

Coronavirus (COVID-19): risk assessment for schools

Schools need to ensure the risks from coronavirus (COVID-19) continue to be managed effectively to help protect their staff, pupils, and the rest of the school community during the pandemic. This means that school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks. Schools must make sure a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

School employers have a legal duty to consult their employees on health and safety in good time. It may also be appropriate to involve pupils and parents in these discussions to help them understand the measures that are being put in place.

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 staff to do this.

Once completed, the risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls.

Schools should consider the measures outlined in the DfE's '[Guidance for full opening: schools](#)' to inform decisions on what control measures should be implemented. The template risk assessment below has been created in line with DfE guidance.

This risk assessment now includes an [addendum](#) which details the measures they should monitor specifically during any period of national or local lockdown.

Wroxall Primary School

Assessment conducted by: Lynn Torrance	Job title: Headteacher	Covered by this assessment: staff, children, visitors and parents
Date of assessment: 01.09.20 updated: 09.11.20 03.01.21 latest update (reflecting National lockdown restrictions): 10.01.21	Review interval: in response to relevant government updates	Date of next review: September 2021
Related documents		
Coronavirus (COVID-19): Staff Handbook Addendum, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, Child Protection and Safeguarding Policies, Supporting Pupils with Medical Conditions Policy, Attendance and Absence Policy.		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>First Aid Policy</u> - <u>Coronavirus (COVID-19): Staff Handbook</u> - <u>Child Protection and Safeguarding Policies</u> - <u>Social Distancing Policy</u> • Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' - [Early years settings] DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care 	Y	Headteacher and SBM	September 2020 – ongoing monitoring	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - The school's local health protection team (HPT) - Local Authority • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email, letter, FaceBook, information given at the school office • The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. • The SLT reviews relevant school policies to ensure they account for new provisions. 				
Heating and ventilation	H	<ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The caretaker checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level to reduce draughts 	Y	Headteacher/ SBM/ Caretaker/ contractors	November 2020 - ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes - Children are enabled to wear additional layers to support them to remain comfortable. 				
Fire safety and evacuation routes	M	<ul style="list-style-type: none"> • A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The SBM and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	SBM/ Headteacher	September 2020 - ongoing	L
Water storage, drainage systems and sanitary appliances	M	<ul style="list-style-type: none"> • A suitably trained individual ensures that checks on all hot and cold water systems, including air conditioning units, are up-to-date. • All water systems, e.g. toilets and taps, are thoroughly flushed at the start of each term, and the caretaker commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term. • A suitably trained individual ensures that checks on all sanitary appliances, including drainage, are up-to-date. • Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were previously turned off or isolated. 	Y	SBM / Caretaker	September 2020 - ongoing	L
Cleaning	M	<ul style="list-style-type: none"> • The SBM/caretaker implements and oversees a cleaning schedule that ensures cleaning is generally enhanced and includes: 	Y	SBM / Caretaker	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Dining areas are cleaned between use by different pupil groups (known as bubbles). • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the <u>COSHH Policy</u>. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. 		Top Mops contractors		
Minimising contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> • Staff should actively avoid close contact, in particular with other adults within school. Staff should keep a careful record of any close contact they have within school which occurs outside of their normal working bubble/s. • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and any individuals with symptoms are sent home as soon as possible. • Pupils awaiting collection are moved to a room where they can be isolated. If it is not possible to isolate the pupil, they are moved to an 	Y	Headteacher/ SBM/ All staff	September 2020 - ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>area which is at least two metres away from others. If required, a member of staff supervises the pupil.</p> <ul style="list-style-type: none"> • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. • The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of pupils. • The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				
Test and trace	H	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. 	Y	Headteacher/ SBM/ all staff	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • If the school believes an individual may face barriers to accessing a test elsewhere, the school provides them with a home testing kit. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period. • Staff are encouraged to download the NHS Test and Trace app – rules on mobile phones but to switch this app off while their phones are left unaccompanied while the staff member is within school (for example bags left in the classroom). • Individuals who test positive are encouraged to report on the NHS Test and Trace app. • Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • If a member of staff receives notification, the school will consider the action that needs to be taken to ensure continuity of education. 				

