

Schools operating safely during pandemic risk assessment

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. There is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks where possible
- staff maintaining distance from pupils and other staff as much as possible

Key measures to prevent spread of coronavirus are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process
- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

Clinically extremely vulnerable and clinically vulnerable children and staff

During the period of National Restrictions from 5 November 2020. Clinically extremely vulnerable staff are advised to work from home and not to go into school. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their heads about how they will be supported, including to work from home where possible, during the period of National Restrictions.

All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, should continue to attend following consideration of an individual risk assessment.

Evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.

Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.

a) Premises/ Health and Safety

	Risk	Countermeasure	By whom?	By when?
1	Insufficient toilets to enable social distancing	<ul style="list-style-type: none"> • All but Y5 and 6 classroom have their own toilets so all use will be within children's class bubble and wider phase bubbles. • Children to use class toilets at break times. • Staff toilets to be segregated for different bubbles as much as possible – Office/EYFS, KS1/KS2 	Class teachers VJD	Share with children 04.09.20 From 06.11.20
2	Pupil or teaching group leader is sent home with symptoms of COVID	<ul style="list-style-type: none"> • Providing PPE for staff member supervising pupil. Designated suspected COVID isolation room (Elsa Room) with windows open. Member of staff to supervise visually through internal windows where possible. Clean of isolation rooms and areas staff member or pupil had contact with. • Ensure any children with asthma are more closely supervised and not left. • Refer to guidance on communicating with staff and parents • Information provided about testing procedure • Request to be informed of test outcome • If a test is positive, follow guidance about isolation 	DW to provide PPE for each school. VJD to communicate with staff and parents	Before 01.06.20. Reminder as part of letter to parents wc 13.07.20 and first week of new school year Before 04.09.20 – part of staff INSET Day
3	Parents do not have confidence in the school being safe	<ul style="list-style-type: none"> • Frequent communication • Clear expectations on arrangements and procedures if a child shows symptoms 	VJD	Ongoing reminders AND

		<ul style="list-style-type: none"> • Opportunity for parents to share concerns - Headteacher to contact the few families who have not returned to school in summer term • Coordinated message across local schools • Information on procedures in schools sent out prior to the start of term – letter and reference to risk assessment on website, regular reminder and reassurances via normal communication systems • Explain measure being taken to adapt the school's operations 		<p>Letter to parents wc 13.07.20 and again at beginning of new term</p> <p>Communication with staff wc 13.07.20 and part of INSET day in September</p> <p>Phone calls with parents who are anxious about children being at school. Visits in July to reassure.</p>
4	Congestion at start and end of day	<ul style="list-style-type: none"> • All classrooms have own external doors with space for parents or children to wait distanced from each other • Stagger drop offs and pick-ups, with a 10 minute window for each phase. Encourage parents to use the whole 10 minute window – keep reminding about this • One parent max • Limiting contact between parents and staff by being clear that other methods need to be used for messages – dojo, phone, email • Encourage Y2 upwards to be dropped at school gate in the morning • YR parents not to come into the classroom with the children. • If children will not separate from parents at drop off, staff will avoid making physical contact but will take pro-active measures to support separation 	<p>VJD</p> <p>YR teachers & all teachers</p> <p>Staff member on gate duty</p>	<p>Shared with staff and parents wc 13.07.20 and reminder before 04.09.20.</p> <p>YR parents to be informed via new Dojo page and when visiting</p> <p>Regular reminders</p>

		<p>beforehand and after (eg stories, safe boxes etc)</p> <ul style="list-style-type: none"> • Member of staff (preferably SLT) on the gate each morning to remind parents and children of routines and expectations and control numbers allowed on site at a time if needed 		
5	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> • Keep internal doors open • Key part of cleaning schedule – middle and end of day • External doors to be kept open as much as possible when it is mild and at break times 	Caretaker Cleaners Class teachers	ongoing
6	Maintaining avoiding contact between groups in the event of emergency evacuation	<ul style="list-style-type: none"> • Fire drill routine reconsidered and shared with all, then practised as soon as is practicable each time there is a change 	VJD	Share with staff before 04.09.20 and with children first week back Fire practice within first 2 weeks.
7	Insufficient cleaning	<ul style="list-style-type: none"> • Discuss working hours of cleaners and arrange additional to ensure sufficient capacity • Cleaner to carry out routine cleaning at middle of the day • Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time – written schedule. 	VJD	By 17.07.20
8	Cross contamination in shared spaces such as toilets, hall and spaces used for small group work.	<ul style="list-style-type: none"> • Classes to use own toilets apart from Y5/6 who will be within wider UKS2 bubble. • Protocol for students – hand sanitisation and washing (regular intervals throughout the school day) <ul style="list-style-type: none"> ○ Hand sanitiser to be used: <ul style="list-style-type: none"> ▪ Start and end of the day 	VJD to set up protocols All staff to play roll in implementing	Shared with staff wc 13.07.20 and reminder before 04.09.20 – session on PD Day Ongoing

