

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
vulnerable groups (clinically vulnerable or extremely clinically vulnerable)		<p>school if they, or anyone in their house, are displaying any symptoms;</p> <ul style="list-style-type: none"> • Only one parent to deliver or pick up a child/ to or from school. • Staff/pupils will be encouraged to get tested and follow the Governments 'stay at home guidance' if they display symptoms of coronavirus; • If a member of staff or pupil tests positive, contact DfE helpline for further advice; • Anybody who tests positive will be required to self-isolate for 10 days from the onset of their symptoms and to confirm they are no longer experiencing symptoms (except cough/loss of taste/smell); • Separate medical room identified for anyone displaying COVID symptoms, allowing clear social distancing and good ventilation; • Clear lines on the playground, with a 2 metre distance, if morning conversations between parents and pastoral members are required; • Parents/carers asked to wear face coverings when coming on site to drop off/collect children; • All staff are required to wear a mask on the playground at collection times; 	<p>Parent letter</p> <p>Regular reminders on E-Schools and in Newsletter</p>	<p>HT</p> <p>HT</p>	<p>17 July</p> <p>September / Ongoing</p>	<p>✓</p>

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		<ul style="list-style-type: none"> Staff mass testing to take place twice weekly (see COVID-19 rapid testing risk assessment). 			26 th January- Ongoing	√
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands (for 20 seconds)/hand sanitizing on arrival, before/after eating, after sneezing/coughing and after toilet use; Provision of hand soap and disposable paper towels in classrooms. Site team to regularly check supply; Regular reminders about hand washing, social distancing, not touching faces and catch it, bin it, kill it (e.g. posters in prominent positions); Tissues, Soap and water available in all classrooms being used and hand sanitiser available in other key locations; Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. 	New staff protocol produced and shared at INSET	SMT	31 August/ 1 September	√
	Enhanced cleaning	<ul style="list-style-type: none"> Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> Thorough cleaning of classrooms and communal areas at the end of the day; Cleaning of frequently touched surfaces often; 	New staff protocol produced and shared at INSET	SMT	31 August/ 1 September	√

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		<ul style="list-style-type: none"> ○ Toilets cleaned and monitored at least every hour; ○ Lidded bins (double bagged) for tissues emptied regularly during the day; ○ Cleaning of play / outdoor equipment between groups; ○ Cleaning of other equipment for practical lessons between groups; ○ Lunch tables cleaned between groups; ○ Removal of unnecessary items from learning environments; ○ Removal of soft furnishings, soft toys and toys that are hard to clean. ● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time; ● Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day. 				
	Maximising ventilation	<ul style="list-style-type: none"> ● Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations); ● Internal and external doors left open when areas are not in use to aid ventilation. 				
	Minimising contact and	The following practices have been put in place:	New staff protocol produced and shared at INSET	SMT	31 August/ 1 September	√

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	mixing between groups of staff and pupils	<ul style="list-style-type: none"> • Three gates used at the start of the day with children entering school between 8:30-9:00; • All children are left at the gate and parents do not enter the school site; • Children with siblings in school make their way to the playground and are collected at 3.10pm, those without siblings in school 3.20pm; • One-way circulation in corridors unless adverse weather conditions; • Staggered use of staff rooms; • Maximum number of staff in the seating area and the kitchen area; • Toaster removed from the kitchen area; • Staff are encouraged to bring in pre-prepared lunches; • Kitchen signage in the staff room to remind staff to sanitise before and after use; • Gloves are available for staff to use in the staff room; • Maximum number of 1 person in all staff toilets at any one time, clear signage is visible to remind staff; • Staff are discouraged from making drinks for colleagues; 				

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		<ul style="list-style-type: none"> • Socially distanced tables in the staff room for lunch, with signage indicating maximum occupancy of 1; • Additional coat hooks have been added, only 1 persons items per hook; • Lockers to be used where possible; • Meeting tables are only used for small groups with clearly labelled spaces for individuals, out of use signs on areas that should not be used; • Floor markings in Headteacher’s office and main office to ensure social distancing; • Reprographics limited to one person; • Rearrangement of classrooms and intervention spaces with pupils to face forwards not towards each other; • Tables arranged in rows with children facing forwards; • Limited use of shared resources and prevention of sharing stationery and other equipment where possible. E.g. library books on return to be collected and not redistributed for a further 3 days; • Consistent groupings of pupils wherever possible with no mixing; • Reduction of unnecessary travel where possible; 	<p>Letter to Parents</p>	<p>HT</p>	<p>17 July</p>	

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		<ul style="list-style-type: none"> • Provision of additional support to children as necessary to follow these measures; • Group sizes under 30; • Consistent use of the same room throughout the school day/week for each group, where possible; • Children come to school in PE uniform on their PE days; • Changes to the PE curriculum avoiding contact as far as possible; • Designated zones on the playground for each bubble with bubble specific equipment; • Each bubble has a designated adult in their zone on the playground; • Each bubble has a designated zone where they eat their lunch with their allocated adult; • Drop-off / pick-up protocols that minimise contact; • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules; • Regular reminders to staff to ensure they socially distance from each other and children, where possible; 				

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	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; 	<p>New staff protocol produced and shared at INSET</p>	<p>SMT</p>	<p>31 August/ 1 September</p>	<p>✓</p>
	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> Protocol is that face-to-face meetings between staff and visitors are to be avoided where possible in favour of audio/video conferencing; Staff meetings to take place via Microsoft Teams or in large well ventilated areas. Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; Only essential visitors are allowed on site with the prior permission of the headteacher; Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival; All visitors sign agreement to Public Health England checklist, which is displayed next to the visitor book. 	<p>New staff protocol produced and shared at INSET</p>	<p>SMT</p>	<p>31 August/ 1 September</p>	<p>✓</p>

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	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> • IT workstations in use simultaneously are distanced at least 2 metres apart; • Shared workstations have signage to remind staff to sanitise before and after use; • Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; • Office / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed; • Office staff instructed on how to deal with deliveries safely; • Maximum occupancy signs to limit the number of people in the room at any one time; • Spot on the floor in the office for children and adults to stand on when visiting the office; • Clear desk policy in the office to reduce potential transmission; • Office chairs are clearly labelled and used by the designated individual; • Signage and sanitising equipment is placed next to the key cabinet and photocopier. 	New staff protocol produced and shared at INSET	SMT	31 August/ 1 September	√
	Reduction in use of public transport to get	<ul style="list-style-type: none"> • Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. 	New staff protocol produced and shared at INSET	SMT	31 August/ 1 September	√

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	to and from school					
	Monitoring	<ul style="list-style-type: none"> Management checks to be undertaken regularly on the control measures in place and issues reported back to the headteacher; Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	New staff protocol produced and shared at INSET	SMT	31 August/ 1 September	√

Hazard identified	Stress and anxiety relating to coronavirus workload
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<ul style="list-style-type: none"> Staff Volunteers / governors Homeworking staff 	Ensure sufficient rest breaks	<ul style="list-style-type: none"> Timetabling shows identified breaks during the day for staff; Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 	New staff protocol produced and shared at INSET	SMT	31 August/ 1 September	√
Additional work pressures relating to operating under coronavirus restrictions	Weekly communication with all staff	<ul style="list-style-type: none"> Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. 				√

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resulting in stress reaction or anxiety	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> • School has signposted suggested sources of support to all staff; • Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 				√