

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Knowledge of school procedures and the latest safety guidance/ Knowledge of affected individuals with virus.	M	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant practices and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - <i>Health and Safety</i> - <i>First Aid</i> - <i>Medicines</i> - <i>Confidentiality</i> - <i>Safeguarding</i> - <i>COVID-19 Fact sheet on absence/isolation</i> 	Y	HT & SLT	ONGOING – Refresher for staff prior to the start of the new term– staff to sign to say they have read and understood	H
	H	The school keeps up-to-date with advice issued by, but not limited to, the DfE, NHS, Department for Health and Social Care, Public Health England (PHE), the school’s local health protection team (HPT). Any further guidance is shared with staff and the parents	Y	HT	Weekly updates as part of staff briefing and HT Blog	H
	M	<p>A leaflet to be sent out to all children/parents prior to reopening with all the safety measures being deployed in school covering the following:</p> <ul style="list-style-type: none"> *Drop off and pick up arrangements (including staggered times) *Entrances and exits into the school for each ‘bubble’ *Hygiene practises being deployed * Illness reporting system 	Y	HT	Re-issued to parents on the website, first week back	M
	M	Once a week, all ‘bubbles’ of children to receive a safety briefing by their class teacher, including handwashing techniques – where and how often, going over the areas which are out of bounds and their ‘through road’ around school, talking through how they can stay safe in school AND what to do if they are feeling unwell	Y	Class teachers	Every week	L

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	H	All children, parents and staff to notify the school's leadership if they are feeling unwell or if they have symptoms of the virus. Parents told to keep children off if unwell and report this to the school office upon first absence	Y	Parents, Children and all staff	ONGOING	M
	H	Seating plans to be in place for all lessons and also lunchtime places in the hall and in the Y3/4 classroom. All timetables to be handed to the HT in case we need to trace close contact	Y	Teachers & HT	Monday 4 th January	M
	H	<p>The following absence from school is required if any children or staff have COVID-19 symptoms:</p> <p>*An initial 11 day period of isolation from school/work for the child/staff member affected (The booking of a COVID-19 test for affected person and the household should take place) Other household members including siblings should isolate for 10 days in total from the onset of the affected person's symptoms</p> <p>*Upon confirmation of their result, if siblings and household members test positive also, and then later symptoms, they should reset their 10 day isolation period from the onset symptoms</p>	Y	Staff, parents & pupils	ONGOING	H
Containing the potential spread of Covid-19 in school/ Precautions	H	Confidentiality of suspected cases or any absences from school to be kept discrete, and only to be divulged by the management of the school in a co-ordinated way. Only to be divulged if it is in the interests of safety for children and staff – i.e – a child/staff in a Key Stage bubble has had confirmation of the positive test result for COVID-19 or if staff need to be alerted due to them living with a 'vulnerable' person.	Y	ALL STAFF	ONGOING	M

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	H	All staff to make themselves known if they have underlying health issues or they fall into one of the 'Vulnerable' categories or if they are pregnant.	Y	Staff to notify HT	ONGOING	M
	H	Staff who disclose who are pregnant & any children/staff with complex medical needs to receive an individual risk assessment if required	Y	HT – Staff Chn - SENCO	When relevant	H
	M	NHS Posters for handwashing placed around school	Y	Caretaker	By 1 st June	L
	H	No pupils of secondary school age on site or around the fringes of our school site during drop-off and pick-up. Children who are in Y7 upwards at other local schools should not be mixing with our children when they should be learning at home!	Y	HT/DHT/J Cresswell & M Gibbons on the gate	From 5 th January	L
	M	Handwashing techniques discussed with the children once a week in their 'bubble'	Y	Class Teacher	Every Monday	L
	H	Handwashing with soap and warm water to take place at the start of the school day, prior to lunch and after using the toilet. Y5/6 – Classroom sink, Y3/4 – KS2 Toilets, Y2– Classroom portable sinks, EYFS/Y1 – KS1 Toilets	Y	Class Teacher	Daily	M
	H	All children and adults to sanitise their hands using the designated automatic sanitising dispensers on the walls in each classroom , every time they re-enter the classroom: First thing in a morning, after break, after lunch, after the toilet, after moving between other authorised areas of school Staff to sanitise when they are about to enter the school staff room also	Y	All children & staff & HT	From Sept 2nd	M
	H	If children are unable to use the school's alcohol hand gel due to allergies – they are to only use soap and warm water to minimise other	Y	All children		M

