

Carterhatch Junior School

OPERATIONAL RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS – March 2021

CHECKS AND BALANCES:



ENFIELD
LEARNING TRUST
BE INCLUDED

RESPONDING TO COVID-19



**Carterhatch
Junior School**

Contents

COVID-19: Operational risk assessment for full school opening Related documents

Risk matrix	6
1. Establishing a systematic process for full opening of schools	7
1.1 Organisation of 'bubbles' in full class groups	7
1.2 Organisation of teaching spaces	8
1.3 Staffing	9
1.4 The school day	10
1.5 Planning	10
1.6 Curriculum organisation	11
1.7 Staff workspaces	12
1.8 Managing the school lifecycle	13
1.9 Governance strategy	13
1.10 Policy review	13
1.11 Communication strategy	14
1.12 Pupil attendance	14
1.13 Staff induction and CPD	15
1.14 Free school meals	15
1.15 Risk assessments	16
1.16 Responding to local lockdowns	16
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19	17
2.1 Public Health England system of controls	17
2.2 PREVENTION Minimising contact with individuals who are required to self-isolate	18
2.3 PREVENTION Ensuring correct and safe use of face coverings in recommended circumstances	20
2.4 PREVENTION Hand hygiene	21
2.5 PREVENTION Good respiratory hygiene	22
2.6 PREVENTION Enhanced cleaning	22
2.7 PREVENTION Minimising contact across the site and social distancing	23
2.8 PREVENTION Keep occupied spaces well ventilated	27
2.9 PREVENTION Ensure individuals wear the appropriate protective equipment (PPE)	28
2.10 PREVENTION Promote and engage in asymptomatic testing	29
2.11 RESPONSE TO INFECTION Promote and engage with the NHS Test & Trace process	31
2.12 RESPONSE TO INFECTION Manage confirmed cases of coronavirus (COVID-19)	33
2.13 RESPONSE TO INFECTION Contain any outbreak by following local health protection team advice	34

3.	Investing in health and safety – further considerations	35
3.1	First aid/Designated Safeguarding Leads	35
3.2	Medical rooms	35
3.3	Communication with parents	35
4.	Continuing enhanced protection for pupils and staff with underlying health conditions	36
4.1	Pupils with underlying health issues	36
4.2	Staff with underlying health issues	37
5.	Enhancing mental health support for pupils and staff	38
5.1	Mental health concerns – pupils	38
5.2	Mental health concerns – staff	38
5.3	Bereavement support	38
6.	Operational issues	39
6.1	Review of fire procedures	39
6.2	Managing premises on full reopening after lengthy part closure	39
6.3	Contractors working on the school site	40
7.	Finance	41
7.1	Costs of the school’s response to COVID-19	41
8.	Governance	42
8.1	Oversight of the LECs/Trust Board	42
9.	Additional site-specific issues and risks	43
9.1	Breakfast Club	43
9.2	After School Club	43
9.3	Enhanced measure for minimising contact during national lockdown	44
9.4	Working from home Display Screen Equipment	45

Assessment conducted by:	Amy Fry Helen McGovern	Job title:	Deputy Headteacher Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	1 March 2021	Review interval:	As necessary	Date of next review:	1 April 2021 -or earlier if necessary

Date of change	Risk reference number	Details of change/ update – summary	Notes

Related documents	
Trust/Local Authority documents	Government guidance (as 1 March 2021)
	NHS 111
	https://111.nhs.uk/COVID-19
	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
	https://www.gov.uk/government/organisations/public-health-england
	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools#flexibility
	What parents and carers need to know about schools and other education settings during the Coronavirus outbreak
	https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/
https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	
https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	
https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening of schools					
1.1 Organisation of teaching groups					
<p>Unintended mixing between classes will increase the risk of the virus spreading</p>		<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • Each class remains within its designated room/space and predominantly stays within this area. • Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group. • Schemes of work are reviewed to minimise the need for class groups to use specialist facilities one after the other. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • When two or more class groups come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. • When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are observed where possible. • Staggered arrival and leaving times, break times and lunch times. • In lockdown, where low pupil numbers allow, social distancing seating arrangements will be in place. • Siblings to be placed in same bubble groups. • Rotas will minimise number of staff teaching or moving between bubble groups. 	Yes	<p>Music room out of use. Specialist music teacher to work in classes and will observe social distancing. Music lessons in Art studio/Science lab.</p> <p>Hall will be shared space for PE. All equipment to be cleaned after use.</p> <p>Hand washing routines incorporated into class timetables. Posters in all rooms and toilets.</p> <p>Circulation plan updated to minimise contact. Corridor width allows strict 'keep left' policy adherence.</p> <p>Two staggered soft start and departure times established. Additional entry and exit point created for Y3 cohort utilising side entrance into staff car park with restricted vehicle access procedures in place.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.2 Organisation of teaching spaces					
Teaching pupils in full classes will increase the risk of the virus spreading		<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'Catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced. • Occupied rooms will be well ventilated. • Contact between individuals minimised and social distancing maintained wherever possible. • Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from pupils. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture is moved out of classrooms to make more space. • Class equipment, shared by pupils to be cleaned regularly and not shared between groups unless cleaned/quarantined before and after shared use. • During lockdown enhanced social distancing will apply – socially distanced seating. • Use of face covering when working closely with pupils permissible by staff. 	Yes	<p>Good hand and respiratory guidance updated and shared with staff, pupils and parents.</p> <p>Signage/posters around school.</p> <p>Cleaning work pattern revised to include cleaning throughout the day including shared equipment.</p> <p>Classrooms re-arranged so that desks in rows facing forward.</p> <p>Non-essential furniture items, resources removed e.g. sofas.</p> <p>Surfaces kept clear.</p> <p>Early readers to commence going home to be returned on a Friday to ensure quarantining over the weekend.</p> <p>Locker use re-instated with cleaning throughout the day.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of shared spaces and specialist classrooms increases the risk of infection between classes	High	<ul style="list-style-type: none"> • Larger spaces and specialist classrooms are used by one discrete class at a time. • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • Large gatherings prohibited. • When two or more class groups come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. • Design layout and arrangements are in place to enable social distancing where possible. 	Yes	<p>Assemblies to be virtual via Google Meets.</p> <p>Seating plan and cleaning procedures in place for shared use of dining hall by Y3 and Y6 classes.</p> <p>Pupils to sit on one side of dining tables only.</p> <p>Intervention rooms designated for each year group.</p>	Medium
1.3 Staffing					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	High	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable (CEV), or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. • CEV to shield during lockdown. • Contingency plans in place for year group colleagues/leaders to share live lesson input when absence levels necessitate. 	Yes	One staff member CEV and shielding – working from home.	High

