken home and washed.</li> <li>• Issue information to pupils, parents and staff about arrival and departure procedures, including safe drop-off and pick-up.</li> <li>• Pre-Nursery, Nursery, Form I, Transition and Kindergarten will start at 8.30am and finish at 3.15pm</li> <li>• Lower II, Form II, Upper II &amp; Lower III will start at 8.45am and finish at 3.30pm</li> <li>• Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival.</li> <li>• PRE-NURSERY will be based in Pre-Nursery, accessed via the usual door</li> <li>• NURSERY will be based in Nursery, accessed via the usual door</li> <li>• KINDERGARTEN will be based in Kindergarten, accessed via the usual door</li> <li>• TRANSITION will be accessed by the main school front door</li> <li>• FORM I will be accessed by the courtyard door next to their cloakroom</li> <li>• LOWER II will be in the Science Room, accessed by the Art block door,</li> <li>• FORM II will be in the Art room, accessed by the Art block door,</li> <li>• UPPER II will be accessed by the main school front door,</li> <li>• LOWER III will be accessed via the Rose Garden.</li> </ul>				<p>20/11/2020 MD  27/11/2020 MD  04/12/2020 MD  11/12/2020 MD  06/01/2021 MD  15/01/2021 MD  22/01/2021 MD  29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD  18/06/2021 MD  25/06/2021 MD  02/07/2021 MD  09/07/2021 MD  06/09/2021 MD  01/10/2021 MD  01/11/2021 MD  12/11/2021 MD  26/11/2021 MD  03/12/2021 MD  05/01/2022 MD</p>

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	<ul style="list-style-type: none"> <li>• To keep the school as secure as possible at the start of the day, the courtyard gate will close at 8.50am, so late arrivals will have to go to the school front door and ring the bell for admittance.</li> <li>• To keep the school grounds as secure as possible at the end of the day, the gate to the paddock on Birmingham Road will be locked shut at 4.00pm, so the pedestrian gate on Sutton Road will have to be used for entry to the site.</li> <li>• Children in extra-curricular clubs will be collected from the Hall of the Olympians, the old school hall or from the main front door.</li> <li>• Before school club will re-open from Tuesday 7<sup>th</sup> September and is based in the school hall, accessed via the Rose Garden door between 7.45 and 8.30am</li> <li>• After School Club will re-open from Tuesday 7<sup>th</sup> September and is based in the Nursery. Session One runs from 3.30 – 4.45pm, Session Two runs from 4.45 – 5.45pm.</li> <li>• Extra-curricular clubs resumed on Monday 13<sup>th</sup> September 2021 and will be in the old school hall, or in the Hall of the Olympians or outside on the paddock or playground, as appropriate. Children must be collected from after school activities promptly at 4.45pm from the main front door.</li> <li>• Parents must contact the school office to book children into Before or After School Club preferably with at least 24 hours prior notice.</li> <li>• All parents will know which door their child will be entering and exiting from and should be aware of their route in and out of the school.</li> <li>• All staff wash hands on arrival in school.</li> <li>• Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day.</li> </ul> <p><b>PERIPATETIC MUSIC LESSONS</b></p>				

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	<ul style="list-style-type: none"> <li>Piano, guitar, violin and flute lessons resumed from the beginning of term and take place in well-ventilated rooms with windows and doors open.</li> <li>The teacher will collect and return each child to and from their classroom.</li> <li>Children must remember to bring their instrument/music books and practice diaries to each lesson – there will be no borrowing or sharing of instruments, books or equipment.</li> <li>Staff and children will wash hands or use hand gel before and after each lesson.</li> <li>Staff will take all the precautions and extra cleaning practices outlined in the ‘<b>Spread of infection in classrooms/shared areas</b>’ section.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>				