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		things coming into school from home				
	H	A box of tissues to be kept in each classroom should children need to wipe their nose or catch germs. Children to be reminded to put tissues in the bin once completed	Y	All Staff	Ongoing Caretaker to check supplies	M
	H	A pedal bin to be placed in each classroom	Y	Staff and Children	Prior to chn coming into school	H
	H	School Caretaker to ensure the following EVERY DAY: <ul style="list-style-type: none"> paper towels are stocked up in each Key Stage 'bubble' designated toilet there are sufficient soap levels in ALL dispensers The sanitising liquid solution has been topped up in ALL dispensers 	Y	Caretaker	Daily	M
	H	Tea towels to be removed from the school staff room and Caretaker to ensure that paper towels are in place EVERY day	Y	Caretaker	Daily	M
	H	All staff to have ONE mug in school and any additional mugs to be removed. Staff to only use their mug and to be responsible for washing and drying it.	Y	All Staff	Daily	M
	H	Staff to NOT make drinks for one another – only make their own	Y	All Staff	Daily	M
	H	Individual lockers to be used for all staff, so they can safely store their belongings – laminated labels on them which can be wiped.	Y	All Staff		H

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	H	Caretaker to clean all handles, door panels, classroom surfaces each day and to fill in a cleaning schedule. EVERYTHING ON THE CLEANING SCHEDULE SHOULD BE CLEANED EACH DAY. All cleaning to be carried out using wipes and anti-bacterial spray	Y	Caretaker-HT to keep track of schedule	Ongoing	H
	H	All classrooms to have access to wipes and anti-bacterial spray to clean wipe down surfaces as and when required. THIS SHOULD BE SHUT AWAY FROM THE CHILDREN	Y	All Staff	As and when required	M
	H	Staff and children who have symptoms (loss of smell/taste, high temperature, continuous cough) to get a COVID-19 test and to alert the HT (or designated senior person in his absence) of the outcome as soon as is practically possible	Y	All Staff & children	Prior to coming back into school	H
	H	When children are sent home with symptoms of COVID-19 (Temperature, continuous cough and unusual change of taste or smell), HT will personally instruct parents to arrange for a test for their child. If the HT (or designated senior person in his absence) feels that there are significant barriers which may prevent a family arranging a test or barriers which may delay this process - he will issue a home testing kit to the family on the child's collection from school OR personally support the process of arranging a test where possible				
	H	All children and staff to have their own stationary bag, clearly labelled with a name.	Y	Children & class teachers	All set up prior to chn coming back into school	M

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	H	Children are only permitted to bring in a refillable drinks bottle from home, a PE Kit and their school bag. No other objects allowed in school	Y	All children	Arrival each day	M
	M	Hot meals to be served in the hall for KS1 children and in the classroom for KS2 children. Staggered eating and recreation times for each key stage.	Y	Kitchen Staff	Daily	L
	H	Standard school resources to be split into class sets and any equipment to be cleaned down or sterilised in a bowl regularly	Y	Bubble Staff	Daily	M
	H	Children to BOTH wash & sanitise their hands thoroughly before using a laptop – preventing the need for laptops to be ‘wiped’ and subsequently damaged as a result	Y	All staff & children in school	Daily – when in use	M
Social Distancing	H	The staff toilet facilities and the adjoining room to be used by one person at a time only – sign on the door to display when vacant/engaged	Y	All Staff	ON GOING	L
	H	The Staff room (where social distancing is challenging) to only be used by one bubble of staff at a time and within the staggered break times. EW/EWa/MB/FT – KS2 bubble (12:30 until 1) LB/EM/HK/JS/DL/LD – KS1 bubble (12:00 until 12:30) No interaction between staff from another bubble to take place in the staff room under any circumstances Cleaning/Caretaking staff to have their breaks within their own zones, and where social distancing can be enforced	Y	All Staff	Daily	L