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.4 The school day					
The start and end of the school day creates risk of contact between discrete class groups.		<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	Yes	<p>Two staggered soft start and departure times established. Additional entry and exit point created for Y3 cohort utilising side entrance into staff car park with restricted access procedures in place.</p> <p>Year groups enter building via separate designated doors.</p> <p>Drop and go system communicated to parents (letters and guidance).</p>	
1.5 Planning movement around the school					
Movement around the school risks contact between discrete class group		<ul style="list-style-type: none"> • Class group remain in their home bases for most of their learning although use of outdoor spaces encouraged. • Timetabling avoids more than one class group in circulation at any one time in the same part of the building. • Staff moving between class groups observe social distancing and hygiene procedures at all times. • One-way systems are in place where possible. • Corridors are divided where feasible. • Adults wear face covering when moving between rooms through the corridors. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place. 	Yes	<p>All breaks and lunchtimes are staggered.</p> <p>Circulation plan in place with designated entry and exit points for different year groups.</p> <p>Signage throughout school.</p> <p>Corridor floor markings in place.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.6 Curriculum organisation					
Pupils will have fallen behind in their progress during school closures and achievement gaps will have widened	High	<ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. Gaps in learning will be assessed and addressed systematically in teachers' planning. Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. 	Yes	<p>Focus on PHSE and well-being including D&T focus in week 1 of re-opening.</p> <p>Recovery curriculum in place. Focus on core skills including phonics and reading in Y3.</p> <p>Core curriculum revised to ensure key objectives from previous year revisited and consolidated.</p> <p>Interventions provision map established in light of assessments and implemented from week 4 (EEF guidance on effective interventions).</p> <p>'Blended learning' plan in place for children self-isolating utilising Google Classroom, MyMaths, SeeSaw, TT Rock Stars and further.</p> <p>Full remote learning in place from day 2 of any wider closure.</p>	Medium
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	High	<ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed. Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. Enrichment activities are reviewed and revised accordingly. 	Yes	<p>Individual instrument tuition offer revised. No singing lessons in classrooms.</p> <p>Music curriculum revised in light of guidance.</p>	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The school does not make optimal use of the dis-applications and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic	N/A	<ul style="list-style-type: none"> The EYFS Co-ordinator and team review the latest guidance on disapplication and modification of the EYFS curriculum. A plan is agreed by SLT which sets out how the school will make best use of the provisions in the guidance during the COVID-19 crisis. 	N/A		
The resumption of non-overnight school visits poses risks to infection control		<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete class groups do not mix on school visits. 	Yes	No visits planned.	
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> Use of communal staff rooms discouraged. Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	Yes	<p>4-person limit in staff room.</p> <p>Office work stations rearranged. Doors labelled to limit numbers in rooms. Additional room Heston Blumenthal used to increase staffroom capacity.</p> <p>Staff guidance revised and disseminated.</p> <p>Lunch rota minimises number of staff on duty at one time.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening. Senior Leadership Team (SLT) and staff work plans informed by reopening plans and latest guidance. Staff recruitment for January 2021 completed. 	Yes	All staff in place. New SENCO appointed and started Nov 2020.	M
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	Yes	Virtual tour available on website. Transition with feeder and receiving schools complete for 2020/21. All documentation and data received (2020/21).	M
1.9 Governance strategy					
Trustees and LEC Members are not fully informed or involved in making key decisions about full opening	H	<ul style="list-style-type: none"> Online meetings are held regularly with Trustees and LEC Members. Trustees are involved in key decisions on full opening. Trustees and LEC Members are briefed regularly on the latest government guidance and its implications for the school and the Chair of Trustees is kept fully informed. 	Yes	Risk assessments, Guidance etc. shared on ELT/Trustee drive.	M
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	All school guidance updated in line with DFE Guidance for full re-opening and disseminated. Induction procedures in place for new staff. Staff training 1 March 2021	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	High	Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	All families contacted. Letters and links to website sent. RA on website for all stakeholders to access. Pupil induction during WC 1 March through live lessons and on 8 March in LA contact as necessary. HT Rep emails. All updated and disseminated for 8 March 21 full re-opening	Medium
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	Medium	<ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. • Contact records for pupils, parents and staff are kept up to date. 	Yes	March Lockdown communication procedures re-instated. Improved remote learning offer plan in place.	Medium
