Ellwood Community Primary School
Risk Management Process in Covid 19

Reviewed December 2021

Guiding Principles

1. The highest priority will be to maintain the health, safety and wellbeing of children and staff; and all aspects of planning will be informed by this.
2. We will work collaboratively with WGSP, other schools, HSE (Health and Safety Executive) and the LA in Gloucestershire to ensure we follow all relevant guidance.
3. As many aspects of the DfEs non-statutory guidance will be met, as far as practically possible, taking into account the needs at Ellwood Community Primary School. This will take in account: the school setting, layout of the building, premises, number of staff and ratios, number of children attending and the community we support.
4. Our risk management plan will continue to be reviewed as and when changes are needed.
5.Risk management measures already in place will be built on, learnt from and communicated. We are prepared for any potential future lockdown which may occur or closures.
6. Due to the changeable nature of the country's response to the virus, our plans flexible to meet changing needs and reflect different phases of provision over time.



In undertaking our risk assessments, we have referred to the 'Safety, Health and Environment (SHE) Guidance's Primary School Risk Assessment Toolkit.'

Purpose – The aim of this risk assessment is to continue to implement some of the previous protective measures to prevent COVID-19 or reduce the spread of the infection, if there is a positive case, both in the school and transmission to the wider community.

Considerations in producing this risk assessment has been given to:

- https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
- https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
- https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace



Risk Assessment reviewed and amended week commencing – 16th August 20201

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend the setting, or who have someone in their household who has COVID, take a PCR test.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment PPE and/or face coverings

Policies and Procedures.

The following policies have been updated to reflect changes brought about by COVID-19:

- Safeguarding
- Behaviour
- Home school agreements
- First aid
- Fire evacuation

Copies of the policies can be found on the school website or hard copies are available on request.

Risk Assessment for Ellwood Community Primary School

Activity: Contact with individuals who are unwell/displaying COVID-19 symptoms				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19	Staff Pupils Visitors Contractors	• Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in the last seven days. • Persons with symptoms must self-isolate and arrange to have a test. • Symptomatic persons awaiting collection to be moved to meeting room to isolate. If room not available, person to be moved to an area at least 2m away from other people. • Symptomatic persons to use staff toilet in main corridor if required. Toilet to be taken out of use until deep clean. • PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained. • Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • Staff to wear face masks when dealing with the child.	Y Y Y Y Y Y	• Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection'. Anyone displaying symptoms will go into the designated room to await collection. • Other members of household (including siblings) are recommended to take a PCR test. • Open window in isolation room (Hazel Room or front entrance area) for ventilation. • Hazel room will not to be used until deep clean taken place. • Cleaners to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn if necessary • Appropriate PPE available in entrance area, entrance cupboard and in each classroom. • Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves. • Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 10 days.

Activity: Social Distancing				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	• Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does and advised to take a takes a PCR test (optional) • Parents and pupils encouraged to walk or cycle to school where possible. • Visual aids are used to display social distancing reminders. • Enhanced cleaning activities – lunchtime and throughout the day • If children are attending Ellwood Nursery they are to be released to nursery staff member outside • Visitors/contractors are only allowed on site with arranged appointment. They are advised to wear a mask in the Autumn Term. Ideally, they should attend after school hours, if possible. • Pupils are given regular reminders of why hygiene is important – hand wash/tissues. • Staff to continue to keep 2m from other adults, as much as possible, to reduce spread and schools staff shortages. • Staff to continue avoid close face to face contact and minimise time spent within 1m of anyone. Particularly in enclosed spaces. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and regular cleaning of surfaces. • Staff to wear masks/visors if they wish, particularly in communal areas/corridors	Y Y Y Y Y Y Y Y Y Y Y	• Regular communications with stakeholders to remind them of symptoms and advise of actions to be taken • Where possible, only 1 parent to attend at start/end of school day to minimise numbers around the school site. • All classes to use pegs outside of their classroom area • Doors to be propped open where possible and safe to do so to minimise surface touching. • HG to clean toilets at lunchtime and MDS to clean tables in classrooms. Staff to help support with the cleaning of touch points in classes – handles/light switches. • Children attending nursery will be dropped off/collected outside • Teachers to allow children to use toilet one at a time. • Staff to ensure office is aware of any pre-arranged visitors. • Visitors/contractors to make appointment and advised to wear a mask, if working in enclosed spaces. • Individual risk assessments for staff/pupils in place where required. • PPA plans strive to reduce staff crossing over different classes/locations within a day. • Staff and parents advised to wear masks at drop off/pick up times and in corridors at busy times.

