

COVID-19 Risk Assessment

September 2021



Limitless Potential

Ignite Passion

Embrace Difference

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Chair of Governors

COVID-19 Risk Assessment

Hazlewood Community Primary School

Date: August 2021

Review: October 2021

Key points

- With all legal restrictions for COVID 19 being lifted on July 19th schools are now required to have an outbreak management plan should there be an outbreak in the school or local area. See guidance below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

Should we have an outbreak in school or in the local area we will follow all advice given by the DfE COVID-19 Helpline 0800 046 86 87 in the first instance and initiate our risk assessment based on reopening after lock down 2

It is based on a **twin strategy of limiting contact between pupils and implementing hygiene measures** (these are described in more detail within 'system of controls' in the published guidance - see section one).

These will be implemented for as minimum time as possible as directed/guided by local Health Protection Teams or by Public Health England.

- Schools are told that **"all elements of the system of controls are essential", but "the way different schools implement some of the requirements will differ based on their individual circumstances."**
- Schools will be familiar with many aspects of the system of controls already, e.g. thorough and regular handwashing and promoting good respiratory hygiene (the 'catch it, bin it, kill it' approach)
- The main changes relate to how contact between individuals is to be limited in schools. Contact is to be limited in two main ways:
 1. By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimizing the number of contacts between different people across the school
 2. By maintaining distance between individuals wherever possible ('social distancing'). You can find more details on these measures below.
- The DfE states **"if schools follow the guidance set out here, they can be confident they are managing risk effectively."**
- Schools are told that it is a **legal requirement that they now revisit and update their covid-19 risk assessments**

Location / Site	Hazlewood Community Primary School
Activity	Opening of School for all Pupils September 2021
Assessment date	27.08.21
Review date	Our Risk Assessment will be reviewed every week and updated in accordance with government guidance.
Consulted in drawing up risk Assessment	Staff via consultation meetings with HT in individual classrooms and follow up staff meetings; Office staff in regular meetings with HT; Governors in FGB, consultation with Catering and Cleaning Contractors. All parties then received draft copies of risk assessment and contributed to further amendments.
Responsible	All staff have responsibility to ensure this RA is followed and applied.
Communicated	On website, through email, Team meetings and governor meetings.
Agreed	Approved: August 2021 – Keith Oliver Chair of Governors on behalf of the FGB
Reviewed and agreed by insurers	
Signed	Stephane Bommel - Headteacher
Hazard: Contraction of Coronavirus COVID-19	<ul style="list-style-type: none"> • Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 12 May 2020, more than 4.17 million cases had been reported across 187 countries and territories, resulting in more than 286,000 deaths. More than 1.45 million people have recovered. • Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days. • The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking. • The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face. <p>It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</p>
Identify people at risk	31 Employees, 256 Children, Visitors (infrequent but daily variable), Contractors (daily variable); family members and associates of all of the above.
How might people be harmed	Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.

	Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.
Monitoring	<p>Applying Government Guidance</p> <p>In order to ensure that the school maintains current in relation to requirements the risk assessment will be monitored regularly. The following controls will be implemented:</p> <ul style="list-style-type: none"> • A designated responsible person will subscribe to Government /DfE news releases and ensure that they are passed to school leaders to act upon. • Daily Government statements should be monitored by a designated responsible person and details will be provided to school leaders to act upon. • Staff will be advised of any relevant information prior to returning to the school. • Staff will be informed of any relevant new information as soon as possible. • Pupils, parents, carers, etc. will be informed of any relevant information prior to pupils returning to school. • Pupils, parents, carers, etc. will be informed of any relevant new information as soon as possible. • Risk assessment will be reviewed and updated on a weekly basis and Local Governing Body informed of any changes • Any updated risk assessment must be validated and approved by Local Governing Body and passed onto KCSP Central Office.
Compliance	<p>Compliance with expected procedures</p> <ul style="list-style-type: none"> • Staff and pupils should report any suspected breaches of the required practices and procedures to a member of the senior leadership team. • Appropriate disciplinary action will be taken against persons who do not follow the required practices and procedures.

Following will be implemented should there be an outbreak in school or the local area.

SECTION 1

PUPIL NUMBERS

DfE Recommended actions	Red	Amber	Green
1.1 All pupils are expected to attend school from Thursday 2 nd September			All pupils will be expected to return on Thursday 2 nd September 2021 with the exception who have tested positive for COVID 19 and are self-isolating
1.2 Agree what returning support is available for vulnerable and/or disadvantaged children and put in place provision for the return of pupils with SEND in conjunction with families and other agencies and engage with partners who will help provide that support			Having risk assessed individual pupil needs I can accommodate all the required pupils with SEND safely

<u>1.2 Identify hazard</u>	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus
Existing level of risk	High Spread of Coronavirus that could result in serious illness and/or death.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
	<ol style="list-style-type: none"> 1. Individual risk assessments in place for identified children 2. Masks, aprons and gloves available but no child currently identified who will require their usage 3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk
Remaining level of risk after control measures	Medium

2.0 STAFF

DfE Recommended Action	RED	AMBER	GREEN
2.1 Teaching staff resource needed for expected pupil numbers	<ul style="list-style-type: none"> The school does not have sufficient numbers to meet necessary ratios for the likely number of returning pupils We do not know which staff are available 	<ul style="list-style-type: none"> The school has sufficient numbers to meet necessary ratios for the likely number of returning pupils provided there is no sickness We have asked which staff are available and are collating responses Some of our returning staff have not yet been able to make arrangements for their own children to return to school 	<ul style="list-style-type: none"> We know which staff can attend school We have sufficient numbers to meet necessary ratios for the likely number of returning pupils even if there is sickness All staff are expected to attend work from September unless they have a certificate from their medical practitioner. More vulnerable staff have been identified and should there be an outbreak in school or local area will be given duties to restrict access to children
2.2 Decide content and timing of staff communication(s) including bringing staff in in advance of pupils returning if necessary	<ul style="list-style-type: none"> We have not consulted with staff representatives or unions on our approach to expanding provision We have consulted on our approach, but the staff representatives are unhappy with it and this is limiting the number of returning staff 	<ul style="list-style-type: none"> We are in the process of consulting with staff 	<ul style="list-style-type: none"> Appropriate staff representatives have been consulted with and we have reached a consensus. We evaluate current provision in each class weekly and adapt staffing timings and procedures to improve health and safety of all concerned.
2.3 Should there be an outbreak in the school or local area we will consider options if necessary, staffing levels cannot be maintained (including academy leaders and key staff like designated safeguarding leads and first aid providers)	<ul style="list-style-type: none"> We do not have capacity for either a trained DSL and/or trained first aider to be on site all of the time We are not able to ensure sufficient senior leadership capacity on site 	<ul style="list-style-type: none"> Our plans include provision of a trained DSL and trained first aider on site at all times but if either person is ill, we will not be able to sustain this provision We hope to be able to ensure sufficient leadership capacity on site for the majority of the time 	<ul style="list-style-type: none"> We have capacity for trained DSL's and trained first aiders on site at all times We are confident that we are able to provide sufficient leadership capacity on site at all times
2.4 Agree any flexible working arrangements needed to support any changes to your usual patterns (e.g. staggered start / end times)	<ul style="list-style-type: none"> We will need staff to adopt different working times but have not yet agreed these arrangements 	<ul style="list-style-type: none"> We are in the process of agreeing revised staff working times that align with working times. 	<ul style="list-style-type: none"> We have agreed with all staff working times.