<p>Risk to Staff and children’s health when attending school.</p>	<ul style="list-style-type: none"> <li>Staff and children who are <a href="#">clinically extremely vulnerable</a> , over 60 or <a href="#">clinically vulnerable</a> (<b>click on the link and see section 9 for definition</b>) could be at higher risk of severe illness from coronavirus. And should be especially careful to follow the rules and minimise contacts with others; should continue to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in the home and workspace</li> <li>Teachers and support staff identified and rota in place for cover for staff having to work from home.</li> </ul> <p><b><u>Lateral Flow Testing</u></b></p> <p>The aim is to pick up asymptomatic carriers of the virus to prevent the spread in schools and nurseries:</p>	2	2	4 - low	<p>22/05/2020 MD  12/06/2020 MD  16/06/2020 MD  26/06/2020 MD  02/07/2020 MD  28/08/2020 MD  04/09/2020 MD  11/09/2020 MD  18/09/2020 MD  25/09/2020 MD  02/10/2020 MD  09/10/2020 MD  16/10/2020 MD  30/10/2020 MD  06/11/2020 MD  13/11/2020 MD  20/11/2020 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<ul style="list-style-type: none"> <li>• There should be enough to permit staff in school and Nursery to undertake 2 self-administered tests per week.</li> <li>• This is by staff choice and is not mandatory, though “strongly encouraged” by the DfE, and staff do not need to provide proof of a negative test result to attend school or nursery in person.</li> <li>• The test should be done on the evening before coming into school or Nursery, ie Sunday evening and will give a result in 30 minutes and the instructions have to be carried out precisely to get a result.</li> <li>• Staff that test negative are able to come into school or Nursery the next day.</li> <li>• Staff that test positive should seek a PCR test (the usual test at a test centre) to confirm the result and must “report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit”.</li> <li>• If the LFT is void, another test has to be taken. If the second test is void then the member of staff has to book a PCR test and self-isolate until the result comes back.</li> <li>• Staff with symptoms that test negative will still be required to self-isolate.</li> <li>• Staff should also share their result with the school or nursery to help with contact tracing.</li> <li>• The kits will be signed out and the details will be logged on a form in the office</li> <li>• Adults and parents in households with children are also being advised to take 2 LFTs per week and a letter advising them on how to obtain these has been sent to parents/carers on 05/03/2021</li> </ul> <p><b>Vaccinations</b></p>				<p>27/11/2020 MD  04/12/2020 MD  11/12/2020 MD  06/01/2021 MD  15/01/2021 MD  22/01/2021 MD  29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD  18/06/2021 MD  25/06/2021 MD  02/07/2021 MD  09/07/2021 MD  06/09/2021 MD  01/10/2021 MD  01/11/2021 MD  12/11/2021 MD  26/11/2021 MD  03/12/2021 MD  05/01/2022 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<ul style="list-style-type: none"> <li>• Since December 2020, the UK has embarked on a programme of vaccinations, which give a high percentage of immunity to Covid infections and reduce the transmissibility of the infection to others.</li> <li>• All adults should have had their first vaccine by June 2021, including all members of staff, parents and grandparents. As time passes, more and more adults should then have their second vaccine, further increasing immunity to Covid infections and reducing the transmissibility of the infection to others.</li> <li>• From September 2021, booster jabs will be offered to eligible adults, including all members of staff</li> </ul> <p>As a result, the risk of infection and transmissibility is significantly reduced and sufficient staff cover in place to provide the face-to-face sessions for pupils.</p>				