Activity: **General circulation in building and access**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	• Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, do not attend school, or who have someone in their household who does, to take a PCR (optional) • COVID-19 posters/signage displayed • Enhanced cleaning activities. • Children attending nursery to enter and be released to adult outside • Children to use toilets one at a time where possible. • Visitors/contractors only allowed on site with arranged appointment. • Clean hands thoroughly more often than usual. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Lidded bins in each class. • Hand sanitiser available at all entry/exit points. • Face masks to be worn if staff would like to continue this. • Masks in communal areas. • Co2 monitors in class	Y Y Y Y Y Y Y Y Y Y	• Regular communications with stakeholders to remind of procedures, processes, symptoms and advise of actions to be taken • Where possible, only 1 parent to attend at start/end of school day to minimise numbers at site. • Social Distancing signs and markers on pavement and playground gates. • Parents to be reminded to socially distance and not to gather at entrance/exit gates. • Groups to enter and exit through external classroom doors where possible to minimise circulation in corridors. • Access/exit routes around the school site communicated with parents • Doors to be propped open where possible • Nursery children to only access the log circle field when other children are not out there. • Staff to ensure office is aware of any pre-arranged visitors. • Emergency and evacuation procedures to be tested termly. • Children to have pencil cases, if teachers prefer, so they have their own equipment. • Monitors - Ventilate when orange or red.

Activity: **Transport Operations & Traffic Management**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Transmission of COVID-19 through contact with individuals	Staff Pupils Visitors	• If children travel for as part of a school trip/event (PE/Gym) - pupils grouped together on transport in the same classes. • Use of hand sanitiser upon boarding and/or disembarking.	Y	• Journeys planned to allow distancing within vehicles if possible • Risk assessment required from coach companies to ensure vehicles cleaned between each journey and they are following COVID secure guidance.

Activity: **Use of Playground & Play Equipment**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Risk of transmission of COVID-19 through touch surfaces	Pupils Staff	• Children to wash hands before going out for break and lunch play and on return to class. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Y Y Y Y Y Y	• Children asked to wash hands before/after leaving classroom for breaks • Handwashing posters/reminders displayed at sinks. • Hand sanitizer in each class. • Separate lidded bins provided for tissue waste to be used. • Nursery access the field / log circle when other children not out there.

Activity: **Caretaking / Site and Grounds maintenance**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19	Staff Pupils Visitors Contractors	• Ensure all health and safety compliance checks have been undertaken. • Staff to open windows/doors where possible to allow free flow of air and reduce touch points • Outdoor learning to take place where possible: timetable to prevent mixing of groups and staff. • CO 2 monitors	Y Y Y	• Routine maintenance schedules take place as normal. • Caretaker to fully open school site every day and check windows and doors secured at night. On really cold days, internal doors only to be opened. Hub door to be closed. • Caretaker to undertake checks of yard/field/fencing to check for debris/rubbish and remove to ensure safe learning area. • Children to walk in/out of building using designated places. • CO2 monitors in place and monitored by staff and TM.

Activity: **Contractors on site**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19	Staff Pupils Visitors	• Contractors only allowed on site with prior appointment. • Contractors to be directed to hand washing facilities or hand sanitiser on arrival before commencing works. • Where possible visits arranged outside of school hours.	Y Y Y	• Contractors asked if they are displaying symptoms and reminded not attend should symptoms be displayed. • Hand sanitiser available in main Reception. • Hand washing facilities available. • Masks to be worn in doors.

Activity: **Cleaning activities - In-House cleaners**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19 due to inadequate cleaning	Staff Pupils Visitors Contractors	• Frequently touched surfaces being cleaned more often than normal • Cleaning schedule issued to all cleaners • Cleaning materials available for use in all classrooms. • Running water, soap and hand towels available in all classrooms. • Hand sanitiser available at all entry/exit points and in all classrooms/rooms. • Ensure sufficient supplies of PPE including cleaning materials/ hand washing/ sanitising liquids that meet DfE/PHE requirements • Thorough cleaning of rooms at the end of the day.	Y Y Y Y Y Y Y	• Additional cleaning to take place throughout the day by staff. • Staff to be responsible for cleaning shared resources where necessary. • Resources which are shared to be sanitised at the end of each day by adults in each class, particularly EYFS equipment. • Staff responsible for cleaning own laptops/PCs. Cleaning wipes provided. • Mid-point cleaning to take place by Lunchtime supervisors in classroom areas and staff. • HG to clean toilets after lunch. • Staff to spray staff toilet after use. • Cleaners continue to work through list of daily and weekly tasks. • In case of staff absence, tasks to be re-allocated to remaining staff.