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		<ul style="list-style-type: none"> Test kits stored on the school site are kept at ambient room temperature (5 to 22°C). 				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the headteacher contacts the DfE's dedicated advice service immediately. The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 14 days. Close contact is defined as follows: <ul style="list-style-type: none"> Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. A record is kept of pupils and staff in each bubble. Additionally, staff members should keep a record of any additional close contact they have had between individuals at school which occurs outside of their bubble. These of course should be avoided wherever possible Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 	Y	Headteacher/ SBM/ All staff	September 2020 - ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated), which advises on additional actions. [Early years settings] Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels. 				
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Hand washing and sanitization stations are set up, providing soap and water, bins, and alcohol-based hand sanitizer around school. Adequate amounts of soap, tissues and bins are available in the relevant areas. Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. Pupils are supervised, where appropriate, when using hand sanitizer to ensure they do not ingest any. Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	Yes	All staff	September 2020 - ongoing	L
Social distancing	M	<ul style="list-style-type: none"> The Social Distancing Policy is shared with all relevant members of the school community and adhered to as far as possible. Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. 	Y	Headteacher/ SBM/ all staff	September 2020 - ongoing	L

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		<ul style="list-style-type: none"> • Pupils are separated into bubbles. • Most bubbles are the size of 2 full classes and pupils do not mix with those outside of their bubble. • Staff can move between bubbles, but minimise close contact with others whilst doing so, adhering to the guidance set out in this risk assessment • Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Pupils' EHC plans are provided as normal. • Classrooms are adapted to support social distancing as far as possible, particularly within KS2 classes. This includes seating pupils side-by-side and facing forwards as far as possible, and moving furniture out of classrooms to make more space. • Visual aids are used to display social distancing measures. • Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day. • Assemblies are staggered throughout the day and conducted within bubbles. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 				

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		<ul style="list-style-type: none"> Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. Start and finish times for the school day are staggered. Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. 				
Resources	M	<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly using Milton or anti viral spray by LSAs or class teachers. Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Any reading books which are sent home are cleaned and quarantined for 48 hours if they are paper coated, 72 hours if plastic coated before being sent home with another child Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. The school avoids sending home anything which is not necessary. 	Y	All staff	September 2020 - ongoing	L
PPE and face coverings	M	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of 	Y	All staff	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>coronavirus whilst in school and a distance of two metres cannot be maintained. This is kept in the first aid room.</p> <ul style="list-style-type: none"> • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using a tied black bin liner and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. • In line with current government guidance, face coverings are not required to be worn on the premises. However, where social distancing is difficult, e.g. in corridors and staff rooms, staff will be encouraged to wear face coverings if they cannot maintain a 1-2 metre distance with other adults. • Staff will also wear face coverings at the beginning and end of the day while interacting with parents and carers on the playground/classroom doors. • Although current government guidance states that face coverings should not generally be worn within classrooms, face-coverings may be worn by adults working within the classroom if a 2-metre distance cannot be maintained. • Staff should follow the government guidance set out for the safe fitting and removal of face coverings as follows: <ul style="list-style-type: none"> When wearing a face covering staff should: <ul style="list-style-type: none"> - wash y hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on - avoid wearing around neck or forehead - avoid touching the part of the face covering in contact with mouth and nose, as it could be contaminated with the virus 				