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	Medium	<ul style="list-style-type: none"> • Emphasis on mandatory attendance and resumption of usual procedures. • Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns. 	Yes	Attendance officer and PSA to implement usual attendance procedures sensitively.	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> - The 9 PHE system control measures set out in the latest government guidance. - Organisational arrangements (i.e. class groups operating as ‘bubbles’). - Infection control. - Fire safety and evacuation procedures. - Constructive behaviour management. - Safeguarding. - Risk management. 	Yes	<p>Staff handbook and all guidance documents updated and disseminated.</p> <p>Training 1 March.</p>	
New staff are not aware of policies and procedures prior to starting at the school when it fully reopens		<ul style="list-style-type: none"> • Induction programmes are in place for all new staff, either online or in-school, prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<p>Induction procedures well established and to continue.</p> <p>New staff (two teachers) included in all communications.</p> <p>Revised handbook completed.</p>	
1.14 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period or when self-isolating		<ul style="list-style-type: none"> • A member of the school’s administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. • School coordinates with The Pantry to offer all FSM families food parcels moving to vouchers if/when reinstated by Government. 	Yes	<p>Full meal provision procedures agreed with The Pantry and in place for 8 March.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance		<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff with reference to the PHE 12 system of controls covering: <ul style="list-style-type: none"> - Different areas of the school. - When pupils enter and leave school. - During movement around school. - During break and lunch times. - Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. - School trips and visits. 	Yes	<p>Ongoing review of operational RA, staff and pupil guidance.</p> <p>Additional RA for use of staff car park as entry and exit point for Y3 completed.</p>	
1.16 Responding to local lockdowns					
The school is unprepared for a local lockdown should the rate of infection rise in the area		<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. • ELT Connected initiative ensures all children have access to a Chromebook for remote learning. • Additional internet connectivity sourced through government and other sources – (dongles, Wi-Fi routers, enhanced data plans). • Rotas for in school learning staff ensure that Class teacher focus is on high standard of remote and online learning. 	Yes	<p>Contingency plan in place – previous lockdown measures revised and improved.</p> <p>Improved remote learning plan implemented.</p> <p>March 2021- SLT fully conversant with DFE Contingency framework should local lockdown be required.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system of controls					
<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</p>		<p>Current government guidance is being applied, and specifically the 12 PHE system of control measures set out in the latest government guidance are in place as follows:</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. <p>In specific circumstances:</p> <ol style="list-style-type: none"> 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. <p>Response to any infection:</p> <ol style="list-style-type: none"> 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice. <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents.</p>		<p>All RAs, plans and guidance updated in light of Feb 2021 Government Schools coronavirus (COVID-19) operational guidance with specific attention to 12 PHE system of controls.</p> <p>Staff training on 1/3/21 and 3/3/21 prior to re-opening on 8/3/21.</p> <p>Website updated.</p> <p>Letters to parents with revised guidance sent prior to opening on 8 March 2021.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.2 PREVENTION Minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school.					
<p>Actions not taken to minimise contact with individuals who required to self-isolate by ensuring they do not attend school</p>		<ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> ○ they have one or more coronavirus (COVID-19) symptoms ○ a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms. ○ they are required to quarantine having recently visited countries outside the Common Travel Area. ○ they have had a positive test. • They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> ○ the start of their symptoms. ○ the test date if they did not have any symptoms but have had a positive test (whether this was a LFD or (PCR test). • If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will: <ul style="list-style-type: none"> ○ send them home to begin isolation (staff) or contact parents or carers to collect (pupil) - the isolation period includes the day the symptoms started and the next 10 full days. ○ advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. ○ advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19). • For pupils awaiting collection: <ul style="list-style-type: none"> ○ 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 pupil, with appropriate adult supervision if required. ○ a window should be opened for fresh air ventilation if it is safe to do so. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 	Yes	Identified medical isolation room has ventilation and door directly to outside, negating need for re-entry to building when being collected.	