DfE Recommended Action	RED	AMBER	GREEN
2.6 Agree staff workload expectations (including for leaders)	<ul style="list-style-type: none"> We have not yet considered the impact on staff workload and welfare of the planned approach to expanding pupil numbers We are unable to expand numbers to the full expectation without negative impact on staff welfare and workload 	<ul style="list-style-type: none"> We are in the process of working out how to keep staff workload manageable while ensuring provision for all pupils We may need to reduce the number of pupils in order to maintain reasonable workload 	<ul style="list-style-type: none"> We have considered the impact on workload and welfare of staff and are confident that we have reached a reasonable and manageable position We are able to provide for the relevant pupil numbers within reasonable workload parameters
2.7 Decide what staff training (either delivered remotely or in the school) is needed to implement any changes the school plans to make (e.g. risk management, curriculum, behaviour, safeguarding)	<ul style="list-style-type: none"> We have not reviewed what staff training is needed in relation to these changes 	<ul style="list-style-type: none"> We have identified training needs and are developing a training plan 	<ul style="list-style-type: none"> We have delivered training on expectations through a combination of paper guidance studied remotely and online staff meetings. Staff have received face to face training. SLT monitor and advise on implementation of new expectations.

<u>2.1 Identify hazard</u>	If there is an outbreak in school or local area. Risk of too many or too few people on site – who should come to work?
Existing level of risk	High - Too few adults to run site safely keeping in line with regulations set out by government or too many staff increasing potential transmission – those with elevated risk attending when could work from home.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Reinstate Following measures</p> <ol style="list-style-type: none"> Bubbles planned carefully with correct number of adults Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children Government advice and guidelines for persons who are Clinically Vulnerable should be monitored and followed. An individual risk assessment will be considered for staff who are Clinically Extremely Vulnerable prior to their return to work. Clinically Extremely Vulnerable staff where their job role allows, will be offered the choice of home-working. Clinically Extremely Vulnerable staff should attend school subject to strict compliance with social distancing measures and in accordance with up to date government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. 	

7. Clinically Extremely Vulnerable staff should be deployed in a position where it is possible to maintain social distancing.
8. Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns will be discussed and the measures that are being put in place to reduce the risk will be explained.
9. Where additional measures are requested, these will be accommodated where appropriate/possible.
10. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.
11. Due regard is given to first aid and safeguarding when planning staffing ie identified first aider available for each Phase
12. Assess health risk of individual staff
13. All staff follow current advice on isolating through track and trace
14. Staff isolating working from home where appropriate and well enough to do so
15. Checking and risk assessment processes will be continued in accordance with the government publication Keeping Children Safe In Education.
16. No volunteers will be allowed onsite

Remaining Level of Risk after control measures	Low
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3.0 SITE MANAGEMENT

DfE Recommended Action	RED	AMBER	GREEN
<p>3.1 Organisation: Decide the physical and organisational structures needed to limit risks and limit movement around the building(s):</p> <ul style="list-style-type: none"> 3.11 Staggered start time, assembly groups, break times, lunch times, finish times 3.12 Access rooms from the outside where possible 3.13 Limit movement around the academy 3.14 Identify separate toilets for Year Group Bubbles Pupil numbers using toilets carefully monitored <p>3.15 Agree how safety measures and messages will be implemented and displayed around the school.</p>	<ul style="list-style-type: none"> The school site severely restricts the capacity for staggered drop offs and pick-ups (few entrances, issues around queuing, busy roads etc.) and it is difficult to effective plans Staffing issues restrict our capacity to undertake staggered drop offs and pick ups 	<ul style="list-style-type: none"> School site restrictions and staff capacity make staggered drop offs and pick-ups impractical although safe this will need close monitoring and may require some improvement Instructions for these transitions are not yet shared Staff are yet to be briefed about these transitions 	<ul style="list-style-type: none"> The school site allows to easily organise staggered and safe drop offs One-way system in place for picking up children Families have received detailed instructions for these transitions Staff have been organised to ensure these transitions run smoothly and the site remains safe
	<ul style="list-style-type: none"> The school does not have a clear way through, and a one-way system is not feasible The frequent use of external doors adds significant concern or risk Children in classrooms cannot be isolated from other bubbles because of the limitations of the building 	<ul style="list-style-type: none"> A practical one-way system is difficult, expectations will be challenging to explain, and it may require almost constant monitoring Pupils and families are yet to receive explanations about the one-way system The frequent use of external doors provides some concern or risk 	<ul style="list-style-type: none"> Movement through our school is clear A practical one-way system is in place Pupils and families have had the one-way system explained to them External doors are being used where practical to do so and are of little concern All classroom spaces can be isolated from passing adults and children in the corridors, reducing risk of virus transmission,
	<ul style="list-style-type: none"> The school site is old or restricted making ventilation and circulation of air inhibited and ineffective Most doors and windows cannot easily or safely be opened or left open 	<ul style="list-style-type: none"> A system of door propping and widow opening is planned but difficult to undertake by all staff Additional ventilation is not practical through open windows and doors, but rooms are not usually stuffy Staff are yet to be informed about the need for good ventilation 	<ul style="list-style-type: none"> Where safe and practical to do so, windows remain open and doors are propped open or ajar Staff understand the need for good ventilation and reduced door contact
	<ul style="list-style-type: none"> We feel unable to provide appropriate space to support staff rest needs and maintain social distancing 	<ul style="list-style-type: none"> Communal staff areas do not easily lend themselves for social distancing, but we are working with staff to provide flexible capacity Appropriate resources and organisation (rotas etc) are being organised but not yet in place 	<ul style="list-style-type: none"> The staffroom and other communal areas have been adequately organised to support social distancing we will re-establish two staffrooms. Appropriate resources and organisation (rotas etc) are in place to support staff refreshment and toileting needs