Sufficient staff to run remote learning either for pupils isolating at home, or when staff are isolating at home.	<ul style="list-style-type: none"> <li>• Where a class, group or a pupil needs to self-isolate, or local restrictions require pupils to remain at home, the school will offer remote education on iTrack and/or Teams, following the curriculum sequence that allows access to high-quality online and offline resources and teaching and that follows the school's curriculum expectations. <b>This applies to pupils who are asymptomatic. If a pupil is unwell, then remote learning will not be provided as the priority is for the pupil to rest and recover full strength before resuming schoolwork and coming back into school.</b></li> <li>• Where a teacher needs to self-isolate, either if a member of the household tests positive or if they have been contacted by NHS Track and Trace, then they are expected to provide remote</li> </ul>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<p>teaching for their pupils, following the normal timetable and school curriculum</p> <ul style="list-style-type: none"> <li>The school will ensure the appropriate level of supervision in the classroom for the children while the teacher is remote teaching from home</li> </ul> <p>As a result, sufficient staff cover in place to provide remote learning for pupils.</p>				<p>20/11/2020 MD  27/11/2020 MD  04/12/2020 MD  11/12/2020 MD  06/01/2021 MD  15/01/2021 MD  22/01/2021 MD  29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD  18/06/2021 MD  25/06/2021 MD  02/07/2021 MD  09/07/2021 MD  06/09/2021 MD  01/10/2021 MD  01/11/2021 MD  12/11/2021 MD  26/11/2021 MD  03/12/2021 MD  05/01/2022 MD</p>
<p>Spread of infection in classrooms/shared areas and offices.</p>	<ul style="list-style-type: none"> <li>Staff and pupils will sanitise/wash hands for 20 seconds at start of the day, before and after break and lunchtimes, at frequent intervals in the day and before going home</li> </ul>	<p>2</p>	<p>2</p>	<p>4 - low</p>	<p>22/05/2020 MD  12/06/2020 MD  16/06/2020 MD  26/06/2020 MD  02/07/2020 MD  28/08/2020 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<ul style="list-style-type: none"> <li>• Coughs and sneezes will be trapped in tissues or the crook of the arm. Tissues immediately put in the bin and hands washed for 20 seconds.</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space.</li> <li>• Pedal Bins with lids in each classroom and to be emptied daily.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open.</li> <li>• Door handles and frequently touched surfaces to be regularly cleaned with detergent</li> <li>• Where possible, windows to be opened to provide ventilation. During the winter season, windows and doors may have to be temporarily closed to ensure the room temperature is warm enough for learning and working, although the windows and doors will be kept open as often as possible to ensure the rooms are well-ventilated. Parents encouraged to provide children with extra layers of clothing under their school uniform.</li> <li>• Pupils must only bring in a named water bottle and lunchbox, including break time snack</li> <li>• Lessons will be planned so that there is minimal sharing of teaching resources.</li> <li>• In EYFS the sharing of resources will be kept to a minimum.</li> <li>• Pupils/staff to sanitise IT equipment (esp. keyboards) after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc.</li> <li>• Staff must wash and dry their own cups, plates and utensils and sanitise or wash hands before and after using shared resources, e.g. kettle, fridge, microwave, dishwasher, toilet etc.</li> </ul>				<p>04/09/2020 MD  11/09/2020 MD  18/09/2020 MD  25/09/2020 MD  02/10/2020 MD  09/10/2020 MD  16/10/2020 MD  30/10/2020 MD  06/11/2020 MD  13/11/2020 MD  20/11/2020 MD  27/11/2020 MD  04/12/2020 MD  11/12/2020 MD  06/01/2021 MD  15/01/2021 MD  22/01/2021 MD  29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD  18/06/2021 MD  25/06/2021 MD  02/07/2021 MD  09/07/2021 MD  06/09/2021 MD  01/10/2021 MD  01/11/2021 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<p><b>CONTINGENCY PLAN</b> (In case there is a rise of infections in school, the surrounding area or nationally, further restrictions may need to be imposed.)</p> <p><b>When to consider extra action</b></p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p><b>Actions to consider</b></p> <ul style="list-style-type: none"> <li>• Seek additional public health advice</li> <li>• Review and reinforce testing, hygiene and ventilation measures in place</li> <li>• Staff may be asked to wear face masks in classrooms and corridors. Staff to wear face masks in communal areas, eg corridors, school halls etc. until review on 06/01/2022.