		<ul style="list-style-type: none">○ 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.● personal protective equipment (PPE) must be worn by staff caring for the pupil 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).● 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 after they have left, to reduce the risk of passing the infection on to other people following the guidance on the cleaning of non-healthcare settings. <p>In addition:</p> <ul style="list-style-type: none">● Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of Coronavirus occurs and can be mitigated.● Infection control training is arranged for new staff.			
--	--	---	--	--	--

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.3 PREVENTION Ensuring correct and safe use of face coverings in recommended circumstances					
Face coverings are not used in recommended circumstances		<ul style="list-style-type: none"> • Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). • Face visors or shields should not be used as an alternative to face coverings • Children in primary school do not need to wear a face covering. • A contingency supply of face coverings is available for people who: <ul style="list-style-type: none"> ○ are struggling to access a face covering ○ are unable to use their face covering as it has become damp, soiled or unsafe ○ have forgotten their face covering • Processes are in place to ensure safe wearing and removal of face coverings • Safe wearing of face coverings requires the: <ul style="list-style-type: none"> ○ cleaning of hands before and after touching – including to remove or put them on ○ safe storage of them in individual, sealable plastic bags between use • Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff should bring spare face covering to wear if their face covering becomes damp during the day. • Pupils will be instructed to: <ul style="list-style-type: none"> ○ not touch the front of their face covering during use or when removing it ○ dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) ○ place reusable face coverings in a plastic bag they can take home with them wash their hands again before heading to their classroom 	Yes	<p>Pupils wearing masks in school will be advised that they are not necessary however they will not be forced to remove them.</p> <p>Safe wearing and removal procedures will be implemented.</p> <p>Where pupils arrive at school with masks parents will be asked to keep them until pick-up (if possible) otherwise they are to be put in a sealable bag (a small contingency stock will be kept in school).</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.4 PREVENTION Hand hygiene					
Good hand hygiene is not adhered to		<ul style="list-style-type: none"> • Handwashing/sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • Handwashing routines are re-taught to pupils using suitable video links. Support is provided where necessary. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. 	Yes		
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school fully reopens and additional supplies are purchased if necessary. <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</p>	Yes		
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<p>Timetabled throughout the day.</p> <p>Induction of pupils, daily reminders, signage all in place.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.5 PREVENTION Good respiratory hygiene					
Good respiratory hygiene approaches not followed		<ul style="list-style-type: none"> • Staff consistently promote 'Catch it, kill it, bin it' approach. • Posters in all classrooms, toilets and shared areas re-inforce 'Catch it, kill it, bin it' approach. • Adequate supplies of tissues are provided for each group and staff. • Lidded pedal bins are available in all rooms and regularly emptied throughout the day. • Respiratory hygiene included in individual pupil risk assessments where appropriate. 			
2.6 PREVENTION Enhanced cleaning					
Cleaning procedures are inadequate		<ul style="list-style-type: none"> • Enhanced cleaning schedule is in place which includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms or shared areas that are used by different groups. ○ frequently touched surfaces being cleaned more often than normal. ○ cleaning toilets regularly throughout the day. ○ encouraging pupils to wash their hands thoroughly after using the toilet. • The school's site staff ensure delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of Coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained so that there are adequate supplies of standard cleaning products and cleaning equipment. 		<p>Revised working patterns established to facilitate on-going cleaning throughout the day of shared areas.</p> <p>Revised cleaning schedule to continue. Class support staff to continue to clean classroom surfaces throughout the day and thoroughly at the end of each day.</p> <p>Daily circulation cleaning (door handles and switches etc) to include cleaning of locker doors.</p>	
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not		<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. 	Yes	Revised working patterns established to facilitate on-going cleaning throughout the	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
undertaken to the standards required	Red	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased if necessary. 		day of shared areas. Site staff support enhanced cleaning plan. Class staff to clean tables and chairs throughout the day.	Green
Not wearing clean clothes each day may increase the risk of the virus spreading	Green	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. Pupils to wear PE kits to school on PE days and remain in kits avoiding need for changing and bringing additional belongings to school. 	Yes	<p>Guidance to parents and pupils updated in line with DFE guidance.</p> <p>Uniform expectations reinstated. Communicated in parent and pupil guidance.</p> <p>To be reinforced in further communications.</p>	Green
The use of fabric chairs may increase the risk of the virus spreading	Yellow	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	Yes	Removed from shared staff areas.	Green
2.7 PREVENTION Minimising contact across the site and social distancing					
Contact across the site is not minimised	Red	<ul style="list-style-type: none"> Pupils taught in class groups for most of the time but wider mixing for: <ul style="list-style-type: none"> Specialist teaching. Wraparound care (breakfast club/Suffolks tea-time). Staff are kept consistent with each year group as far as possible. In class, furniture is arranged so that pupils are facing forwards and sitting side by side. Any furniture that is surplus to requirements is removed. As far as possible, pupils are taught not to touch each other or staff. This will involve re-learning about play time. No more than one year group ever occupies a shared space (hall, dining room etc.) at one time. A 2 metre distance between the classes is maintained when 2 or 3 classes (from the same year group) are together in the same space. Staggered start and finish times, staggered break times and staggered lunch times are implemented. 		<p>Specialist teaching to involve targeted 'sets' and interventions within year groups only.</p> <p>Pupil's bags are to be kept in lockers.</p> <p>Reading books will be left unused for prescribed period before recirculation.</p> <p>Assemblies held virtually.</p>	Green