DfE Recommended Action	RED	AMBER	GREEN
	The school site and physical resources severely impede my capacity to increase space by moving and storing unneeded furniture	Moving and storing furniture to increase space throughout the school is in progress, but some aspects are not yet complete	Where practical to do so, unneeded furniture will be moved and stored to increase space throughout functioning parts of the school
	Site security is considerably reduced due to required changes therefore a prioritisation review must take place	Some aspects of site security are impacted by changes to the school routine and use of facilities, but these will soon be resolved	Site security remains tight and is not impacted by changes to the school routine
	The school does not yet have an Access Plan under development for opening, closing and site security	Access, opening, closing and security may be hampered through illness, but an Access Plan is being formulated	An access plan for opening, closing and general site security is in place
	The school has not yet considered how to ensure that office staff can maintain appropriate distance	We are in the process of planning office space to ensure this can be achieved.	Office staff are able to work in the same office due to the level of spacing available
3.2 Classroom organisation: 3.21 Classroom layout that facilitates social distancing where possible desks will be returned to facing forwards children sitting side on to each other 3.23 Children to stay in same classroom all day 3.24 Children to be led by the same staff all day as much as possible	Given indicative pupil and staff numbers we cannot provide class sizes of 30 or maintain social distancing lay out.	Given indicative pupil and staff numbers we will not be able to provide class sizes of 30 or smaller and to some extent maintain social distancing layout.	Given current pupil and staff numbers, classrooms can be used according to the teacher's needs
3.3 Building works: Agree approach to any scheduled or ongoing building works	I cannot allow the continuation of scheduled or ongoing building work during term time, but this will have a negative impact on our ability to deliver in September	I cannot allow the continuation of scheduled or ongoing building work, but I may be able to postpone planned building works until the summer break and be ready for September	We have scheduled and ongoing building works which are proceeding while maintaining safeguarding and social distancing arrangements

<u>3.1 Identify hazard</u>	Lack of social distancing in the classroom resulting in direct transmission of the virus
Existing level of risk	High -Spread of Coronavirus that could result in serious illness and/or death.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Remove excess furniture to increase space 2. Children keep to their desks when in the room where space allows desks facing forward. 3. Social distancing procedures and no touching rule practised with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) 4. Desired procedures re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence 5. Children reminded if don't adhere and spoken to re the need for social distancing 6. Lessons planned for individual work (not paired or group work) as far as is reasonable while providing a balanced wider curriculum. 7. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 8. Children to use same desk each day 9. Staff assigned to a bubble, stay with this bubble throughout the day (and on sub-sequent days as far as staffing allows) 10. Children do not mix with other groups – children will have a designated outdoor space to ensure more opportunities for learning outside 11. No shared cloakrooms. Children discouraged from bringing items in from home 12. Maintain air-flow in the classroom by opening doors and windows. 	
Remaining level of risk	Medium

<u>3.1 Identify hazard</u>	Risk of virus spreading to the community due to parents congregating at drop off and pick up points
Existing level of risk	High Spread of Coronavirus or other illnesses within the local community.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. One way system and plan in place for picking up children at the end of school day 2. Use of Car Park and main school gates for parents exiting the site 3. Drop off and pick up timetable widely communicated to staff and parents. 4. Only one parent to bring their child to school. 5. No parents to access the school building and will keep communication going through telephone and/or email. 6. Office to remain partially closed 	
Remaining level of risk after use of control measures	Medium

<u>3.1 Identify hazard</u>	Meetings – Staff meetings – Common Area Meeting Risk – Including offices
Existing level of risk	High- Risk of transmission elevated in regular meeting spaces
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Meetings socially distanced or use technology instead where possible e.g. ZOOM 2. Avoid in person meetings with those outside of staff where appropriate 3. No shared resource in meetings 4. Seating and rooms changed to enhance social distancing 5. No shared staff lunches 6. Staff room limit of 8 persons at a time 7. Bags etc... kept in lockers or under desks 8. Office staff with staggered working hours so only one person in space at a time 9. Office staff operate a mixed work from home and work at school system as needed to cover tasks 	
Remaining Level of Risk after control measures	Medium

<u>3.11 Identify hazard</u>	Lack of social distancing travelling to work or waiting to enter school resulting in direct transmission of the virus
Existing level of risk	High -Spread of Coronavirus that could result in serious illness and/or death.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staff travel to school independently by car, on foot or by bicycle. 2. No use of public transport by staff or children currently attending. 3. Staff not travelling to other schools as part of their work commitments. 4. Staff who pick up their own children from other schools adhere to social distancing. 5. Staff not allowed to move vehicles on school site at pick up times until given the all clear by staff on gate duty 6. 2 m distancing signage where children and parents to wait 7. Allocated gate for parents to arrive and leave from 8. Instructions shared re social distancing between families in the morning with parents and children 9. Signage for parents and children displayed outside the classroom 10. Staggered drop off times for different bubbles. 11. Arrangements review weekly with staff 12. Parents and children reminded not to mix with those from other bubbles while waiting to pick up or when entering or leaving the school site 	
Remaining level of risk	Medium

<u>3.11 Identify hazard</u>	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus
Existing level of risk	High Spread of Coronavirus that could result in serious illness and/or death.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Bubbles to use allocated play areas 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Each bubble to have their own set of equipment which is cleaned after use 4. Guidance and training provided to all staff on the teaching of games which encourage social distancing 5. Staff supervision throughout – actively encouraging and insisting on social distancing 6. Each bubble has their own designated outside space 	
Remaining level of risk after control measures	Medium

<u>3.11 Identify hazard</u>	Lack of social distancing when eating lunch resulting in direct transmission of the virus
Existing level of risk	High Spread of Coronavirus that could result in serious illness and/or death
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Only one bubble at a time called for dinner, only EYFS and KS1 to dine in the hall bubbles kept at a minimum of 2m apart/ KS2 to eat in classroom 2. Full cleaning and disinfecting of tables etc. before next bubble come in. 3. Clear timetable in place to maximise the use of time and to enable management of bubbles 4. Children to use hand-sanitizer on entry and exit from the hall 5. Some bubbles eat in their classrooms/ designated outdoor space. 6. Lunchtime supervisors in Key Stage 2 to collect school dinner from the hall a year group at a time and eat dinner in classrooms 7. Fire doors on KS2 corridor to be wedged open to allow safe transport of hot dinners to classroom- wedges to be removed at the end of service by MMS- MMS Mrs Griffin to insure wedges are removed at the end of dinner service and sign log each day to state this has been done. 8. Lunchtime supervisors are to ensure strict social distancing is maintained. 9. Systems communicated to all staff 10. Careful liaison with catering contractors and catering staff 	
Remaining level of risk after use of control measures	Low

<u>3.11 Identify hazard</u>	Lack of social distancing in the corridors resulting in direct transmission of the virus
Existing level of risk	High Spread of Coronavirus that could result in serious illness and/or death.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. One child going to toilet at one time 3. Most bubbles have toilets internal to their classroom 4. When moving around the school everyone to keep to the left 	
Remaining level of risk after control measures	Low

<u>3.13 Identify hazard</u>	Movement around the building – including contractors and parents
Existing level of risk	High - Bubbles would meet risking transmission
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Timetables used to keep bubbles apart 2. Social distancing signage explaining rules and offices to remind all visitors of rules 3. Different entrances to be used to enhance stagger 4. Once way systems and signage where possible 5. Staggered entry of pupils 6. Parents not allowed on site – by appointment only 7. Contractors booked only so movements can be managed 8. Contractors to share COVID risk assessments 	
Remaining Level of Risk after control measures	Low