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	H	'Bubbles' to change from individual groups to Key Stages from September 2020.	Y	SLT to oversee and Bubble teachers to enforce	Prior to September	M
	H	Designated staff assigned to support each Key Stage Bubble at lunchtime. KS1 – Sports Coach + Hazel Bettson (inside and outside when classrooms have been completed vacated) WALKIE TALKIE IN USE if one person left outside alone to communicate with SLT member KS2 – Fiona + Luke (inside and outside when classrooms have been completed vacated) WALKIE TALKIE IN USE if one person left outside alone to communicate with SLT member	Y	RC, FT, BB, A N Other	Daily	M
	H	Staggered arrival and pick up times for parents – only 1 adult to come on site for each family KS1 come through Elmslea Avenue gate at 8:45 and then KS2 to arrive through Elmslea Avenue gate at 9 am. One way system in operation with an 'in and an 'out' gate	Y	PARENTS, ALL STAFF	Daily	L
	H	All parents to wear a face covering when dropping off and picking up their children. They will be expected to keep a social distance and stand at the correct end of Parent Point. All staff outside around the parents, will be asked to wear a face covering also	Y	ALL PARENTS	Daily	M

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	H	All children will be allowed to move within their zone only. No children allowed in the Reception	y	ALL CHILDREN, PARENTS, STAFF	Prior to children coming into school	L
	H	Each Key Stage bubble to have a designated toilet KS1/EYFS – Toilets in HK's classroom KS2 – Toilets in EWa classroom **With constant review, temporary toilet facilities may be brought into school	Y	SLT to oversee and staff to enforce	Daily	M
	H	'Toilet Pass' system in operation for when children from a class wish to use the toilet in lesson time – only one person from each class at a given time	Y	Children	Daily	L
	H	Break times to be staggered with other groups in the school KS1 BREAKS: 10:10 am KS1 LUNCH: 12 – 12:30 eating then 12:30 – 1 playing outside KS2 BREAK: 10:30 am KS2 LUNCH: 12 – 12:30 playing outside then 12:30 – 1 eating	Y	All staff	Daily – timetable for break times to be established	L

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Illness	H	Children being sent home, due to showing symptoms of COVID-19 at school, to be supervised away from other children and staff whilst waiting collection. Children (and the supervising member of staff) will stand/sit either under the shelter of the EYFS outdoor area, under the outside veranda of the Reception Area by going through the fire exit in the hall, or in the outside area of the Y2 classroom near the boiler house. Supervising staff to wear PPA and keep at 2m distance whilst supervising.	Y	ALL STAFF		M
	H	For staff working alone (Without a TA) In the event that a call home is needed, staff to communicate to the office via Microsoft Teams Chat/email/or by using the Walkie Talkies. Mrs Cresswell to phone	Y	ALL STAFF	Daily	L
	H	Each classroom to have a first aid kit/bum bag. PPE to be worn by staff when they have close contact with children or in the event that they wish to protect themselves further. For example – listening to readers or providing feedback, giving close support to pupils, administering first aid – face shield and a mask. Should assistance be required for more urgent matters, staff to either Walkie Talkie the office or contact them using TEAMS	Y	ALL STAFF	Prior to September	H
	H	Any worn PPE gloves to be discarded in the medical waste bin – changed after contact with the child	Y	ALL STAFF	Daily	H

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	H	Personal Care in Early Years to be delivered using PPE equipment and a log to be filled in when children are 'changed'	y	EYFS Staff	Ready for Sept	H
	M	Forward facing desks to be mandatory in KS2 classrooms, where the spirit of the curriculum is less impinged by doing so.	Y	MB/EW/EWa	Ready for January 5th	L
	M	KS1 Carpet time to be limited to one set group of 6 children at a time (these groups to form part of the seating plans handed to HT, so contact can be traced)	Y	ALL KS1 Staff	Ready for 5 th January	L
Fire Risk Management	H	All fire exits and 'out of bounds' areas to be accessible in the event of a fire but to be demarcated 'out of bounds' or 'no through road' using signage	Y	All Staff	Daily	L