</li> <li>• School may consider a return to 'bubbles'. Steps to reduce pupils mixing between year groups inside school until review on 06/01/2022, include Friday Awards Assembly to become virtual, LIII prefects' monitoring duties suspended, separate singing practices, separate dinner sittings with social distancing between class groups.</li> <li>• Staff may be asked to increase the frequency of LFTs</li> <li>• School may consider limiting residential educational visits, open days, transition or taster days, parental attendance in settings, live performances in settings.</li> </ul>				<p>12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<ul style="list-style-type: none"> <li>School may consider for a short term attendance restrictions on staff and pupils, in which case remote education will then recommence on Teams</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms, offices and shared areas is reduced.</p>				
<p>The risk of the spread of infection at the end of the school day.</p>	<ul style="list-style-type: none"> <li>The risk assessment will be issued to parents before 7<sup>th</sup> September and then when changes have been made</li> <li>Staff and pupils sanitise/wash hands before leaving school</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<b>2</b>	<b>2</b>	<b>4 - low</b>	<p>22/05/2020 MD  12/06/2020 MD  16/06/2020 MD  26/06/2020 MD  02/07/2020 MD  28/08/2020 MD  04/09/2020 MD  11/09/2020 MD  18/09/2020 MD  25/09/2020 MD  02/10/2020 MD  09/10/2020 MD  16/10/2020 MD  30/10/2020 MD  06/11/2020 MD  13/11/2020 MD  20/11/2020 MD  27/11/2020 MD  04/12/2020 MD  11/12/2020 MD  06/01/2021 MD  15/01/2021 MD  22/01/2021 MD  29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Pupil behaviour may increase the risk of the spread of infection.	<ul style="list-style-type: none"> <li>• Pupils are regularly reminded of the behaviour policy.</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents.</li> <li>• If pupils cannot adhere to the health and safety procedures, the school will ask parents to pick up their child and take them home</li> </ul> <p>As a result, pupils understand the behaviour policy in context.</p>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Pupils and pupils with SEND to receive appropriate support.	<ul style="list-style-type: none"> <li>Appropriate planning in place to support the mental health of all pupils on return to school with particular emphasis on pupils who needed extra support emotionally before lockdown.</li> <li>Extra support will be given to pupils on a SEND cycle by their class teacher in liaison with SENDCO.</li> <li>Agree what returning support is available to the pupil with EHCP in conjunction with their family and SENDCO.</li> </ul>	1	2	2 - low	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	As a result, pupils with SEND and those concerned about returning to school are supported.				25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
Increased number of safeguarding concerns reported following lockdown.	<ul style="list-style-type: none"> <li>• Agree safeguarding provision to be put in place to support returning children.</li> <li>• Ensure that key staff (DSL &amp; Deputies) have capacity to deal with arising concerns.</li> <li>• If referrals made by staff, these are followed up appropriately and swiftly.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice</p>	<b>2</b>	<b>2</b>	<b>4 - low</b>	<p><b>05/01/2022 MD</b></p> <p>22/05/2020 MD  12/06/2020 MD  16/06/2020 MD  26/06/2020 MD  02/07/2020 MD  28/08/2020 MD  04/09/2020 MD  11/09/2020 MD  18/09/2020 MD  25/09/2020 MD  02/10/2020 MD  09/10/2020 MD  16/10/2020 MD  30/10/2020 MD  06/11/2020 MD  13/11/2020 MD  20/11/2020 MD  27/11/2020 MD  04/12/2020 MD  11/12/2020 MD  06/01/2021 MD  15/01/2021 MD  22/01/2021 MD  29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Emergency evacuation due to fire etc	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be practised at least once per term.</li> <li>• Leaders to communicate procedures to all staff.</li> <li>• Staff to communicate emergency evacuation procedures to pupils regularly.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Hygiene practice in office spaces may increase the risk of infection.	<ul style="list-style-type: none"> <li>Tissues/sanitiser to be placed in office locations.