<u>3.14 Identify hazard</u>	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus
Existing level of risk	High -Spread of Coronavirus that could result in serious illness and/or death.
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Allocated toilets for all bubbles • Handwashing after using toilet • Extra Signs in toilet re washing hands • Extra soap and other hygiene resources in stock to ensure we do not run out 	
Remaining level of risk after control measures	Medium

4.0 CATERING

DfE Recommended Action	RED	AMBER	GREEN
<p>4.1 Catering: 4.11 Work with North Tyneside Catering Services to ensure meals are available for all children in the school. 4.12 Also, consider your arrangements for those year groups still out of the school and eligible for benefits related to Free School Meals</p>	<ul style="list-style-type: none"> Our catering supplier cannot provide staff or meals / our kitchen facilities do not allow for social distancing and we have no plans to mitigate this 	<ul style="list-style-type: none"> Our catering supplier cannot provide staff or meals / our kitchen facilities do not allow for social distancing, but we can ask pupils to bring packed lunches and provide these for pupils entitled to FSM We will set up food vouchers for eligible families 	<ul style="list-style-type: none"> We are able to provide hot meals for pupils in the school, both those who purchase meals and those who are eligible for FSM We continue to provide food parcels/ vouchers for those eligible for Free school meals.
<p>4.2 Clubs: 4.21 Agree whether breakfast clubs, lunch nursery wraparound and after-school clubs can operate (in line with necessary protective measures) and under what terms</p>	<p>We cannot provide breakfast / lunch / after-school clubs and have not yet communicated this to parents/carers.</p>	<p>We cannot provide breakfast / lunch / after-school clubs and have plans to communicate this to parents/carers.</p>	<p>The Hazlewood OOSC will provide breakfast club and afterschool club if the pupil numbers make this viable</p>
<p>4.3 Suppliers: Plan arrangements with your catering suppliers and check they are following appropriate social distancing and hygiene measures, including when in the school</p>	<ul style="list-style-type: none"> We have not made contact with our suppliers. 	<ul style="list-style-type: none"> We have made contact with our suppliers and are working out how to ensure social distancing and hygiene measures can be assured. 	<ul style="list-style-type: none"> We have ensured consistency of supply and that social distancing and hygiene measures will be in place.

5.0 PPE AND HYGIENE

DfE Recommended Action	RED	AMBER	GREEN
<p>5.1 Protective measures: Read the guidance on implementing protective measures in education and childcare settings and agree how this will be implemented in your academy</p>	<ul style="list-style-type: none"> We have rearranged offices and/or provided suitable PPE for those working in offices/ classes in close proximity. 	<ul style="list-style-type: none"> We are in the process of informing parents that office contact will be by phone or email. An appointment will be given where a meeting is required. 	<ul style="list-style-type: none"> We have informed parents that office contact will be by phone or email. An appointment will be given where a meeting is required. Arrangements are in place so office can maintain social distancing
<p>5.2 Cleaning: Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school and how you will ensure sufficiency of supplies</p>	<ul style="list-style-type: none"> I am not able to provide my usual cleaning regime I have not been able to make arrangements for enhanced cleaning that covers classrooms, resources, shared equipment We still have items that are difficult to clean in classrooms and other spaces 	<ul style="list-style-type: none"> Additional cleaning is not yet possible, but my usual routines are still in place We are in the process of confirming arrangements for enhanced cleaning of classrooms, and resources We are in the process of removing items that are difficult to clean We are in the process of confirming our protocol for cleaning shared equipment between uses We are in the process of undertaking school wide fogging 	<ul style="list-style-type: none"> I am able to include additional cleaning of classrooms, frequently touched areas and resources with appropriate cleaning products as part of our daily routine We will remove from the classroom any items that would be difficult to clean We will put into place agreed protocols for the cleaning of equipment (toys, shared equipment) between uses The school has been deep cleaned during the Summer Break
<p>5.3 Hygiene: Decide the approach to enhance hygiene (for example toilet use, hand washing) and decide on policy related to usually share items (books, toys, practical equipment)</p>	<ul style="list-style-type: none"> We have insufficient amounts of hygiene and cleaning products Our storage will not accommodate additional cleaning products We have not yet increased/checked staff awareness around cleaning and hygiene products 	<ul style="list-style-type: none"> Additional cleaning products are ordered, and sufficient stock is currently on site Storage is planned but still requires refinement Staff awareness around cleaning materials is underway but incomplete 	<ul style="list-style-type: none"> Additional cleaning materials have been purchased All detergents and similar products are able to be safely stored Staff are aware of safe storage and use of cleaning materials COSH advisory notes are available in close proximity for all "specialist" cleaning products
	<ul style="list-style-type: none"> There are insufficient covered bins Regular emptying of bins will be challenging 	<ul style="list-style-type: none"> Most functioning classrooms have a covered bin and additional units are ordered 	<ul style="list-style-type: none"> Covered bins are available in each functioning room

DfE Recommended Action	RED	AMBER	GREEN
		<ul style="list-style-type: none"> Bin emptying may be increased but is currently part of normal end of day procedures 	<ul style="list-style-type: none"> Bin emptying is routinely increased within the day
	<ul style="list-style-type: none"> Handwashing and sanitisations are currently difficult to undertake in classrooms We have not yet planned or finalised a routine for hand washing and hygiene 	<ul style="list-style-type: none"> Not all classrooms have handwashing facilities or sanitiser, but these should be ready soon Hand washing routine has been planned and sharing of expectations and procedures will happen soon 	<ul style="list-style-type: none"> Hand washing facilities are available within each classroom or shared area A practical routine for regular hand washing is in place and staff, pupils and families understand it
5.4 Classroom resources	<ul style="list-style-type: none"> There are insufficient resources in the school for pupils to have individual trays of equipment Some of our pupils will be disadvantaged if they are unable to take shared equipment home 	<ul style="list-style-type: none"> I will need to order additional resources so individual pupils can have their own equipment 	<ul style="list-style-type: none"> There are sufficient resources in the school for pupils to have their own equipment
5.5 Plan the school level response should someone fall ill on site	<ul style="list-style-type: none"> We have no protocols to address this We are unable to provide a suitable isolation room for anyone that becomes unwell on site We can provide an isolation space, but it will be impossible for the supervising member of staff to maintain a distance of 2 metres 	<ul style="list-style-type: none"> We know what we are going to do in the event of a positive test We are in the process of identifying a suitable isolation room for anyone that becomes unwell on site and making arrangements for PPE in the room We are in the process of confirming who and how we will clean all areas where the person with symptoms has been 	<ul style="list-style-type: none"> We have clear procedures for reporting symptoms and positive tests and a clear plan for the action we will take in such circumstances (including arrangements to clean areas where the symptomatic person has been) We are able to provide a suitable outdoor space for anyone that becomes unwell on site with accompanying PPE and space for the staff members to maintain social distance
5.5 Make arrangements for cases where PPE supplies will be needed (if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home)	<ul style="list-style-type: none"> We do not have sufficient supplies of necessary PPE and we cannot get it We are not confident that staff who need to provide first aid or treatment will be safe 	<ul style="list-style-type: none"> We do not have sufficient supplies of necessary PPE, but we know what we need, have been able to order what we need and are awaiting delivery 	<ul style="list-style-type: none"> We have sufficient supplies of necessary PPE for appropriate staff and a clear policy for its use