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Large gatherings such as assemblies and collective worship avoided. • Pupils are taught in age appropriate ways about Coronavirus, how it is spread and how they can play their part in keeping everyone safe. • For each class, basic equipment (such as pen/pencil/eraser/ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. • Shared resources are cleaned regularly and also between use by different classes alternatively left unused for 48 hours (72 for plastics). 			
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures		<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain, where possible, 2m social distancing with pupils' desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes		
The use of shared spaces (e.g. hall, dining room) risks different class group 'bubbles' mixing		<ul style="list-style-type: none"> • No more than one year group is scheduled to occupy a shared space at any one time. • Class groups are kept at least 2 metres apart if occupying the same shared space. • Shared spaces are cleaned after use. 	Yes	Dining hall only used by Y3 & Y6 with cleaning in between. All other shared spaces only used by one class group at a time. Dedicated Intervention rooms allocated for specific classes/year groups.	
The discrete class group arrangements are breached when pupils circulate in corridors		<ul style="list-style-type: none"> • Class group arrangements are in place. • The use of shared learning spaces is timetabled to avoid different 'bubbles' groups coming in to contact with each other. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. 	Yes	One-way system in place in Y6 corridor with separate entrance and exit doors. Circulation plan for lunch and break times highlights designated entry and exit points. Keep Left signage and floor markings. Pupils to use external entry and exit points where possible.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. 		Play areas zoned. Signage throughout school.	
Class groups may mix at break times		<ul style="list-style-type: none"> Break times are staggered. Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced. 		Staggered timetable in place and playground areas zoned for different class groups. Circulation plan for entry and exit points and routes. Social distancing signage.	
Class groups may mix at lunch times		<ul style="list-style-type: none"> Lunch times are staggered. Pupils are reminded about staying in their assigned 'bubbles' as lunch times begin. Pupils wash their hands before and after eating. Dining areas are cleaned before and after each class group has used them. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Pupils eat lunch with others in their 'bubble'. Guidance has been issued to parents and pupils on packed lunches. 	Yes	Dining hall for food collection (one-way system established) for Y4,5. Y3 & 6 only to eat in dining hall – seating plan keeps class groups apart. Pupils seated on one side of table avoiding face to face. Y4&5 eat in classrooms. Staggered lunch break times and play area zoning. Procedures for packed lunches in place. Procedures for cleaning prior and after eating. Water fountains disabled. All pupils to be encouraged to bring individual water bottle. Water bottles filled from new water trough.	
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class groups		<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. 	Yes	All classrooms have sinks with handwashing facilities. A new 'trough' has been installed in the playground.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Pupils are encouraged to access the toilets during their bubble break time to avoid mixing with children in other year groups. • Pupils using toilets in lesson time are supervised. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young pupils are supervised in doing so. 		<p>Access toilets at dedicated staggered break times to avoid mixing with other bubbles and year groups.</p> <p>Supervised access to toilets outside of these times the day.</p> <p>Two pupils at a time.</p> <p>Good handwashing signage.</p> <p>Lidded/pedal bins used.</p> <p>Cleaning throughout the day.</p>	
The configuration of medical rooms may compromise social distancing measures		<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<p>Medical room not in use (too small).</p> <p>All classes have own first aid and PPE.</p> <p>Cabinet room set up as isolation room (direct access to outside).</p>	
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • All adult visitors (including parents) to wear face coverings inside the building. • Arrangements are in place for segregation of visitors. • All adult visitors wear face coverings on the school premises 	Yes	<p>No visitors unless absolutely necessary – outside school hours by appointment only.</p> <p>Parents access site by appointment only and if essential.</p> <p>Deliveries left outside.</p> <p>2m markings along access path.</p>	
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing		<ul style="list-style-type: none"> • Start and finish times are staggered for each discrete class group 'bubble'. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<p>Additional entrance/exit created along front fence. Y3 to use classroom external doors and fire exit route into carpark.</p> <p>'Drop and go' system established.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	High	<ul style="list-style-type: none"> • Use of staff room discouraged. • Maximum capacity established – 4 persons. • Staff room to be well ventilated. • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Staff are briefed about the limitations to use of staff rooms. 	Yes	Additional capacity created in Hesten Blumenthal Room (Archimedes used for teaching).	Medium
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete class groups	High	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for operating in class groups and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff continue to model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to avoid different class groups coming into contact with each other and are closely supervised. • The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of the discrete class group 'bubble' model and arrangements are reviewed. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately. 	Yes	Addendum to Behaviour Policy. Communicated in initial letter and parent/pupil guidance. Home school agreement. Induction for pupils on first day.	Medium
2.8.PREVENTION Keep occupied spaces well ventilated					