		<ul style="list-style-type: none"> ▪ Before and after break times ▪ When changing rooms ○ Soap and water to be used: <ul style="list-style-type: none"> ▪ Before eating ▪ After sneezing into hand or tissue ○ Parents given option to request their children use soap and water if they don't want them to use hand sanitiser • Regular cleaning during school day • Communicate with parents to reinforce expectations • Staff using shared spaces to clean surfaces after use • Hand sanitiser and signage at every 'bubble' entrance • Cleaning materials to be available in a named box in each room (wipes, spray, disposable cloths, hand sanitiser) • Changing room to be used by Y5&6 children only (part of same bubble). Y3 & 4 to change in classrooms or use library. • Use of hall for PE to be avoided if possible. If used, surfaces that have been touched to be wiped after use and door opened to ventilate. Children to follow protocols of washing hands or using hand sanitiser before and after being in the hall • Staff not to enter office – use of portable phone (wiped down) if need to make phone call 	<p>Office staff to set up boxes for each learning space</p> <p>Classroom staff to ensure playtime boxes have wipes and santisier</p>	<p>From 06.11.20</p> <p>From 06.11.20</p>
8a	Cross contamination from photocopiers	<ul style="list-style-type: none"> • Wipes and hand sanitiser to be used 	HT and all staff	From 01.09.20

		<ul style="list-style-type: none"> • KS2 to use alternate photocopier when possible (eg when staples aren't needed) • Children not to use printer/copier 		From 09.11.20
8b	Inadequate ventilation	<ul style="list-style-type: none"> • Windows to be kept open in all used rooms to ensure ventilation • Internal doors to be kept open as much as possible to allow for air flow • External classroom doors to be opened at break, lunchtime and after school to 'purge' the air • Hall external door to be opened when hall is in use and for a 20 minute period afterwards to 'purge' the air • Uniform and dress code to be relaxed to allow for additional layers to mitigate for the cold 	Caretaker All staff	Communicated to staff and parents wc 19.10.20. Reminder 01.11.20
8c	Cross contamination through use of registers and children taking registers to the office	<ul style="list-style-type: none"> • Electronic registers (SIMs) and queries by walkie-talkie or Teams chat • Electronic dinner register on Teams 	Office staff	In place for 04.09.20
9	Parents send children who are unwell to school	<ul style="list-style-type: none"> • Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms. 	VJD	Communicate with staff and parents wc 13.07.20 and again before 04.09.20
10	Parents not aware of testing protocols	<ul style="list-style-type: none"> • Communication planning and protocols regularly. 	VJD	Communicate with staff and parents wc 13.07.20 and again before 04.09.20
11	Safety around face coverings	<ul style="list-style-type: none"> • DfE guidance is that face coverings are not recommended for use by children and teachers in primary school classrooms. If removed, to be put in bag/pocket or placed in lidded bins around school 	VJD	Communicate with staff and parents as needed - Updated communication on 08.09.20