5.2 Identify hazard	Risk of virus in the environment through lack of cleaning
Existing level of risk	High - Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Cleaning schedules increased to allow for twice daily cleaning of all communal areas and resources 2. Children and staff encouraged to hand wash at all changes of activity 3. Hand sanitising to take place when entering and exiting different areas 4. Bubble cleaned after suspected case – where possible move bubble location 5. Cleaning contractors has provided enhanced training for cleaning staff to keep them and others safe 6. Systematic deep cleaning of all areas and decluttering undertaken each day 7. Bins emptied at least daily 	
Remaining Level of Risk after control measures	Medium

5.3 Identify hazard	EYFS and KS1 children having toileting accidents and may need assistance with their personal care.
Existing level of risk	High - Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children will be reminded to use the toilets throughout the day 2. If a child has an accident, staff will clear the area of the classroom and ensure it is disinfected immediately. 3. Staff will encourage the child to take off any soiled clothing – supporting only when necessary. 4. Staff will wear gloves and aprons and will wash their hands immediately 5. Soiled clothing will be double bagged and placed in an unused zone until given to parent at home time. 6. The child will be supervised to wash their hands properly. 	
Remaining level of risk	Medium

5.3 Identify hazard	KS1 and EYFS children placing toys and resources in their mouths and therefore increasing the risk of infection in bubbles.
Existing level of risk	High - Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children will be reminded at the start of each session about not putting things in their mouths/touching their faces. 2. Children will have their own set of stationery which will be cleaned each day and kept in their own pack. 3. All resources will be given to the children for the day e.g. numicon or counters - disinfected after use. 4. Resources have been made inaccessible that cannot be easily cleaned. 5. Resources such as manipulatives will be cleaned between different groups in the classroom using these. 	
Remaining level of risk	Medium

5.3 Identify hazard	Cleaning and use of outdoor equipment in the Early Years area.
Existing level of risk	Medium - Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Water play is used with washing up liquid in it. Hands washed after water play. 2. Only Nursery/ Reception bubble accessing the Nursery & Reception outdoor area 3. Equipment to be cleaned after use 4. Children to wash their hands before going outside and on returning to the classroom 5. Wet suits not currently in use. 	
Remaining level of risk	Low - outdoor environment has less risk of viral infection than indoor environment

5.3 Identify hazard	KS1 EYFS Lack of personal hygiene in young children
Existing level of risk	Medium -Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children will be reminded each day about the need for personal hygiene using age appropriate resources 2. Children will be reminded to “catch it, bin it, kill it” when coughing or sneezing 3. Children will be shown where the supply of tissues is and will be encouraged to use these. 4. Children will be reminded to place any used tissues in the bin 5. Children will be supervised to ensure that their hands are cleaned and dried properly 6. Children will use songs/rhymes to support the correct washing of hands. 7. If children’s clothing becomes contaminated due to poor personal hygiene then it will be removed and bagged and the child will be provided with alternative clothing. 	
Remaining level of risk	Medium

5.3 Identify hazard	All bubbles Snack time and water bottles.
Existing level of risk	High- Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children are supervised to wash their hands before snack. 2. All children will have snack at the same time 3. Children will be reminded to eat with their mouths closed 4. Children will place all rubbish in bins 5. Children will wash their hands after snack. 6. All water bottles are labelled and will be stored in a line rather than in a central location to avoid the children touching other bottles when looking for their own. 	
Remaining level of risk	Medium

5.3 Identify hazard	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus
Existing level of risk	High Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned at lunchtime and in the evening each day using disinfectant 2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 3. Soft furnishings and soft / cloth toys removed from use in classrooms 4. Expectations of cleaning from cleaning company to be shared with staff 	
Remaining level of risk after use of control measures	Medium

5.3 Identify hazard	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus		
Existing level of risk	High Spread of Coronavirus that could result in serious illness and/or death.		
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All staff to follow government guidance on cleaning in non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 2. Hand gel dispenser available to all classrooms 3. Hand gel at entrance for parents, carers, visitors 4. Hand gel and soap in stock in large quantities 5. Soap and disinfectant replenished every day. 6. Children hand wash very regularly 7. Washing hands posters replaced in all washing areas 8. Reminders how to wash hands properly – videos and posters 9. Procedure agreed for children to wash hands so thorough hand washing 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

5.4 Identify hazard	Contact of shared resources resulting in indirect transmission of the virus
Existing level of risk	High Spread of Coronavirus that could result in serious illness and/or death.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Packs of stationary labelled with child's name on 2. Tubs of resources for individuals if needed – maths cubes etc. 3. Resources disinfected after use and left to dry if not same person using them the next day 4. Tables, door handles and other surfaces cleaned twice daily with disinfectant 5. Lessons planned so resources are individual and not shared – or on white board 6. Plastic packets (zippy) bags used for individual resources 7. Children encouraged to wash hands before lessons and after each lesson 8. Hand sanitiser available in all classrooms. 	
Remaining level of risk after use of control measures	Medium

5.5 Identify hazard	Person Displaying Symptoms & relevant to first aid situation
Existing level of risk	High- Transmission Risk Elevated
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Isolate child or staff member in designated area (Outside the Library) • Social distance of 2 metres maintained • Insure windows are open for ventilation • Toilet next to Headteacher will be designated for the use of person displaying symptoms and will be deep cleaned after use using the cleaning kit provided by contract cleaning company which is stored in staff room. • Use PPE where appropriate in first aid situation in line with government guidance – Mask, Gloves, Aprons, Soap, Hand Gels, googles and visors • Phone: 0800 046 8687 Opening hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 6pm DFE COVID-19 helpline • If a child call parent to collect child plus siblings as precaution • Advise parent of necessity through home school agreement to immediately self-isolate whole household; to seek a test and advise us of outcome- sharing evidence • Person removed from site and advised to self-isolate immediately • If test returns positive follow government guidance at time, currently– return home for 7 days minimum – household to isolate for 10 days. • Clean area and items used by child thoroughly using anti bacteria solution. • Advice will be sought from PHE/DFE COVID-19 helpline as “bubbles” may no longer have to fully close after a positive contact. • Staff, pupils and parents/carers should be informed that they will be expected to be ready and willing to engage with the NHS Test & Trace process, including the provision of details of people that they have been in close contact with, when advised to do so. N.B. It is stated that “School COVID-19 Home School Agreement changed to reflect that parents and carers must engage with the Government Track and Trace” this will be brought to the attention of the parents via text message and school website • Staff and pupils should be told to book a test and not come to the school if they display symptoms. • Staff and parents are expected to advise the school immediately in the event of a positive test result. • Persons that feel well, no longer have COVID-19 symptoms and test negative can return to school (though they should continue to avoid contact with other persons if they still have cold/flu symptoms). 	