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		<ul style="list-style-type: none"> - change the face covering if it becomes damp or if it has been touched - avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing a face covering staff should:</p> <ul style="list-style-type: none"> - wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing - only handle the straps, ties or clips - do not give it to someone else to use - if single-use, dispose of it carefully in a residual waste bin and do not recycle - if reusable, store in a sealable plastic bag and wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric - wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <ul style="list-style-type: none"> • All visitors to the school will be asked to wear face coverings. • The school does not require face coverings to be worn by those exempt from doing so. • Staff are not prevented from entering or attending school on the grounds that they are not wearing a face covering. The school has a small contingency of face coverings which can be provided in these cases, • If a child arrives at school wearing a face covering, they are asked to remove the covering safely where appropriate and put it in an individual, sealable plastic bag. They are asked to wash their hands immediately after doing so. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. 				
Mental health and wellbeing	M	<ul style="list-style-type: none"> The <u>SLT</u> nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme in the Autumn term, who can then disseminate the learning and practice to staff and pupils within the school. Pupil, parent and staff contact is made to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection in line with government guidance and discuss any alternative arrangements, where required. SBM/headteacher will hold discussions with staff who are deemed more vulnerable to infection, in line with government guidance, and may put any alternative arrangements in place. In line with current National guidance, the SMB/headteacher considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. The needs of clinically extremely vulnerable staff or pregnant are considered and re-evaluated in the light of any changing government guidance. Advice may also be sought from the school's Health and Safety advisor and Human Resources provider in order to reduce risk. In line with government guidance, this could involve the staff member being supported to work from home. If required, staff can adjust their working hours, as agreed by the headteacher/SBM. 	Yes	Headteacher/ SBM/ FLO	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher ensures that the school can be adequately and safely staffed. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The headteacher and the FLO liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. The headteacher and the Inclusion Lead identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Teachers and the Inclusion Lead work together to ensure pupils with SEND are prepared for changes to their routine. The headteacher and FLO ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to appropriate support. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. 				
Attendance	M	<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. In line with the most recent government advice, most pupils can attend the school site. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. 	Yes	Headteacher	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. However, the most up to date government and Public Health advice will always be followed when making a judgement in these cases. Remote learning will not be routinely offered for children not attending school it is deemed safe for them to attend in line with guidance. Non-attendance on these grounds will not be authorised. Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. 				
Access to learning	M	<ul style="list-style-type: none"> The headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. The SENCO and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. 	Yes	Headteacher/ SENCO/ all teachers	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. The government's catch-up funding is utilized to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 				
Extra-curricular activities and wraparound provision	M	<ul style="list-style-type: none"> The Headteacher/ SBM determines whether before- and after-school clubs to support childcare can resume. After-school clubs which are not purely supporting childcare will not take place at this time. Clubs are run in line with protective and preventative measures. Where wraparound provision is provided for children over the age of five, children are kept in small consistent groups as far as possible. Where wraparound provision is provided for children both under and over the age of five, as far as possible, children are kept in small, consistent groups of no more than 15, irrespective of their age. 	Y	Headteacher/ SBM/ bursar	September 2020 ongoing	L
Teaching music	H	<ul style="list-style-type: none"> The <u>music lead</u> ensures staff and pupils are aware that there is some evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission. The music lead and teachers ensure the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. 	Y	Headteacher/ Music lead/ Wight music tuition/ teachers	September 2020 - ongoing	L

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		<ul style="list-style-type: none"> • Singing only takes place within well-ventilated rooms where children are carefully positioned or takes place outside. • Protective measures are in place when: <ul style="list-style-type: none"> - Singing and playing instruments, e.g. microphones are used where possible, and singers are encouraged to sing quietly. - Handling instruments, e.g. hands are washed before and after handling instruments. - Undertaking individual lessons and group performances, e.g. handling of scripts are limited to the individual using them. 				
Sports and physical activities	M	<ul style="list-style-type: none"> • The school only permits team sports on the list recommended in the Department for Digital, Culture, Media & Sport's <u>guidance</u>. • Natural ventilation is maximised where indoor sports take place. • Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups. • Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. • School swimming and water safety lessons are conducted in line with Swim England's <u>guidance</u>. • Outdoor sports are prioritised where possible. • A thorough risk assessment is undertaken and followed by sports coaches working within school 	Yes	Headteacher/ PE lead/ Sports coaches/ All teachers	September 2020 - ongoing	L
Safeguarding	M	<ul style="list-style-type: none"> • The DSL and deputy DSLs liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. • The DSL and deputy DSLs ensure that adequate pastoral care is in place to support pupils and staff who require it. 	Yes	Headteacher/ DLSs	September 2020 - ongoing	L