Lack of ventilation prevents reduction of concentration of virus in the air, increasing risk of airborne transmission	High	<ul style="list-style-type: none"> • mechanical ventilation adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. 		Corridor windows opened to help through drafts. When it is too cold to open classroom external doors these can be opened when rooms are empty to increase ventilation.	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Windows opened (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • External classroom doors to be opened, where weather conditions allow. • Opening internal doors to assist with creating a throughput of air. • other external opening doors may also be used (as long as they are not fire doors and where safe to do so). 			
2.9 PREVENTION Ensure Individuals wear the appropriate protective equipment (PPE) where necessary					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that the wearing of gloves is not a substitute for good handwashing. • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff when cleaning after a suspected case has left the area. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 cases. • Stocks of PPE are regularly monitored and replenished. 	Yes	Guidance provided for all staff. Posters on display.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.10 PREVENTION Promote and engage in asymptomatic testing, where available					
Staff are not fully informed about the Rapid Tasting programme	High	<ul style="list-style-type: none"> • Staff to attend training and informed of: purpose of Rapid testing. • Staff informed of participation and data protection requirements/systems and concerns discussed. • Staff sign for LFT kits, noting batch number and provided with correct 'Instructions for Use'. • Procedures for reporting test result online and to the school explained. • Procedures for reporting an incident while testing at home. • Procedures for when to administer test provided. 		<p>Virtual staff meeting – 25 January 3:15pm.</p> <p>SLT & Office staff to test twice per week. Staff on fortnightly rota to test the evening before due into school. CTs WFH to test prior to attending onsite meetings/conducting welfare calls from home.</p> <p>Twice weekly testing for all participating staff to commence for full-re-opening on 8 March (Sun night & Weds night).</p>	Medium
LFT kits are not stored safely or stock controlled to ensure adequate supplies	High	<ul style="list-style-type: none"> • Deliveries checked – inform DfE if tests do not arrive or are damaged (DfE Coronavirus helpline 08000 468 687). • Tests stored in a locked cupboard only accessible to key personnel. • Tests stored inside between 2°C - 30°C. • Stock levels monitored. • Orders for additional kits made in good time to ensure supply. 		Additional stocks ordered WC 1 march ready for full re-opening.	Medium
Staff do not social distance when collecting LFT tests	High	<ul style="list-style-type: none"> • Collection times will be staggered. • Co-ordinating staff to wear a face covering and maintain 2 metre social distancing. 			Medium
Staff do not conduct testing correctly	High	<ul style="list-style-type: none"> • Staff receive correct 'Instructions for Use (IFU)' delivered separately to kits and told to discard incorrect IFU included in test box. • All staff attend training. • Staff watch 'How to self-test video' with Dr Amir Khan. 			Medium
Staff do not report test results – NHS Test and trace/school unable to inform contacts and take action to	High	<ul style="list-style-type: none"> • Staff receive training on how to report test every time they take it regardless of result. 			Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
reduce virus infections and manage bubbles in school		<ul style="list-style-type: none"> • Tests reported via www.gov.uk/report-covid19-result using QR code or ID number. • Staff submit Google form to school when test taken, indicating result. • If POSITIVE staff member must call the school absence line to confirm immediate self-isolation following government 'Stay at home guidelines'. • Clear communication to staff that a positive result or 2 void tests necessitate booking a PCR test. • Close contact assessment and risk management undertaken with advice from PHE. 		<p>Cover staff contacted immediately and directed to self-test prior to coming into school.</p> <p>Action taken to reduce spread.</p>	
Staff do not know what to do if there are any issues with tests that could impact the quality or safety of the test		<ul style="list-style-type: none"> • Staff informed of how to raise a 'yellow card' and report if an incident occurs. • A clinical issue which has led to or has potential to harm (e.g. a swab breaking in the mouth, bleeding, an allergic reaction on using the kit) should be reported on https://coronavirusyellowcard.mhra.gov.uk – this is not for immediate medical care which should be sought through 111 or 999. • Non-clinical issues (e.g. something damaged, missing or difficult to use in the kit, unable to log result) should be reported to 119 and also to the school. • Repeated or similar issues reported to the school recorded and reported to the DFE helpline. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.11 RESPONSE TO INFECTION Promote and engage with the NHS Test & Trace process					
Leaders do not fully understand NHS Test and Trace process		<ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child. • Staff induction for return to school includes information about the NHS Test and Trace process. 	Yes	COVID co-ordinator keeps fully abreast of all updates, attending all ELT and LA COVID update meetings.	
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupils or staff members displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes	<p>Monitoring of absence procedures in place.</p> <p>Call and check Systems in place.</p> <p>Normalising of procedures for use of testing to be established and communicated prior to wider opening.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing</p>		<ul style="list-style-type: none"> ● Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. ● Staff, parents and pupils are clear that they should book a test (PCR) if they are displaying symptoms. ● Staff, parents and pupils are clear that they should 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. ● Asymptomatic testing (LFT) is used by school staff twice weekly and staff know they should book a PCR test and self-isolate if they receive a positive result. ● Staff, parents and pupils are clear that they should not come to school and self-isolate if: <ul style="list-style-type: none"> ○ they develop symptoms. ○ they have been in close contact with someone who tests positive for coronavirus (COVID-19). ○ anyone in their household or support or childcare bubble test positive. ○ they are required to do so having recently travelled from certain other countries. ○ they have been advised to isolate by NHS test and trace or the PHE local health protection team (and that this a legal obligation). ● Post-testing support is available for staff through the school's health provider. 	Yes	NHS test guidance on website and in staff and parent guidance.	