- Anyone testing positive should be told to follow government guidance

Details of anyone with whom the infected person has been in close contact with should be provided to Public Health England on request. The guidance now states that a close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - o face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - o been within 1 metre for 1 minute or longer without face-to-face contact
 - o sexual contacts
 - o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - o travelled in the same vehicle or a plane
- Guidance from Public Health England should be sought immediately should there be two or more confirmed cases of COVID-19 in the school community within a 14 day period, or where there is an increased rate of absence and COVID-19 is a suspected cause.
- Self-isolation and partial/full closure advice given by Public Health England will be followed.

Remaining Level of Risk after control measures

Medium

6.0 POLICIES AND PROCEDURES

DfE Recommended Action	RED	AMBER	GREEN
<p>6.1 Attendance: Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in the academy</p>	<ul style="list-style-type: none"> It is mandatory for all pupils to attend school in September We are not clear what our policy should be where parents are unwilling for their children to return to the school as a result of safety concerns or other practical barriers 	<ul style="list-style-type: none"> It is mandatory for all pupils to attend school in September We are in the process of developing a clear policy and protocol in place for cases where parents are unwilling for their children to return to the school as a result of safety concerns or other practical barriers 	<ul style="list-style-type: none"> It is mandatory for all pupils to attend school We have a clear policy and protocol in place for cases where parents are unwilling for their children to return to the academy as a result of safety concerns or other practical barriers Our policy includes the provision of home learning for pupils who may have to stay at home for self-isolating Pupils that are shielding or self-isolating as a result of Public Health England advice should be identified and arrangements will be made to support them with home study where appropriate. Where pupils are under the supervision of a health professional, their return to school will be discussed with the health professional and an individual risk assessment should be carried out before they return to school
<p>6.2 Safeguarding: Agree what safeguarding provision is needed in the school to support returning children. Check for revised protocols from LA and update safeguarding policy if necessary</p>	<ul style="list-style-type: none"> We have not yet reviewed our safeguarding policy or fully identified where changes may need to be made 	<ul style="list-style-type: none"> We have reviewed our safeguarding policy and are in the process of finalising an approved addendum 	<ul style="list-style-type: none"> We have reviewed our safeguarding policy and governors have approved an addendum (provided by KCSP) The Child Protection Policy has been reviewed to reflect the return of more pupils. Statutory safeguarding guidance has been referred to (Keeping Children Safe In Education and Coronavirus (COVID-19): Safeguarding in Schools, Colleges And Other Providers).

DfE Recommended Action	RED	AMBER	GREEN
			<ul style="list-style-type: none"> Additional time is provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns. Communication with LA will be continued where appropriate.
<p>6.3 Behaviour: Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to academy staff, students and parents and review uniform expectations</p>	<ul style="list-style-type: none"> We have not yet reviewed our behaviour policy or fully identified where changes may need to be made We have not yet communicated new expectations to parents or planned how to do so with pupils 	<ul style="list-style-type: none"> We have reviewed our behaviour policy and are in the process of finalising changes. Once this is done, we will need to communicate the revised expectations clearly to parents, pupils and staff 	<ul style="list-style-type: none"> We have reviewed our behaviour policy to reflect new rules and routines Governors have approved the updated policy Communication to staff, parents and children has clarified the new expectations, including for uniform
<p>6.4 Communication with parents/carers: Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, e.g. arrangements for drop-off/collection)</p>	<ul style="list-style-type: none"> We do not have agreed communications and a contract set up for parents regarding pupils returning to the school and attendance expectations 	<ul style="list-style-type: none"> We have agreed communications and a contract set up for parents regarding pupils returning to the school and attendance expectations, however this does not reach all parents/carers 	<ul style="list-style-type: none"> We have agreed communications and a contract set up for parents regarding pupils returning to the school and attendance expectations
<p>6.5 Suppliers: Plan arrangements with your suppliers and check they are following appropriate social distancing and hygiene measures (e.g. food suppliers, grounds maintenance, transport providers), including when in the school</p>	<ul style="list-style-type: none"> We have not made contact with these suppliers/contractors. 	<ul style="list-style-type: none"> We have made contact with all suppliers/contractors and are working out how to ensure social distancing and hygiene measures can be assured. 	<ul style="list-style-type: none"> We have confirmed effective social distancing and hygiene measures with all suppliers/contractors.
<p>6.6 Health and Safety: Agree on any necessary updated health and safety policy and risk assessments</p>	<ul style="list-style-type: none"> We have not yet considered health and safety policy and procedural amendments which might be needed 	<ul style="list-style-type: none"> We have begun to consider health and safety policy and procedural arrangements which reflect amended arrangements for site transit/management 	<ul style="list-style-type: none"> We have reviewed our health and safety policy and procedural arrangements and have drafted an addendum to our health and safety policy which reflects amended arrangements for site transit /management

DfE Recommended Action	RED	AMBER	GREEN
6.7 Pupil medication	<ul style="list-style-type: none"> We are not currently clear what medication needs our returning pupils will have We do not have, and have not yet ordered, sufficient medication to ensure that we have adequate supply of up to date medication needed by returning pupils 	<ul style="list-style-type: none"> We have reviewed need and need to order additional medication to ensure that we have adequate supply of up to date medication needed by returning pupils 	<ul style="list-style-type: none"> We have reviewed need and have adequate supply of up to date medication needed by returning pupils
6.8 PPE: Making decisions on other items of PPE which fall outside of government guidance: for example, will you allow people to wear masks? Gloves? Scrubs/gowns? Face shields?	<ul style="list-style-type: none"> We have not considered our policy on the 'optional' use of PPE beyond that recommended by the DfE (intimate care or a child who displays symptoms at the school) 	<ul style="list-style-type: none"> We have decided what PPE will be permitted in the academy on an optional basis and are in the process of communicating this to all stakeholders 	<ul style="list-style-type: none"> We have decided what PPE will be permitted in the school on an optional basis and communicated this to all stakeholders
6.9 Impact assessment: Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach	<ul style="list-style-type: none"> In order to adhere to safety requirements, the school is not fully able to meet the normal expectations for staff and pupils with protected characteristics 	<ul style="list-style-type: none"> In relation to the anticipated returning children the school's approach will not have a negative impact on pupils or staff with protected characteristics, but we will need to keep this under review through the use of personalised risk assessments for some SEN children 	<ul style="list-style-type: none"> I am confident that our planned approach will not have a negative impact on pupils or staff with protected characteristics
6.10 Aligned policies: Work with other school-based provision as necessary (e.g. nursery & OOSC) to ensure policies are aligned where they need to be	<ul style="list-style-type: none"> It has not been possible to align policies between the school and on-site provision resulting in risks to safety of staff and pupils 	<ul style="list-style-type: none"> Policies are being developed by the school and on-site providers and work needs to be done to check they are fully aligned or that variation is minimal and low risk 	<ul style="list-style-type: none"> The school has the OOSC on-site provision All policies have been developed in tandem with on-site providers and are fully aligned
6.11 Test, track and trace	<ul style="list-style-type: none"> We do not know how and where people can be tested 	<ul style="list-style-type: none"> We know what the test sites are and the circumstances in which people should be tested 	<ul style="list-style-type: none"> We have published to all stakeholders regarding test sites and when people should seek tests