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	M	All staff to sign in using their contactless scanner on the lanyard so we know who is in the building	Y	All Staff	Daily	L
	H	Staff to familiarise themselves with where the nearest fire extinguisher is and where the nearest activation sensor is in the event that they spot a fire	Y	All Staff	Prior to bubbles coming into school	L
	H	<p>In the event of a known fire drill or an evacuation, staff to exit through the entrance and exit external door of the Key Stage where possible. In the event these are blocked due to the location of a fire, staff and children should use the nearest available exit</p> <p>** All staff to be given warning for when a drill is taking place so they can adhere to social distancing</p>	Y	All children & Staff	Daily	L
	M	All staff to do a 'walk-through' of entrances and exits, familiarising themselves with the route a child will take in the event of an evacuation (including the assembly point)	Y	All Staff	Prior to children returning	L

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	M	Children to take part in an organised Fire Drill every half-term – following the safest route to their assembly point	Y	All children & Staff	Daily	L
	M	All Key Stage Bubbles to have a separate fire assembly point outside,, within sensible distance away from the building and kept well above the 2m social distance of the other bubble. KS1 Bubble to enter the MUGA via the top of the field entrance and assemble in the furthest half of the MUGA court, KS2 bubble to enter the MUGA via the bottom half of the MUGA court	Y	All children & Staff	Prior to arrival	L
	M	All Governors to review School Fire Policy prior to children coming into school	Y	GOVERNOR S	Prior to arrival of children into school	L
In the event that there is limited capacity and a high volume of requests for school places/ Children attending	M	<p>In the event that a lockdown and further a reintegration of pupils is advised school places to be prioritised using the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable children or those with whom there are safeguarding concerns (inc. LAC children) • Children on the SEND register • Children in receipt of Pupil Premium • Children who were not 'on track' at the last assessment point in 	Y	SLT, Governors	When capacity is limited	M

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temporarily from other schools		March				
	M	Liaison with the DFE helpline and HPT for further advice in the event that the school needs to close due to Health and Safety concerns	Y	HT	In the event of infection or Health and Safety concerns	M
	H	In the event of another lockdown and a limited space for key worker children, any pupils who are we are asked to support from another school (EHCP/Vulnerable children) to be tested for Covid-19 before entering the school (evidence of negative test result to be sought)	Y	HT	In the event that LA asks us to support its vulnerable children	H
	H	Any NEW pupils from other schools to not enter our school until we have received 2 emergency contact details and clear information about their learning/medical needs and information about safeguarding	Y	HT	In the event that LA asks us to support its vulnerable children	M

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Arrangements for children/staff who are isolating or who have developed symptoms of COVID-19	H	Staff and Headteacher make regular contact with regards to well – being – children isolating to engage with wider school community and their learning through the school’s Remote Learning Strategy	Y	HT	Whilst absent	H
	H	If staff are isolating due to a member of their household having symptoms/or they have received a positive test result, SLT to explore the logistics & possibilities behind the class teacher streaming some of their lessons live from home if their circumstances allow and using a TA or additional staff member to oversee the class in person – this in order to ensure that education can continue as close to normal	Y	HT & SLT	Whilst staff isolating	L
	H	If the class teacher is ill with symptoms of COVID-19 but the class does not need to isolate following guidance, Supply will arranged where possible	Y	HT & SLT	Whilst a teacher has symptoms	
	H	If staff have had a positive test result and guidance has advised their bubble needs to close due to close contact, pupils will revert to the ‘Blended Learning’ section of our Remote Strategy and pupils will carry out the work in their packs from home	Y	Staff off due to symptoms	Whilst staff and children are off	M

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	H	If staffing is limited for lunchtime, due to positive cases of COVID-19 AND we cannot safely operate the current arrangements for hot dinners – a cold packed lunch option will apply and parents will be notified.	Y	KITCHEN STAFF & SLT	As needed	M
Visitors into school	H	No parents to be permitted into the school building unless a specific risk assessment process have been completed and we can safely isolate them within a set bubble	Y	ALL STAFF	Daily	H
	H	Only essential visitors and those which have an appointment issued by the HT allowed in school - these visitors to sign in using the new QR code on the VM Easi electronic signing in system and to give us their details for track and trace. Visitors to email the school office ahead of their visit where possible. They will also sign a disclaimer to say they are not experiencing the symptoms of COVID-19. HT will use discretion if visitors are coming into school from any of the areas which are currently under a lock-down	Y	Reception Staff	Daily	H