</li> <li>Staff to wash hands in line with government advice on arrival.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Hygiene practice at school entrance/ reception may increase the risk of infection.	<ul style="list-style-type: none"> <li>Any touched areas wiped down at least twice a day.</li> <li>Reception area to be well-ventilated.</li> </ul> As a result, reception staff are protected.	2	2	4 - low	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD 14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Cleaning is sufficiently comprehensive.	<ul style="list-style-type: none"> <li>• School to receive deep clean in the summer holidays prior to school re-opening in September 2021 and in all holidays prior to start of term and half term.</li> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>• Site Managers to monitor the standards of cleaning in school and they should identify any additional cleaning measures.</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</li> <li>• Whilst pupils are on the Paddock or having outdoor play the tables/door handles should be cleaned with a disinfectant spray. Gloves to be work during this and hands washed afterwards.</li> <li>• Disposable gloves/wipes/sprays next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the EY, etc.</li> <li>• Every Friday, all areas to receive deep clean</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	2	2	4 - low	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD 29/01/2021 MD 05/02/2021 MD 22/02/2021 MD 26/02/2021 MD 05/03/2021 MD 12/03/2021 MD 19/03/2021 MD 23/04/2021 MD 30/04/2021 MD 07/05/2021 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
					14/05/2021 MD 21/05/2021 MD 14/06/2021 MD 18/06/2021 MD 25/06/2021 MD 02/07/2021 MD 09/07/2021 MD 06/09/2021 MD 01/10/2021 MD 01/11/2021 MD 12/11/2021 MD 26/11/2021 MD 03/12/2021 MD 05/01/2022 MD
Deliveries and visitors may increase the risk of infection	<ul style="list-style-type: none"> <li>• Visitors to be checked to ensure that they are <u>essential</u> prior to entry to school and they will not have contact with children or teaching staff. They must not enter during the times of parents drop off and pick up.</li> <li>• All visitors to wash hands and use hand gel prior to entry to school site.</li> <li>• Additional hand-washing facilities made available to visitors.</li> <li>• Any visitor who displays Covid-19 symptoms will not be allowed into school and advised to isolate and seek medical advice</li> <li>• Any visitor who displays Covid-19 symptoms while on site to report to the Head or Deputy teacher and leave the site immediately. Advice from PHE sought.</li> <li>• All areas in which visitors work are cleaned in line with government guidance.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>• Where possible, delivery drivers to leave post/parcels and packages near to the red door entrance. Drivers not to enter</li> </ul>	<b>2</b>	<b>2</b>	<b>4 - low</b>	22/05/2020 MD 12/06/2020 MD 16/06/2020 MD 26/06/2020 MD 02/07/2020 MD 28/08/2020 MD 04/09/2020 MD 11/09/2020 MD 18/09/2020 MD 25/09/2020 MD 02/10/2020 MD 09/10/2020 MD 16/10/2020 MD 30/10/2020 MD 06/11/2020 MD 13/11/2020 MD 20/11/2020 MD 27/11/2020 MD 04/12/2020 MD 11/12/2020 MD 06/01/2021 MD 15/01/2021 MD 22/01/2021 MD

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<p>school grounds when making deliveries during 8.15 a.m. till 9.00 a.m. and 3.00 p.m. to 3.45 p.m.</p> <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>				<p>29/01/2021 MD  05/02/2021 MD  22/02/2021 MD  26/02/2021 MD  05/03/2021 MD  12/03/2021 MD  19/03/2021 MD  23/04/2021 MD  30/04/2021 MD  07/05/2021 MD  14/05/2021 MD  21/05/2021 MD  14/06/2021 MD  18/06/2021 MD  25/06/2021 MD  02/07/2021 MD  09/07/2021 MD  06/09/2021 MD  01/10/2021 MD  01/11/2021 MD  12/11/2021 MD  26/11/2021 MD  03/12/2021 MD  05/01/2022 MD</p>