DfE Recommended Action	RED	AMBER	GREEN
	<ul style="list-style-type: none"> We do not yet have a protocol in place in the event of a member of staff or a pupil testing positive 	<ul style="list-style-type: none"> We know what we are going to do in the event of a positive test but need to clarify and communicate the protocol 	<ul style="list-style-type: none"> We have clear procedures for reporting symptoms and positive tests and a clear plan for the action we will take in such circumstances

6.5 Identify hazard	Managing, Maintenance contractors & deliveries
Existing level of risk	Medium
Consequences of no action	Elevated transmission risk due to meeting others or not following on site systems.
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> Normal Health and Safety rules on site Contractors seen by appointment only – speak to office prior to arrival so they have relevant information Out of hours where possible – strongly recommended! Remind them of our rules and inspect their COVID risk assessments Caterers risk assessments agreed by KCSP office. Limit site access and movement to avoid meeting bubbles Book when children not on site if appropriate or work in rooms not in use Deliveries to phone ahead where possible to be advised of procedures Deliver externally Reduce people used to reduce risk of transmission – use the same person regularly to have working pairs where possible. 	
Remaining Level of Risk after control measures	Low

6.6 Identify hazard	Risk of infection/injury due to site management not being maintained		
Existing level of risk	Medium Spread of Coronavirus or other illnesses, risk of injuries to staff and pupils.		
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> Review arrangements for all building-related systems but in particular: <ul style="list-style-type: none"> hot and cold water systems gas safety fire safety kitchen equipment security including access control and intruder alarm systems ventilation <p>Ref: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

7.0 WELL-BEING

DfE Recommended Action	RED	AMBER	GREEN
<p>7.1 Staff well-being: Put in place measures to check on staff wellbeing (including for leaders)</p>	<ul style="list-style-type: none"> Ways to check on wellbeing are informal and haphazard and do not include all staff. Support is not considered or available. 	<p>A plan is being developed which identifies possible mental health or wider wellbeing issues staff may face when returning to the academy. This includes:</p> <ul style="list-style-type: none"> Identifying a range of sensitive and appropriate ways to check on wellbeing Considering the ongoing nature of some wellbeing issues. <p>Exploring the range of support available and where it can be found.</p>	<ul style="list-style-type: none"> Processes are in place and functioning effectively to sensitively check on staff wellbeing. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have been identified and can be contacted.
<p>7.2 Pupil well-being: Plan likely mental health, pastoral or wider well-being support for children returning to the academy (e.g. bereavement support) and discuss with LA or Trust what wider support services are available. Secure services for additional support and early help where possible (e.g. anxiety, mental health, behaviour, social care, changes to mobility) and consider how these might apply to pupils and students who were not previously affected.</p>	<ul style="list-style-type: none"> Ways to check on wellbeing are informal and haphazard and do not include all children. Support is not considered or available. 	<p>A plan is being developed which identifies possible mental health, pastoral or wider wellbeing issues children may face when returning to the academy. This includes:</p> <ul style="list-style-type: none"> Identifying a range of sensitive and appropriate ways to check on wellbeing Considering the ongoing nature of some wellbeing issues. Exploring the range of support available and where it can be found. Considering staff training to raise awareness of issues <p>Identifying specific areas of responsibility</p>	<ul style="list-style-type: none"> Processes are in place and functioning effectively to sensitively identify issues. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have been identified and are being utilised.

8.0 LEARNING

DfE Recommended Action	RED	AMBER	GREEN
8.1 Agree what learning is appropriate (including relationship between face to face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch-up'	<ul style="list-style-type: none"> We are unable to plan and cater for the varying needs of pupils returning to the school or those at home Curriculum priorities have not been agreed Expectations have not been agreed by staff 	<ul style="list-style-type: none"> We are able to plan and cater for some of the varying needs of pupils returning to the academy but not those at home Curriculum priorities have been agreed but not actioned Expectations have been agreed by staff, but cannot all be met 	<ul style="list-style-type: none"> We are able to plan and cater for the varying needs of pupils returning to the school and those at home Curriculum priorities have been agreed Expectations have been agreed by staff
8.2 Work with LA and families to identify what provision can reasonably be provided for in line with EHCPs	<ul style="list-style-type: none"> Having worked with appropriate professionals/families, we are unable to give appropriate provision to those with EHCPs in the academy or at home We have not been able to work in collaboration with parents/professionals regarding provision for pupils with EHCP 	<ul style="list-style-type: none"> Having worked with appropriate professionals/families, we are able to give appropriate provision to those with EHCPs <ul style="list-style-type: none"> In the school But not those at home 	<ul style="list-style-type: none"> Having worked with appropriate professionals/families, we are able to give appropriate provision to those with EHCPs <ul style="list-style-type: none"> In the school At home
8.3 The full, normal curriculum should be taught wherever possible. Where this is not possible, any gaps should be identified and addressed by Summer Term 2021.	<ul style="list-style-type: none"> The full normal curriculum cannot be taught and gaps in the curriculum cannot be identified and addressed by Summer Term 2021 	<ul style="list-style-type: none"> The full, normal curriculum can be taught wherever possible. Any gaps should be identified and addressed by Summer Term 2021. 	<ul style="list-style-type: none"> The full, normal curriculum can be taught wherever possible. See the schools guidance on remote learning for more detail.