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>		<ul style="list-style-type: none"> ● Staff, pupils and parents have received clear communications informing them of current Government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<p>Formalised prior to opening and communicated in staff, pupil and parent guidance and induction (letters and school website).</p> <p>"Call and check" system in place.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.12 RESPONSE TO INFECTION Manage confirmed cases of coronavirus (COVID-19)					
Systems for swift action to respond when the school becomes aware that someone who has attended has tested positive for coronavirus		<ul style="list-style-type: none"> The contact details for local Public Health England team and local authority health and safety team are readily to hand. A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England/local authority as directed locally. The school completes the DfE educational setting status form on a daily basis 		<p><i>ELT toolkit - 'Procedure for dealing with suspected and confirmed cases of COVID-19'</i> disseminated to all staff and available on shared Google folder. – Has this been updated?</p> <p>NHS test guidance on website and in staff guidance.</p> <p>Enfield PHE – coronavirus@enfield.gov.uk</p> <p>COVID Co-ordinator attended all ELT and LA COVID-19 update meetings</p>	
The school is unsure how to respond when there is a confirmed case of COVID-19 amongst pupils or staff		<ul style="list-style-type: none"> There is full compliance with the 12 PHE system control measures set out in the latest government guidance. Class groups are kept discrete at all times. Local health protection team contacted immediately for advice. School engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that all pupils and staff who have been in close contact with the person concerned may have to self-isolate immediately and for 10 further days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Yes	<p>DfE Coronavirus Helpline 0800 046 8687</p> <p>Blended learning approach is fully embedded and all pupils have Chromebook to support home learning.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • Staff, pupils and parents have received clear communications informing them of actions they should take if, having been told to self-isolate, they subsequently develop symptoms, including informing the school immediately. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<p>Formalised prior to opening and communicated in staff, pupil and parent guidance and induction (letters, website, staff briefings, updates, shared drive).</p> <p>Engagement with PHE Health Protection Team and advice followed in all confirmed cases.</p> <p>North East and North Central London HPT – Public Health England, Ground Floor, South Wing, Fleetback House, 2-6 Salisbury Square, London, EC4Y 8AE Email: necl.team@phe.gov.uk; phe.nenclhpt@nhs.net Tel: 020 3837 7084 (option 1)</p>	M
Staff or members of pupil households do not self-isolate due to financial implications	H	<ul style="list-style-type: none"> • Parents are signposted and staff (where appropriate) to the government one-off Test and Trace support payment and the eligibility criteria. 		Department for Health and Social Security Self-Isolation Service Hub – 020 2743 6715	M
2.13 RESPONSE TO INFECTION Contain any outbreak by following local health protection team advice					
The school does not understand what may constitute an 'outbreak'.	H	<ul style="list-style-type: none"> • The school knows that 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected may be an outbreak. • The dedicated advice service is contacted immediately to escalate the issue. • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 			M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3 Investing in health and safety – further considerations					
3.1 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Yes	<p>All TAs have up to date first aid training – 4 September 2020 on-site training.</p> <p>All groups have first aid kits, PPE and an iPad to record on ScholarPack.</p>	
3.2 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<p>Isolation room prepared and resourced. Medical room out of use (too small).</p> <p>All groups have first aid kits and PPE and an iPad to record on ScholarPack.</p>	
3.3 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the full opening of the school		<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks are created and updated. 	Yes	<p>School parent communication system well established. Parents updated regularly by text, newsletter. Website has dedicated COVID-19 section.</p> <p>Parent and pupil guidance updated for full reopening September 2020.</p> <p>Further comprehensive revision of parent guidance - March 2021.</p>	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4. Continuing enhanced protection for pupils and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
<p>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so</p>		<ul style="list-style-type: none"> • Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents, are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • The register of pupils with underlying health conditions is regularly updated. • Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. • During lockdown CEV pupils will shield and complete online learning. 	Yes	<p>Guidance signposted on website.</p> <p>Reinforced in further communication prior to wider opening.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4.2 Staff with underlying health issues					
<p>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</p>		<ul style="list-style-type: none"> • Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. • Current government guidance is being applied. • In lockdown, CV staff will have RAs updated. • CEV staff to shield during lockdown. • Pregnant staff 28 weeks+ to work from home. 	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 	Yes	Trained safeguarding team members including learning mentor. Website resources. Recovery curriculum – initial focus on PHSE and well-being. CALMA activities included in daily remote lessons	
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff have been signposted to useful websites and resources. 	Yes		