Activity: **Kitchen operations/ catering**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19	Pupils Staff Caterlink staff	• Communication with Caterlink • Reduce touch points by children eating in classrooms/hall • Caterlink comply with guidance for food businesses on COVID-19.	Y Y Y	• Caterlink to provide risk assessment for kitchen use when it functions as normal if required.

Activity: **Medical Matters and Infection Control**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Risk of transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	• Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in the last seven days. • Persons with symptoms should self-isolate and arrange to have a test. • Symptomatic persons awaiting collection to be moved to meeting room to isolate. If room not available, person to be moved to an area at least 2m away from other people. • Symptomatic persons to use staff toilet in main corridor if required. Toilet to be taken out of use until deep clean. • PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained. • Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • Engage with NHS Test and Trace Process if contacted • Manage confirmed cases of coronavirus within the school community • Contain any outbreak by following local health protection team advice	Y Y Y Y Y Y Y Y Y Y	• Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow relevant guidance. Children to wait in meeting room if unwell • Other members of household (including siblings) are encouraged to take a PCR test. • Parents inform us in children show symptoms/confirmed case • Parents to encouraged to let the school know if a confirmed case is in their household. • Nursery to inform us if there are any cases within their setting. • Open window in Hazel room for ventilation. • Hazel not to be used until deep clean taken place. • Cleaners to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn • Appropriate PPE available in entrance area/classrooms. • E bug module carried out by each class this half term. • PSHE lessons covering hygiene and general safety. • Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves.

		• Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/ sanitising liquids that meet DfE/ PHE requirements. • Pupils to clean their hands when they arrive at school, when they return from breaks and before and after eating. • Staff help is available for pupils who have trouble cleaning their hands independently. Staff to wash hands immediately after help given. • Use resources such as "e-bug" to teach effective hand hygiene. • Adults and pupils encouraged not to touch their mouth, eyes and nose. • Staff will not require PPE beyond what is normally needed for their work. PPE is only needed in certain situations including: • Where an individual child or young person becomes ill with coronavirus symptoms and only then if a distance of 2 metres cannot be maintained • Where a child or young person already has routine intimate care needs that involve the use of PPE. • Staff providing first aid to pupils will not be expected to maintain 2 metres distancing • Staff have the opportunity to carry out a lateral flow test x2 week. The results are reported to the school and the NHS.	Y Y Y Y Y	• If a child/staff tests positive on a lateral flow test, they need to seek a PCR tests as soon and possible and isolate until the results are proved negative. • Follow latest guidance – new variants. • Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 10 days. LFT regularly. • If symptoms displayed, a test must be booked. • Test can be booked online or by telephone via NHS 119. • If requested, provide details of anyone they have been in close contact with if a positive test result received to NHS track and trace. • Individuals to inform school immediately of the results of a test: • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating if no symptoms for 24 hours. • If someone tests positive follow the latest guidance • School to contact local health protection team when there are more than 5 cases in once class. • School to follow advice given by local health protection team. • Notify the isolation hub if staff are positive • In the case of first aid provision the following measures will be adopted: • Wash hands or use hand sanitiser before and after treating injured person. • Wear gloves or cover hands when dealing with open wounds. • If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives • If CPR is required on a child, use a resuscitation face shield if available to perform mouth to mouth ventilation in asphyxia arrest. • Dispose of all waste safely. • Staff can wear masks if they wish to do so. • Staff (who opt in) carry out x2 weekly lateral flow tests and isolate and seek a test if positive. Bubble to isolate if needed.

Activity: **Behaviour Management**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/Action taken**
Risk of transmission of COVID-19	Staff Pupils Visitors	• Behaviour policy updated and expectations communicated to parents • Home school agreements sent out to all parents and children. • Staff to remind children regularly about the need to stay apart from others and expectations around hygiene. • Children to wear school uniform • Review EHCPs where required	Y Y Y Y Y	• Parents expected to communicate behaviour expectations to children and sign home school agreement.