		<ul style="list-style-type: none"> All visitors to the school to be asked to wear face coverings Staff to be asked to wear face coverings if need to be less than 2m apart for more than 15 mins 		
12	Classrooms have resource that does not need to be present with adjusted curriculum, but gets handled by pupils	<ul style="list-style-type: none"> Classrooms to have unnecessary equipment removed before opening and stored away where possible – consider noting down what has been removed from where to where for future return 	All teachers	Communicate with staff wc 13.07.20
13	Children undertake high risk activities within bubbles that increases the risk of transmission.	<ul style="list-style-type: none"> Children to be seated side by side from Y2 upwards, not facing each other – at desks and carpet Talk partners to be used, but children encouraged not to move bodies to face each other, but remain sitting side by side Children to be encouraged to use a low volume when chanting (eg counting, nursery rhymes) and to be side by side, not facing each other Singing to be avoided, except outside or low voices to be used and aim for 15 children or fewer in the room At break times, direct contact and being face to face and close to each other discouraged e.g. <ul style="list-style-type: none"> Holding hands, cuddling etc Rolling around together on mats (!) Skipping in pairs facing each other Expectations to be higher for older children who will understand more and be better able to self-regulate 	VJD All staff to implement HA to share with MDSAs and monitor	Shared with staff wc 13.07.20 and reminder before 01.09.20 Shared with parents and children before 04.09.20

		<ul style="list-style-type: none"> PE lessons in the hall to avoid high impact activities that increase children's respiratory rate (e.g. gymnastics, rather than invasion games) 		
14	Unable to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> Appropriate CPD and PPE provided for all staff – staff carrying out first aid remain in their bubble to reduce exposure if possible Children encouraged to be supervised and directed to clean own minor wounds etc. if able to Further advice on reducing risk eg keeping at different height to child, keeping to the side if possible Vulnerable staff not to carry out first aid in line with their risk assessments 	<p>VJD to provide CPD</p> <p>All staff to follow guidance</p>	Reminder on INSET day Sept 20
14a	Cross-contamination via first aid kits or staff going to get one from another class	<ul style="list-style-type: none"> Each class to have own first aid kit which it taken out at break times by person on duty from that bubble MDSAs to have own first aid kit for break times 	TAs to prepare first aid kits, ensuring they have school resources (eg wipes) as well as products they come with when purchased.	By 04.09.20
15	Providing school meals for pupils safely	<ul style="list-style-type: none"> Kitchens will be fully open to provide food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19) 	VJD and Vertas	By 04.09.20

		<ul style="list-style-type: none"> Meals to be collected and served in the classrooms with careful hygiene, except for Reception who will eat in the hall Tables to be cleaned before and after children eat Tables and seats in the hall to be wiped after use School cook <u>not</u> to enter classrooms – class based staff to distribute lunches 		From 06.11.20
15a	Cross-contamination of water bottles from re-fill stations	<ul style="list-style-type: none"> Water dispensers not to be used by children Parents to be told this and that children may need to bring more than one water bottle with them On hot days, teachers to have jugs of water in the classroom to fill children's water bottles if needed 	VJD Teachers	Remind parents and teachers again before 04.09.20
16	Necessary checks before opening	<ul style="list-style-type: none"> School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period. 	VJD and caretaker	Last 2 weeks of summer break
17	Congestion using bike racks	<ul style="list-style-type: none"> Pupils are advised to store bikes and scooters in school garden as bike store is area when YR parents will now wait. Use one at a time if necessary supervised by staff 	VJD and all staff on gate	ongoing
18	Travel	<ul style="list-style-type: none"> Parents are encouraged to only travel with members of the same household or class or phase 'bubble' 	VJD	Part of communication to parents before 04.09.20

19	Risk around ingestion of hand sanitiser	<ul style="list-style-type: none"> • Children to be reminded not to ingest • YR and Y1 children – kept out of reach or under close supervision 	All staff	Shared with staff on 01.09.20 Staff to remind children before 07.09.20
20	Risk of infection from meetings between staff	<ul style="list-style-type: none"> • Strict social distancing of 2m+ - string or sticks 2m long with reminders in shared spaces eg offices and staffrooms • Online meetings where possible • Rule of 6 to be adhered to - no face to face meetings of more than 6 	All staff	Shared with staff 14.09.20

b) Staffing/HR and capacity

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> Contingency plans communicated to parents similar to 'snow days' – should be able to cover most eventualities unless large number of staff unable to work e.g. test and trace Contingency plan with the trust for SLT absence. If teacher is well but needs to self-isolate, TA will take the class, but teacher will provide planning and resources and may do some teaching remotely using Teams Aim to minimise the number of staff members working across bubbles and ensure social distancing and/or work with designated children only for adults working across bubbles Risk assessments to be offered to all staff and for all vulnerable staff to consider what steps can be taken to reduce risk when working in school 	VJD	wc 13.07.20 and again before 04.09.20
2	Unable to staff provision of breaks/lunch for teaching group leaders	<ul style="list-style-type: none"> Maintain bubbles for pupils outside but with supervision maintain social distance of adults where possible, using wider staff. Strict hygiene to be followed by staff e.g. sanitising hands before helping with food etc All schools to have arrangements for wet play ensuring a break for staff and pupils but maintaining minimal contact – supervising staff to maintain social distancing wherever possible 	HA	By 04.09.20 Shared with staff on PD Day in Sept