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> • The school has access to trained staff who can offer bereavement counselling and support. • Support is requested from other organisations when necessary. 	Yes	Trained Learning mentor. EP service support.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	High	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> - Pupils operating in discrete year class group 'bubbles'. - Staff moving between discrete class group 'bubbles'. • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire plans reviewed and updated Jan 2021 and reflect reduced staff and pupils on site and rooms/areas of school not in use due to National Lockdown. 	Yes	Procedures reviewed. Communicated to staff prior to full opening. Revised and updated for March 2021 full re-opening.	Low
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	High	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	Yes	Procedures communicated with staff. Fire drill in first weeks of full opening.	Low
6.2 Managing premises on full reopening after lengthy part closure					
All systems may not be operational	Medium	<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • All systems have been recommissioned. 	Yes		Low
Statutory compliance has not been completed due to the availability of contractors during lockdown	High	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • Good respiratory and hand hygiene measures adhered to by all contractors. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with Trustees. 	Yes	Additional costs recorded and monitored.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
8. Governance					
8.1 Oversight of the LECs/Trust Board					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements</p>		<ul style="list-style-type: none"> • The Trustee Board and LEC continues to meet regularly via online platforms. • The Trustee Board and LEC agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The HT report to LEC members and Executive Leaders includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. • Regular dialogue with the Chair of LECs and Trustees and those members/trustees with designated responsibilities is in place. • Minutes of LEC body meetings are reviewed to ensure that they accurately record LEC members oversight and holding leaders to account for areas of statutory responsibility. 	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
9.1 Breakfast Club					
Parents, staff and children are not aware of the protective measures for breakfast afterschool clubs		<ul style="list-style-type: none"> • Meeting with breakfast club lead prior to opening to ensure all preventative procedures clear, understood and agreed. • Ad-hoc attendance at breakfast club restricted. • Breakfast club classed as its own bubble. • Tables re-arranged to 1m+ distance. • Children sit with children in the same class. • Use of toys/games restricted. • Outside play encouraged to minimise the time in breakfast club room. • Multiple rooms identified if increase in numbers necessitate splitting groups. • Children do not prepare own breakfast. All food prepared and served by trained staff using appropriate PPE. 			
9.2 After School Club					
Parents, staff and children are not aware of the protective measures for afterschool clubs.		<ul style="list-style-type: none"> • Meeting with club provider prior to start – all RAs shared. • Club restricted to class groups/year group (Y6). • School equipment only to be used. • Children socially distance where appropriate/necessary. 		Only 'curious maths' club for Y6 currently taking place. Tables arranged 1m+ and children seated with classmates separate.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
9.3 Enhanced measure for minimising contact during national lockdown					
<p>No further measures in place to reduce the risk of the virus in the event of restrictions to primary schools whereby only critical workers and vulnerable children are in school</p>		<ul style="list-style-type: none"> • Reduce the number of staff on site. Staff to work from home if able to. • With increased numbers of staff on site, staff to ensure that they have enhanced social distancing between each other. • Bubbles to be kept to a minimum size as possible to reduce the number of contacts. • Due to the reduced numbers of children on site and children in bubbles, staff to ensure they have enhanced social distancing between themselves and each other. • Staff to remind the children about staying in allocated seats in classrooms and maintaining a distance between each other where possible. • Children to be reminded about all other measures to reduce the risk of transmission. • Where sports coaches take classes for PE, they are to ensure that they are over 2 metres from the children (in coned area on playground or on the stage when inside the hall). All PE lessons to be carried out with an additional adult to ensure that the sports coaches are not having to administer first aid or have to make close contact with any child. Outside should be prioritised. • Halls to be used in wet weather (but should be well ventilated). 		<p>Staff rota established to reduce staff on site.</p> <p>Core staff allocated to bubbles to reduce contacts. Staff do not work across bubbles unless absolutely necessary (due to staff absence).</p> <p>Max bubble size 15 to allow for socially distanced seating.</p> <p>Siblings to in same bubbles to avoid increased contacts.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Parents do not social distance when collecting Chromebooks and food parcels for FSM children</p>	<p style="background-color: red; color: red;">High</p>	<ul style="list-style-type: none"> • Staggered timetable for collection of Chromebooks. • Parents enter through playground and collect from separate doors allocated for each class each class. • All parents to wear masks on site. • Hand sanitiser to be used prior to signing for Chromebooks. • Strict social distances when queueing. • Allocated times slots for FSM food parcels and Felix. • Foyer ‘air lock’ procedure to avoid staff contact with parents. 		<p>Tues 5 Jan – Fri 8 Jan, 1 year group per day – allocated 45 minute slots by alphabet</p>	<p style="background-color: #90EE90;">Low</p>
<p>9.4 Working from home Display Screen Equipment</p>					
<p>Staff develop musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p style="background-color: red; color: red;">High</p>	<ul style="list-style-type: none"> • Refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet 1”. • Follow guidance on display screen equipment in the HSE Protect homeworkers page. • HSE - Protect home workers - Coronavirus (COVID-19) • There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed. • For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly. • For people working at home longer term, complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home. • Staff to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs. 			<p style="background-color: #90EE90;">Low</p>