Activity: **Classroom**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/Action taken**
Risk of transmission of COVID-19	Staff Pupils Visitors	• Clean hands more thoroughly more often than usual • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Additional cleaning of regularly touched surfaces • Minimise contact between individuals and maintain social distancing where possible • Organise classrooms for maintaining space between seats and desks, if possible. • Arrange desks seating pupils side by side and facing forwards, where possible. • Windows and doors propped open, where possible, to allow ventilation. • Anyone displaying symptoms to leave classroom and self isolate in designated area • Children provided with own stationery resources if staff feel appropriate. • Come in PE kit on PE day. • Ensure all rooms have sufficient supply of tissues.	Y Y Y Y Y Y Y Y Y Y Y	• Sinks, soap and hand towels provided in all classrooms. • Children to wash hands on arrival at school, at break times and lunchtimes. • Hand sanitiser available in all classrooms/spaces • Tissues provided in all classrooms • Separate bin provided to dispose of used tissues. Bins to be emptied daily. • Antibacterial spray/wipes and cloths provided in all classrooms/rooms. • Use of outdoor areas as much as possible. • Desks to be placed side by side and facing forwards if possible and conducive to learning. • Unnecessary furniture to be removed from classrooms to create additional space. • Caretaker to open building daily and lock up. • Individual to wait in Hazel room and follow guidance in medical matters and infection control risk assessment. • All children provided with own pencil case/equipment with regularly used resources eg. Pens/pencils.

		• Co2 monitors		• Staff responsible for cleaning resources regularly • Children to come into school wearing PE kit on designated day so that clothing doesn't need to be changed and no unnecessary additional equipment is brought into school. • CO2 monitors in class – teachers to check and open windows/doors if needed.

Activity: **Art, Design and Technology and Science**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19	Pupils Staff	• Resources to be cleaned frequently • iPads/kindles to be timetabled for use and cleaned after each use. • Subject co-ordinator to refer to CLEAPSS for curriculum specific guidance.	Y Y Y	• It is the responsibility of the class who has finished use with the iPads/kindles to clean with wipes before returning to iPad/kindle trolley

Activity: **Physical Education / Sport**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19	Pupils Staff	• Where possible, each bubble to have own equipment to avoid sharing between groups. • Outdoor PE lessons to take place where possible	Y Y	• Staff to ensure follow hand washing advice on entry to to class.

Activity: Reading Books				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Transmission of COVID-19	Pupils Staff Parents	• Reading books to be allocated to classes so no exposure to others in school. • Limit the days books are changed. • Hand washing/sanitiser used regularly throughout the day. • Ask that reading books are simply read and then replaced in bag straightaway at home, in order to limit contact with book at home.	Y Y Y	• Staff to wash hands or sanitise after changing books/checking diaries etcs. • Set days for children to change books.

			Y	

Activity: **Office**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Risk of transmission of COVID-19	Staff Pupil Visitors	• Office desks placed side by side/back to back • Wash hands on arrival at school and more regularly throughout the day • Clean touchpoints more regularly • Visitors by appointment only • Office hatch to remain closed • Deliveries to be placed in foyer area or outside • Talk through telecom phone to visitors before opening the door. • Office staff to use the self-sign in sheet.	Y Y Y Y Y Y Y	• Users responsible for cleaning touch points more regularly. • Antibacterial spray/wipes/cloths available for use. • Office staff to sign in visitors and must be informed if visitors expected. Visitors without pre-arranged appointment will not be allowed access. • Record kept of all visitors

Activity: **Music Lessons**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Risk of transmission of COVID-19	Pupils Staff Visitors	• Peripatetic music teachers to follow good hygiene practices on arrival to school site • Individual music lessons can take place • Singing, wind and brass playing can take place but larger spaces preferable. • Measures to be taken, if possible, when playing instruments or singing in small groups such as music lessons include: • Physical distancing • Playing outside wherever possible • Limiting group sizes to no more than the class bubble • Positioning pupils back to back or side to side • Instruments are not to be shared or cleaned in between • Ensuring good ventilation	Y Y Y Y Y	• Hand sanitiser/ soap to be used on arrival • Music teacher to provide risk assessment for lessons to school. • Peripatetic teachers to minimise contact and maintain as much distance as possible from other staff. • Music teachers to be provided with school risk assessment and asked to demonstrate control measures in own risk assessment.