3	Staff not confident they will be safe	<ul style="list-style-type: none"> • Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance • Specific training for site staff on infection control. • Trust bank of risk assessments to support these decisions • FAQs from trust for staff • Individual risk assessments for vulnerable or extremely vulnerable members of staff and on request • Recording system for close contacts <u>outside of bubbles or scheduled work</u> 	<p>VJD</p> <p>Central trust</p>	<p>May 2020 and reminder before 04.09.20</p> <p>Updated wc02.11.20 to reflect new guidelines</p> <p>From 09.11.20</p>
4	Infection enters the school site	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process • Manage confirmed cases of coronavirus (COVID-19) amongst the school community • Limit number of visitors to school (eg groups of parents, music tutors, additional sports coaches running after school clubs) • Contain any outbreak by following local health protection team advice • Protocols for deliveries to school – signage at the entrance to the school to explain process • Protocols for visitors – reduce as much as possible, for those essential to provision, follow protocols and display sign advising to socially distance, use own resources where possible and wash/sanitise hands, wear face covering • Measures in place to avoid need for most common reasons for parents to enter school office eg forgotten lunchboxes and water bottles (school to provide 	<p>All staff and families</p> <p>SLT</p> <p>Office staff</p> <p>VJD and all teaching staff</p>	<p>Ongoing and training/reminders before 04.09.20</p> <p>By 01.09.20</p> <p>Communicated to parents and teachers wc 13.07.20 and again before 04.07.20</p>

		<p>school meal and spare disposable water bottles available)</p> <ul style="list-style-type: none"> • Staff to bring minimal belongings into school • Phase 'bubbles' to have own set of books. Books are cleaned and left for 72hrs+ when returned. • Children to avoid bringing items in from home eg cuddly toys, show and tell, birthday treats for the class etc. Photos to be emailed to staff if appropriate instead. • Visitors asked to wear face coverings if visiting the office 		Sign 14.09.20
4a	Consistent groups mixing and outside staff not following safer working practices when peripatetic music teachers and sports coaches are used	<ul style="list-style-type: none"> • Staff who work across more than one school will need to maintain social distancing and strict safer working practices (eg handwashing, cleaning equipment and rooms between groups). Staff who work across more than one bubble to follow these protocols where possible. • Training to be provided about school's protocols • Individual music lessons and sports clubs to be suspended during period of lockdown • Cross-bubble working reviewed and reduced for wc09.11.20 	VJD	<p>Contact relevant staff before 17.07.20</p> <p>Induction training when start</p> <p>Reminder to staff 03.11.20</p> <p>09.11.20</p>
5	Staff not aware of testing protocols	<ul style="list-style-type: none"> • Communication planning • Reinforce support available for staff and their families • Remind staff of self-referral testing process and employer testing referral process • Testing results to be communicated to school leadership 	VJD	<p>Email sent to all staff when first announced</p> <p>Ongoing reminders, including INSET day Sept 20</p>