<p>Risk to Staff, children and parents' health during school events, eg Harvest Festivals, Nativity plays, carol service and prizegiving</p>	<ul style="list-style-type: none"> <li>• School events can go ahead in line with the rest of the system of controls</li> <li>• If any child, parent or member of staff displays Covid-19 symptoms, then they should not attend school, seek a PCR test, isolate and report to the school, in line with all the procedures written in greater detail above.</li> <li>• Spectators must arrive and leave within the specified times and through separate doors from other bubbles.</li> <li>• In line with the rest of the system of controls, pupils and students must remain in their bubbles, and early years children</li> </ul>	<p><b>2</b></p>	<p><b>2</b></p>	<p><b>4 - low</b></p>	<p>03/12/2021 MD  05/01/2022 MD</p>

Risk Description/Area of Concern	Risk Controls	Impact/Severity	Likelihood	Level of Risk after control	Is control in place? Initial and date
	<p>should remain in their consistent groups as is usual for your setting.</p> <ul style="list-style-type: none"> <li>Any equipment should be regularly cleaned before and after each event the event.</li> <li>All spectators must wear masks at the event unless they are exempt.</li> <li>Spectators sit in their own class bubbles.</li> <li>Windows and doors will be open to provide ventilation.</li> <li>Spectators must remain in their seats during the event.</li> <li>No refreshments will be served.</li> </ul>				
<p>Risk to Staff, children and parents' health during PTA events, eg Christmas Fayre, Garden Party, school discos</p>	<ul style="list-style-type: none"> <li>PTA events can go ahead. In line with the rest of the system of controls, pupils and teachers must remain in their bubbles, where possible.</li> <li>If any child, parent or member of staff displays Covid-19 symptoms, then they should not attend school, seek a PCR test, isolate and report to the school, in line with all the procedures written in greater detail above.</li> <li>The event will take place outside where possible and numbers inside will be regulated.</li> <li>Any equipment should be regularly cleaned before and after each event the event.</li> </ul>	<b>2</b>	<b>2</b>	<b>4 - low</b>	<p><b>03/12/2021 MD</b> <b>05/01/2022 MD</b></p>

<u>SEVERITY RATING</u>	x	<u>LIKELIHOOD RATING</u>	= Risk Factor	<u>LEVEL OF RISK (Severity x Likelihood)</u>
1. Minor injury/bruise or graze		1. Remote possibility	1-2	Low risk. No further action required.
2. Medical attention required		2. Might happen/less likely to	3-5	Low priority. Examine practicality of change.
3. Temporary disability/3 day absence		3. Possible	6-9	Medium risk. Do something as soon as possible.
4. Serious injury/long term illness		4. Highly likely	10-15	High priority for action.
5. Death/permanent disability		5. Will almost certainly happen	16-25	Unacceptable! Requires immediate action.

Signature : *Matthew Draper* Date: 22/05/2020  
Signature : *Matthew Draper* Date: 12/06/2020  
Signature : *Matthew Draper* Date: 16/06/2020  
Signature : *Matthew Draper* Date: 26/06/2020  
Signature : *Matthew Draper* Date: 02/07/2020  
Signature : *Matthew Draper* Date: 28/08/2020  
Signature : *Matthew Draper* Date: 04/09/2020  
Signature : *Matthew Draper* Date: 11/09/2020  
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Signature : *Matthew Draper* Date: 09/10/2020  
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Signature : *Matthew Draper* Date: 30/10/2020  
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Signature : *Matthew Draper* Date: 13/11/2020  
Signature : *Matthew Draper* Date: 20/11/2020

Signature : <i>Matthew Draper</i>	Date: 27/11/2020
Signature : <i>Matthew Draper</i>	Date: 04/12/2020
Signature : <i>Matthew Draper</i>	Date: 11/12/2020
Signature : <i>Matthew Draper</i>	Date: 06/01/2021
Signature : <i>Matthew Draper</i>	Date: 15/01/2021
Signature : <i>Matthew Draper</i>	Date: 22/01/2021
Signature : <i>Matthew Draper</i>	Date: 29/01/2021
Signature : <i>Matthew Draper</i>	Date: 05/02/2021
Signature : <i>Matthew Draper</i>	Date: 22/02/2021
Signature : <i>Matthew Draper</i>	Date: 26/02/2021
Signature : <i>Matthew Draper</i>	Date: 05/03/2021
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Signature : <i>Matthew Draper</i>	Date: 07/05/2021
Signature : <i>Matthew Draper</i>	Date: 14/05/2021
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Signature : <i>Matthew Draper</i>	Date: 12/11/2021
Signature : <i>Matthew Draper</i>	Date: 26/11/2021
Signature : <i>Matthew Draper</i>	Date: 03/12/2021
Signature : <i>Matthew Draper</i>	Date: 05/01/2022

#### Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>