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	H	All essential visitors to sanitise their hands at the station on arrival	Y	Reception Staff	Daily	H
	H	All essential visitors to use the toilet in Reception only (red door). NO STAFF OR CHILDREN TO USE THIS TOILET!	Y	HT & Office staff	From Sept	H
Senior Staff and their role (and office staff)	H	Senior Staff to wear PPE (face coverings) when carrying out necessary learning walks (IF CIRCUMSTANCES DEEM NECESSARY) which involve them entering a classroom for longer than 15 minutes AND/OR where a 2 metre social distance cannot be maintained.	Y	EWe, JS, LS	From October Half-Term	M
	M	Senior staff to wear disposable gloves when carrying out a standards check or pupil work scrutiny	Y	SLT & SL	From January 5th	L

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	H	Senior Staff to wear a mask when carrying out gate duty in a morning or at the end of the school day	Y	EWe, JS, LS, MG, JC	From Oct	M
	H	HT to carry out virtual Special Mention Assemblies (Fri) and Monday's Worship (By either LS/EW/JS) to be carried out over Microsoft TEAMS to minimise contact with the children. HK to carry out Well-Being Wednesday Assembly over TEAMS – either Live or recorded.	Y	LS	From Nov	M
Staff/school as a Team	M	Staff to wear a mask or face covering if in one of the following areas outside of their bubble environment: <ul style="list-style-type: none"> In the hall around kitchen staff In E Walton's classroom when around kitchen and dinner staff In the library/bistro area – near the photocopies 	Y	All staff	From Nov	L
	M	Worship on a Tuesday and Thursday to take place in classrooms – with specially dedication and chosen resources directed by the SL. This to limit contact within individual bubbles	Y	All staff	From Tuesday 5 th January	L

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	H	Staff to communicate with the school office staff via the hatch in the reception area and not to chat in the doorway of main office or actually in the office itself	Y	All staff	From Nov	M
	M	<p>Teachers to wear a mask if they need to gather with a teacher outside of their bubble for any urgent meetings (and keep a strict social distance of 2m or more)</p> <p>Where possible, SDM's will be virtual or they will be delivered in phase groups (led by the HT over TEAMS or by SLT Phase Group Leader)</p>	Y	All Teachers	From after October Half-Term	H
	H	All teachers and support staff to wear a mask when being near the Parent Point and around parents at pick-up and drop-off times	Y	All staff	Nov	M
Lateral Flow Testing	H	Staff who wish to take part in weekly lateral flow testing will give written consent to be involved. Any staff who have a positive result will then isolate for a period of 11 days (including the day of the test) and will then get a further confirmatory test.	y	All staff	From 29 th January	M

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	H	Lateral flow testing to take place on Sunday evening (before a new school week) and on a Wednesday evening	Y	All staff	From 29 th January	M
	H	Back-up Staffing Rota for a key worker service in place should staff members need to isolate following a positive test result and should we have children who have not been in contact with the positive staff member	Y	All staff	From 1 st February	M
	H	All lateral flow testing to take place off-site and testing kits to be discarded in the home environment	Y	All staff	From 29 th January	M
	H	All staff taking part in testing to have the instructions for testing with them at all times and a guidance document to aid them	Y	All staff	From 29 th January	M

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	H	Staff to register outcomes from their weekly tests in NHS Track & Trace and to inform the COVID Co-ordinator so she can update the test kit database.	Y	All staff	From 31st January	M
	h	All testing kits to be collected from the COVID Co-ordinator and clearly itemised on a spreadsheet, time and date of collection and the result logged	y	All staff	From 29th January	
	H	COVID Co-ordinator to monitor stock levels of testing kits and to order more when we are down to one box left for every participating member + 1	Y	All staff	From 1st February	M