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		<ul style="list-style-type: none"> The DSL and deputy DSLs ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care. 				
Behaviour expectations		<ul style="list-style-type: none"> The school's Behavioural Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 				
Catering	M	<ul style="list-style-type: none"> The SBM liaises with catering providers to ensure that school meals can continue to be provided throughout the school year, taking into account the need to provide support with feeding children entitled to FSM during school holidays when this is specified by the LA. 	Y	SBM	September 2020 - ongoing	L
Letting the premises	M	<ul style="list-style-type: none"> The headteacher/ SBM assesses whether it is safe to open up or hire out areas of the school premises for use by external bodies or organisations. The SBM and site manager assess how the school's protective measures will operate if areas of the school are hired out. 	Y	SBM	September 2020 - ongoing	L
Transport	M	<ul style="list-style-type: none"> Where necessary, dedicated school transport is restricted to essential use only, and infection control and social distancing measures are implemented. Parents/pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school 	Y	Headteacher	September 2020 - ongoing	L
Educational visits	M	<ul style="list-style-type: none"> The school is able to resume non-overnight domestic visits. Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure. The school does not visit areas at a 'high' or 'very high' COVID alert level. 	Y	Headteacher	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Prior to any visit, a risk assessment is undertaken by the <u>trip lead</u>. 				
Uniform	L	<ul style="list-style-type: none"> The <u>governing body</u> decides whether full school uniform is required. Expectations of uniform are communicated to pupils and parents. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	Headteacher	September 2020 - ongoing	L
Communication	M	<ul style="list-style-type: none"> The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. The headteacher liaises with the LA where necessary and includes any local guidance within this risk assessment where required. The school's website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. Parents are informed via email/letter/social media about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. Parents and their children are encouraged, where possible, to walk or cycle to school. Staff are informed via email/letter/social media about the relevant information regarding the running of the school during the pandemic, including any changes to the workday, e.g. staggered lunchtimes and social distancing. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. 	Yes	Headteacher	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> All staff, pupils and visitors are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The headteacher liaises with the governing body about possible arrangements for running the school during the pandemic, where necessary. Pupils are informed via letter about the relevant information regarding the running of the school during the pandemic, e.g. social distancing measures and how lessons will be delivered. The SBM communicates with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services. The headteacher informs staff, volunteers and the governing body about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance. Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. A record is kept of all visitors and contractors that come to the school site. 				
<p>[Additional protective measures for early years settings only] Protective measures in early years settings</p>	M	<ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible. Parents are encouraged to limit the number of settings their child attends. Face coverings are only worn by staff where social distancing cannot be maintained and at the beginning/end of the day when liaising with parents/carers. 	Yes	Pre-school manager	September 2020 - ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Social distancing between groups of children and staff is implemented as far as possible. • The use of communal spaces is managed to limit the level of mixing between groups. • Children are taken to outdoor public spaces, e.g. parks, in small groups, following the completion of a risk assessment that demonstrates they can stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places. • Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. • A good supply of disposable tissues is available throughout the premises and ‘catch it, bin it, kill it’ is encouraged through signage and prompting. • An enhanced cleaning schedule is put in place. • Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the <u>COSHH Policy</u>. • All items that are laundered are washed in line with <u>government guidance</u> (‘COVID-19: cleaning in non-healthcare settings outside the home’) and are not shared by pupils between washes. • Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. • If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Contingency planning		<ul style="list-style-type: none"> The school will respond to guidance from government and the Local Authority if a local outbreak of coronavirus occurs. 				
Operating during the period of national lockdown from 5 January 2021						
Attendance	H	<ul style="list-style-type: none"> Pre-school remains open for children who need to attend. However, in line with the restrictions in place for the rest of the school, parents are encouraged to keep children at home if possible to prevent the spread of the virus further. Those children who are considered vulnerable have been contacted and encouraged to attend, however, attendance is not compulsory. The school delivers on-site provision to vulnerable pupils and the children of critical workers only, in line with the government guidance on which pupils are eligible for this provision. All pupils not attending on-site provision receive remote education in line with the school's Remote Learning Policy. Vulnerable pupils are supported to attend full-time on-site provision. Where a vulnerable pupil does not attend, and it is not a previously agreed leave of absence, the school works with parents and the LA and social worker, where applicable, to follow up and explore the reason for absence, discuss their concerns, and discuss whether any adjustments could be made to encourage attendance. However, attendance for vulnerable children is not compulsory. Teachers monitor levels of engagement from all children within their classes. Regular check-ins and feedback takes place daily by teachers. If any children are not engaging, these children are prioritized and further phone calls and contact is made to check on welfare and seek to find and over-come barriers to engagement. If 	Yes	Headteacher/FL O/ class teachers and all staff	ongoing	M