6	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> • Clear protocols for staff breaks / times / rooms / refreshments • Mixing reduced by using allocated areas for break times, staff encouraged to use outdoor spaces where practical, weather permitting: <ul style="list-style-type: none"> ○ Office, & YR, KS1 – Staffroom ○ KS2 – Tech Room • Refreshments and catering equipment provided for each staff break room • 2m makers (garden canes and string) and signage to remind staff to stay 2m apart 	<p>VJD</p> <p>Office staff to ensure enough refreshments etc.</p>	<p>Communicated to staff wc 13.07.20 and again Sept 20</p> <p>By 01.09.20</p>
7	Staff sharing equipment (part time)	<ul style="list-style-type: none"> • No shared equipment for staff where possible - named equipment when in shared space eg charging walkie talkies • Rigorous cleaning of shared equipment eg ipads, walkie-talkies (when necessary) • Protocols around usage of shared equipment such as photocopying – wipes and sanitiser to be used • Regular cleaning of equipment between home and school such as laptops • Bubbles reduce this occurring • Maximise the opportunities presented by the flexibility of part time staff to reduce exposure such as allowing 0.5 teacher to work one week and have one week off 	<p>VJD</p> <p>All staff to follow protocols</p>	<p>Communicated to staff wc 13.07.20 and again Sept 20</p>
8	Staff PPA increases risk and reduces the impact of consistent groups	<ul style="list-style-type: none"> • Use staff who keep at a distance – sports coaches, head teacher, specialist teacher etc. • Strict social distancing and hygiene precautions eg washing hands before and after marking books, using own resources (pens, laptop etc) or wiping between use, wiping down desk after use 	<p>VJD</p>	<p>Communicate with staff wc 13.07.20 and remind Sept 20</p>

8a	TAs working across more than one class	<ul style="list-style-type: none"> • Socially distance OR as much as possible, only work closely with one individual child in each class where they are supporting • Wash hands before entering different classroom 	VJD All staff	Communicate with staff wc 13.07.20 and remind Sept 20
8b	Peripatetic music tutors increase risk of spreading infection	<ul style="list-style-type: none"> • Music tutors to only offer tuition if they can follow the school's protocols: <ul style="list-style-type: none"> • No mixed groups of children from different bubbles • Socially distance from children • Clean any shared equipment between use • Clean any surfaces, including chairs between children and before and after use 	VJD	Agreement given to music teachers before starting
8c	Delays or difficulties contact tracing if there is a confirmed case	<ul style="list-style-type: none"> • Table seating plans given to headteacher for KS2 • SLT and other relevant staff to keep a record of any children (beyond those they work regularly with) who would count as a contact (1-2m for 15 minutes, 1m for 1 minute) • Wrap around care provider asked to keep details of contacts and be available for contact tracing • Records of instrument tuition kept by headteacher 	VJD	11.09.20
9	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	<ul style="list-style-type: none"> • Short-term: Re-allocate key duties during period of illness • Medium-term: ask for support from USP to provide additional leadership capacity • Identification of staff who are able to 'step-up' if required • Mechanisms in place to share key passwords, documents etc if need arises 	VJD	Ongoing

10	Impact on school development priorities / capacity to achieve priorities	<ul style="list-style-type: none"> Adjust current priorities to focus on re-establishing the school's core business Adjust priorities termly Seek support from the Trust for identified areas of concern/ weakness 	VJD and central trust staff, LGB	Ongoing
11	Induction for staff	<ul style="list-style-type: none"> Induction for new staff on all policies and procedures, if this has not already taken place as new protocols. Induction in new protocols for all staff who haven't been working during the closure period. Induction for staff who have been furloughed when they return. 	VJD and HA	Ongoing
12	Some traditional events in the school calendar are unlikely to be practicable	<ul style="list-style-type: none"> Work through calendar of events and make decisions on practicalities 	VJD and other staff as appropriate	Ongoing
13	Unable to support intimate care for reception pupils in a safe manner (PPE / CPD?)	<ul style="list-style-type: none"> CPD with effective PPE provided as per guidelines. Review Intimate Care Policy 	VJD and LJ	Before 01.09.20
14	Children attending wrap around care by another provider (KEB)	<ul style="list-style-type: none"> Liaise with provider to maintain wider phase 'bubbles' as much as possible Provide space in school (Learning Hub) to allow for more groups if needed WAC staff to label designated toilet and wash basin in school and to clean all regularly touched surfaces and toilets/wash basins after each session 	VJD	By 01.09.20
15	Unable to provide lunch supervision particularly for 1-1 pupils	<ul style="list-style-type: none"> Maintain bubbles outside but supervise using alternative staff maintain social distance wherever possible and follow strict hygiene when cannot eg sanitising hands before and after helping open packaging 	HA	By 01.09.20