Activity: **Singing**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action Taken**
Risk of transmission of COVID-19	Pupils Staff	• Ensure good air ventilation with windows and class doors open. • Children to be side by side if possible	Y Y	Open windows and doors as much as possible.

Activity: **Visitors to site (Volunteer/ Parents/ Supply Staff)**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/Action Taken**
Risk of transmission of COVID-19	Pupils Staff Visitors	• Limit number of visitors to school where possible • All must follow good hygiene practices on arrival to school site. • Share risk assessment prior to first visit and guidance on physical distancing. • Encourage parents to phone school and make telephone appointments if they wish to discuss their child. • Where possible visits arranged outside of school hours.	Y Y Y Y Y	• Visitors must only attend by pre-arranged appointment • Hand sanitiser/ hand washing facilities available. • Wherever possible keep meetings on a virtual platform • Record kept of all visitors

Activity: **Wellbeing**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Physiological and emotional harm from work related stress	Staff	• Regular staff briefings and communication • Buy back Occupational Health support. • Access to staff wellbeing services • Governing Body and school leaders have regard to work-life balance and wellbeing.	Y Y Y Y	• All staff aware of risk assessments and control measures in place.
Anxiety/stress relating to return to school	Staff Pupils	• Keeping in touch with off-site workers on their working arrangements including their welfare, mental health and physical health and personal security • Risk assessments in place for vulnerable staff if needed. • Curriculum designed to support pupil wellbeing on return to school	Y Y Y	Nurture staff to support pupils in class with their well-being and social and emotional needs • Make me a super hero module/additional pshe lessons revision if needed.

Activity: **Curriculum management**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Full/ partial school closure due to confirmed COVID-19 cases	Staff Pupils Parents Visitors	• Online learning platform in place if school should close or bubble needs to isolate • Plan for remote education for pupils, alongside classroom teaching • Parents will inform the office should they not have access to the internet or have devices to work from on. • Teachers will provide hard copies of work packs, if needed. These can be collected from the School Office by prior appointment. • Teachers may wish to plan to teach certain subjects in a block to keep resources to a group.	Y Y Y Y	• Arrangements in place to allow remote learning to take place should a partial or full closure of the school be required at any point in the next academic year. • All children in yr 1-6 have access to the platform • Tapestry will be used for Reception children • If children are off due to Covid symptoms/waiting for tests, school work will be emailed to them.

Activity: **Lettings and non-school users**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Risk of transmission of COVID-19	Staff Pupils Parents Visitors	• Hirers follow safety measures and risk assessments	Y	Share school risk assessment

Activity: **Parents evening**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Risk of transmission of COVID-19	Staff Pupils Parents Visitors	• Parents' evening – space between staff and parents • Parents can phone and email staff if they have queries	Y Y	• Visitors must only attend by pre-arranged appointment • Hand sanitiser/ hand washing facilities available. • Wherever possible keep meetings on a virtual platform • Record kept of all visitors

Activity: **Open Days and potential new parents visits**				
Hazards	**Who is at risk?**	**What are you already doing?**	**Risks adequately controlled? Y/N**	**Comments/ Action taken**
Risk of transmission of COVID-19	Staff Pupils Parents Visitors	• Open days will be available on a virtual platform and in person in small numbers. • Potential In Year Admissions will be able to visit the school, if really essential later in the term, when there are no children on site and limited staff. - hand washing/ sanitiser to be used open entry - social distance to be followed around the site(markers on floor) - no admission if showing symptoms - only able to visit if appointment booked	Y Y Y Y Y	• Visitors must only attend by pre-arranged appointment • Hand sanitiser/ hand washing facilities available. • Wherever possible keep meetings on a virtual platform • Record kept of all visitors • School virtual tour on the website available

Review Arrangements	**Reviewed by**	**Date**	**Next Review due**
• Consultation with employees/governors on risk assessment • Risk assessment published on school website • Nominated employees tasked to monitoring protection measures • Members of staff are on duty at breaks to ensure compliance with rules • Staff encouraged to report any non-compliance • The effectiveness of prevention measures will be monitored by school leaders	Mrs Milford	14/9/2020	• 1/10/2020 • 2/11/2020 • 5/1/2020 • 25/2/2021 • 10/3/2021 • 1/4/2021 • 17/5/2021 • 16/8/2021

• This risk assessment will be reviewed if the risk level changes (eg. following local/national lockdown or cases or an outbreak) and in light of updated guidance.			• 9/9/2021 • 1/12/2021