7.1 Identify hazard	Management of communication, anxiety of staff and Mental Health
Existing level of risk	Medium - staff scared to return, anxious regarding safety measures and personal risks. Staff mental health at risk
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
	<ol style="list-style-type: none"> Communicate all emails to staff including letters going to parents regarding arrangements H.T D.H and SENCO to regularly check in with staff Share risk assessments with all staff and act on feedback and concerns All procedures and guidance shared with staff prior to wider opening Strong home school agreement allowing enforcement if rules not followed Re-send to staff details of both counselling options subscribed to by school. Risk assessments reviewed weekly Vulnerable staff working in school with strict 2 metre distancing measures in place
Remaining Level of Risk after control measures	Low

<u>7.2 Identify hazard</u>	Emotional distress of the children	
Existing level of risk	High Wellbeing of children may be affected and may impact on their mental health and ability to focus on learning. Could also impact on behaviours.	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have known staff 2. Full sharing of information with parents to ensure transition is successful from home to school 3. Staff provided with a multitude of useful well-being resources to support the children. 4. Continued support for those recognised as vulnerable at school and at through regular contact and supervision. Provision of pastoral and extra-curricular activities will be designed to support the rebuilding of friendships and social engagement; address and equip pupils to respond to issues linked to COVID-19; and support pupils with approaches to improving their physical and mental wellbeing. 5. Additional pastoral support will be provided where issues are identified that pupils may need help with. 		
Remaining level of risk after control measures in place		Low

<u>8.3 Identify hazard</u>	The full, normal curriculum can be taught wherever possible. Any gaps should be identified and addressed.	
Existing level of risk	Medium- The potential risk is the "failure to educate the children" due to not being able to deliver the statutory requirements of the national curriculum	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • The full, normal curriculum will be taught wherever possible. Where this is not possible, any gaps should be identified and addressed. • Where subjects cannot be safely delivered, they will be suspended. • (Reception and Year 1) Teachers will focus on the prime areas of learning including communication and language, PSED and physical development and to assess gaps in language, early reading and mathematics. • (Nursery/Reception) Pupils will be given equal opportunities for outdoor learning. • (Key Stage 1 & 2) Teaching will prioritise identifying gaps and re-establishing good practice in the essentials (phonics and reading, increasing vocabulary, writing and mathematics) in addition to a broad curriculum. <p>Music Teaching</p> <ul style="list-style-type: none"> • Measures will be put in place to reduce the risk of transmission of COVID-19 whilst singing or whilst using musical instruments. • Pupils should be distanced whilst performing. • Performing outdoors will be considered however music lessons will be taught in the school hall so that children are kept at wider distances positioning pupils side-by-side or back-to-back will be considered. • Sharing of musical instruments should be avoided and instruments that are used are regularly sanitised between use by different pupils. • Good ventilation will be provided. • Singing, wind and brass instrument playing should not take place in large groups such as choirs or assemblies. • Any updates from the DFES regarding the teaching of music will be adhered to. 		

<p>Physical Activity</p> <ul style="list-style-type: none"> • Pupils should be kept in consistent groups. • Sports equipment will be thoroughly cleaned between being used by different groups. • Contact sports will be avoided. • Sport will be carried out outdoors rather than indoors wherever possible. • All relevant guidance should be considered including government guidance on the phased return of sport and recreation, Sport England guidance on grass root sport, AfPE guidance on COVID-19 and Youth Sport Trust guidance on COVID-19. <p>Educational Visits</p> <p>Will be risk assessed on an individual basis using risk assessment templates and advice from K.C.C outdoor education unit.</p> <ul style="list-style-type: none"> • Educational visits that involve overnight stays will not be carried out. • Other educational visits if arranged will not be arranged as per Government guidance • If in the event of relaxation of guidance regarding school visits a pre-visit risk assessment process should be completed taking particular account of any wider advice on visiting indoor and outdoor venues. 	
<p>Remaining Level of Risk after control measures</p>	<p>Low</p>

<p><u>8.4 Identify hazard</u></p>	<p>Management of Afterschool Club Provision</p>
<p>Existing level of risk</p>	<p>Medium – Children in afterschool club will be from across year group “bubbles” and so there is a risk of spreading infection across different year groups.</p>
<p><u>Control measures</u></p>	<p>List your control measures required to reduce risk – add appropriate detail about the type and location of controls</p> <ol style="list-style-type: none"> 1. Afterschool club held in the hall as this is larger space 2. Key Stages to be kept in separate groups e.g. Year R, 1 and 2 on one table, Year 3 and 4 on another and 5 and 6 on another (dependent on numbers) 3. No more than 15 on any one day 4. Two staff members, one for KS1 and one for KS2 they will keep to their Year Groups 5. Strict Social distancing observed between adult staff 6. Hygiene controls in place- hand sanitizing/washing on entry and exit 7. Any equipment used in the club will be cleaned after use 8. A strict attendance record will be kept for at least 21 days to allow for track and trace 9. Parents must book the club in advance no turning up on an ad hoc basis 10. Parents to provide up to date contact details and keep school informed of any changes to pick up arrangements for track and trace purposes 11. Parents must pay in advance for the club using Parent Pay no cash payments 12. Snack provision/menu will be adjusted so that there is no sharing of plates etc. between “Bubbles” or groups at the club. Any cooking activities will be adjusted so no mixing between “Bubbles” 13. Staff to collect pupils from classrooms at 3:15p.m to insure that “bubbles” don’t mix 14. For collection at agreed times, parents will queue on the path following social distancing, one staff member will be on the door and call the children to be collected one at a time. 15. Parents to follow one-way system and protocols for normal drop off in the mornings. 16. There will be no collection allowed before 4 the club finishing time. 17. Any child whose parent is consistently late will forfeit their child’s place in the club
<p>Remaining Level of Risk after control measures</p>	<p>Low</p>

SUMMARY OF APPROACH SHOULD WE HAVE AN OUTBREAK AT SCHOOL OR IN THE LOCAL AREA

Based on the analysis above, our current approach is as follows:

- It is mandatory for all children to return to school on 2nd September 2021
- Advice will be sought from DFE helpline and or Public Health England 0800 0468687 should there be several cases within a 14-day period or if there is a local area outbreak and we are instructed to implement our Outbreak Action Plan
- Any staff who are identified as particularly vulnerable will be given duties that will restrict as far as possible access to children within a single bubble and will maintain 2m social distancing
- Staff can be deployed across Key Stages
- EYFS, Key Stage 1 and Key Stage 2 have separate allocated space for playtimes
- Key Stage 2 to eat school dinners and packed lunches in the main hall
- School is open from 8:40 a.m children to enter through designated routes
- One-way system in place for collection of pupils at end of the day
- Each Key Stage and staff to be kept separate from each other as far as is practical
- Children will be discouraged from bringing in anything from home with the exception of packed lunch and P.E kit
- School Office will remain fully open
- Online systems in place for communication with parents
- Cashless payment in place for school trips, school meals and ordering of school uniform
- OOSC will only be offered if pupil numbers make this viable
- Plan in place for remote learning for children who are isolating at home and who are well enough to access learning
- Food parcels/ Vouchers will be provided for FSM children who have to stay at home due to COVID-19
- Staff and pupils should report any suspected breaches of the required practices and procedures to a member of the senior leadership team.
- Appropriate disciplinary action will be taken against persons who do not follow the required practices and procedures.
- Additional cleaning in place for high contact and classroom areas.
- Staff are encouraged to use Lateral Flow Testing twice weekly on Sunday and Wednesday