		<ul style="list-style-type: none"> • Risk assessment for each child in this category to review provision if appropriate 		
16	Staff unable to return to work due to lack of childcare for their own children	<ul style="list-style-type: none"> • Trust standard letter, we expect employees to make arrangements with their child's school as keyworkers. Last resort is employee requests unpaid leave. • Consider rota patterns, flexible work requests and temporary alterations to contracts. 	VJD	ongoing
17	Ensuring that staff who are in work but have household members shielding, are able to maintain stringent social distancing.	<ul style="list-style-type: none"> • Use attached template for risk assessments for vulnerable staff • Workplace risk assessments are in place and regularly monitored/reviewed. • Follow COVID 19 guidance for all educational settings 	VJD	ongoing
18	Anxious staff	<ul style="list-style-type: none"> • Induction on new protocols to reassure on how risks are being managed to protect staff. • Constant reminder of trust wellbeing scheme and other support available including occupational health. • Regular communications with staff who continue to work from home. • Discuss opportunity of unpaid leave with staff who do not want to return to work and do not come under a vulnerable category. • Support from OM Wellbeing for anxiety 	VJD	ongoing
19	Staff transport into work	<ul style="list-style-type: none"> • All staff to minimise the use of public transport and use alternative methods of getting into work if possible. • School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP. 	VJD	ongoing

20	Pregnant members of staff	<ul style="list-style-type: none"> • Should attend school, risk assessment as fall into 'vulnerable' category' 		
21	Use of outdoor equipment spreads infection	<ul style="list-style-type: none"> • Outdoor playground equipment will be more frequently cleaned, following guidance (eg ride on toys in YR) • Equipment restricted to each bubble and only changed at weekends • Restricted to one phase bubble each week Mon-Thurs • Climbing frames (main school) not used on a Friday to allow 72hrs between groups (climbing equipment out of use due to concerns about surface) 	All relevant staff	Share with staff wc 13.07.20

c) Curriculum

	Risk	Countermeasure	By whom?	By when?
1	School equipment spreads infection for one each	<ul style="list-style-type: none"> • Staff and pupils have their own items that are not shared (eg laptop, walkie talkie) • Classroom based resources, such as books and games, can now be used and shared within the bubble; they will be cleaned regularly, along with all frequently touched surfaces • Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Phase 'libraries' or reading books to be used for children to choose from and 	<p>VJD to set up protocols and share with staff</p> <p>All teachers and other staff responsible for implementing</p>	<p>Wc 13.07.20 and reminder Sept 20</p> <p>By Sept 20</p>

		books wiped or left for 72hrs+ before returning to shelves. Additional phonics reading books purchased to allow for this	HA	
2	Children not in school miss out on education	<ul style="list-style-type: none"> • Have system in place for seamless remote learning for all children not in school that aligns with curriculum and meets DfE guidance eg feedback, hours of learning • Trust approach to support this 	VJD	By end Sept
3	Unable to deliver the full curriculum	<ul style="list-style-type: none"> • Expectation that full curriculum will be covered but some will be condensed • CPD for teachers in how to do this • Time allocated for review of units of study 	VJD	Staff meeting 06.07.20 and 13.07.20 Time and support for this provided 10.07.20, 17.07.20 and PD Day in Sept
4	Significant gaps in learning in all classes as they return	<ul style="list-style-type: none"> • Use PIXL to close gaps in English • Use updated Maths Mastery plans and PiXL TCCs that accommodate lost learning • Subject leaders to support teachers to analyse lost learning and potential impact on cyclical curriculum • Adjust wider curriculum plans to accommodate lost areas of learning • Diagnostic information (TCCs) and other info used to inform target setting and allocation of resources to support catch up 	VJD and subject leaders to lead on this All teachers to implement SLT	From July 2020 onwards October half term
5	Lack of assessment for learning	<ul style="list-style-type: none"> • Maximise use of all PIXL assessments, TCCs, speed and fluency checks, spelling diagnostics etc • Use MM pre/post assessment tools to provide gap analysis 	VJD and subject leaders to lead on this	From July 2020 onwards

		<ul style="list-style-type: none"> Use Core Team meetings across school to monitor children's progress 	<p>All teachers to implement</p> <p>SLT</p>	<p>October half term</p>
6	Insufficient attention to children's emotional needs on return	<ul style="list-style-type: none"> Schools will support: <ul style="list-style-type: none"> - the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus - support pupils with approaches to improving their physical and mental wellbeing Trauma Informed Schools UK training for all staff who work with children Motional to be used to assess emotional needs of cohorts and individuals PATHs to be purchased and implemented to support wellbeing and develop social and emotional skills and whole school approach 	<p>VJD/HA</p> <p>LM</p>	<p>Ongoing from July</p> <p>By Sept 20</p>

d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide staggered break and lunch times for pupils	<ul style="list-style-type: none"> • Monitor, through SLT meetings, level of need across school and deploy staff accordingly • Maintain breaks and lunches through wider phase bubbles if necessary, supervising from distance 	HA	Ongoing
2	Children aren't clear on school routines	<ul style="list-style-type: none"> • Reminders for children in September, following return of all children for a short time in summer term • Explain routines and protocols to parents and ask them to remind children before return to school • Regular reminders as needed 	VJD	Before 04.09.20
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> • Schools have regular and repeating notices/training/ assemblies (online) using technology where possible for staff children and parents on expectations for hand washing, tissues, coughing, hand sanitiser, not sharing equipment <ul style="list-style-type: none"> • Part of communication with parents before beginning of term • Reminded by teachers first day of term • Whole school assembly reminder/explanation at beginning of term (zoom) 	VJD to coordinate	By 04.09.20
4	Unable to safely use play equipment	<ul style="list-style-type: none"> • Consider restrictions on climbing play equipment: <ul style="list-style-type: none"> • One phase bubble per week to use M-Th on rota 	VJD and all staff	By 01.09.20 and ongoing

		<ul style="list-style-type: none"> • 72hrs between bubbles (not used on a Friday) • Hand washing before and after break times (currently out of use due to concerns about condition of surface) • Phase bubble box of other play equipment to be taken out each break time. Changed at weekend to give time between groups using 		
5	Children require additional support to follow these measures	<ul style="list-style-type: none"> • Work with parents by phone if needed • Use of technology to model (video) if needed • Children are used to new arrangements as very nearly all returned to school in summer term 	VJD/HA	Ongoing as needed
6	Effect of insufficient transition activities during the summer term	<ul style="list-style-type: none"> • Staggered start for YR class • Carefully planned transition has taken place for Y1-6, with all children given opportunity to return to school • Several classes keeping same teacher next year for continuity OR teacher who taught them from 01.06.20 when schools reopened 	VJD	In place July 2020
7	Behaviours for learning takes time to establish and are challenged by some pupils	<ul style="list-style-type: none"> • Refresh Behaviour Policy with emphasis on importance of positive relationships • Re-establish expectations and the principles of learning that the school has already in place • Implement PATHs to support whole school approach • Use PiXL materials to support learning behaviours • Identify and plan to support children who may need extra support 	VJD and class teachers	From July 2020

8	Attendance is poor	<ul style="list-style-type: none"> Remind and work with parents/ carers to quickly re-establish good attendance habits Inform parents/ carers of measures school is taking to be Covid safe 	VJD	Ongoing
9	Returning to an unfamiliar setting causes anxiety for pupils – particularly reception	<ul style="list-style-type: none"> Send out photos, books, videos, social stories in advance Transition opportunities in summer term 	All teachers	From July 2020
10	High risk pupils with challenging behaviour require restraint or having other high risk behaviours (eg spitting) posing additional risk to themselves and staff	<ul style="list-style-type: none"> Staff allocated according to relationships thereby reducing potential for risk Individual risk assessments and positive handling plans Visors and disposable aprons to be worn when spitting is a known risk Work closely with outside agencies and parents 	HA	Ongoing From 02.11.20
11	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them The trust has revised the recommended child protection policy to reflect the return of more pupils Designated safeguarding leads (and deputies) will be provided with sufficient time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate Attention is paid to communication with school nurses 	VJD	Regular reminders/training for staff

12	Pupils return having been traumatised by their experience of the COVID-19 restrictions	<ul style="list-style-type: none">• Ensure staff are aware of sources of help and resources available• Trauma Informed Schools UK training for all staff	VJD/HA	Training opportunities July and Sept 2020
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e) Vulnerable children (SEND/LAC)

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories 	HA	By Sept 20
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> TISUK training session for teachers and TAs 03.07.20 Late August briefing of trauma session for use at September PD day PATHs scheme introduced Use of Motional/PiXL to assess children and plan for class and individual support 	HA & LM	All in place by 01.09.20

09.11.20