		<p>no-contact can be made with families, usual safeguarding protocol for attendance will be followed.</p> <ul style="list-style-type: none"> • Staff work from home where possible. • Clinically extremely vulnerable individuals do not attend the school site, in line with public health shielding advice. • Pupils and staff do not attend the school premises if they have symptoms of coronavirus or are self-isolating. • Wraparound care and before- and after-school clubs are halted to prevent further mixing of households. • The school operates within its normal working hours. 				
Infection prevention and control	M	<ul style="list-style-type: none"> • The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed by the pupils and staff attending the school site, unless the headteacher and other relevant staff members decide that adaptations need to be made. • Any changes to infection prevention and control measures are clearly communicated to staff, pupils and parents. • The children attending school are divided into consistent groups social distancing is enhanced within the setting due to smaller groups of attending children. Children are spaced out within classrooms and staff able to maintain a 2-metre distance from other staff consistently. headteacher considers whether maintaining social distancing between staff and pupils may be enhanced and pupil groups made smaller, due to the reduced numbers on site. 	Yes	Headteacher and all staff	ongoing	M
Safeguarding	M	<ul style="list-style-type: none"> • The DSL reviews the school's Child Protection and Safeguarding Policy to ensure that it reflects the national restrictions and remains effective. • Staff are made aware of any changes to the Child Protection and Safeguarding Policy. • The DSL, or their deputy, is available on site, where possible. On the rare occasions when this is not possible, the headteacher (DLS) or a designated deputy DLS can be contacted via phone 	Yes	Headteacher	ongoing	L
Workforce	M	<ul style="list-style-type: none"> • The school supports staff to work from home where possible. • Clinically extremely vulnerable staff do not attend the school site and the school supports them to work from home. 	Yes	Headteacher and SBM	ongoing	L

		<ul style="list-style-type: none"> Clinically vulnerable staff continue to attend the school site where it is not possible to work from home. Clinically vulnerable staff and staff that may be at increased risk from coronavirus, e.g. pregnant staff, are given the opportunity to discuss their concerns with the headteacher about working on the school site, where required. The headteacher explains the infection control measures in place on the school site. The school reviews the Pregnant Staff Risk Assessment to ensure it mitigates risks related to public health advice during the national lockdown. The school engages supply teachers and other temporary staff to assist in delivering on-site provision, where required. The school ensures all temporary and peripatetic staff are informed of the school's infection control measures and operations. 				
Wellbeing	M	<ul style="list-style-type: none"> The school reminds pupils, parents and staff of the channels of support for wellbeing concerns available to them and how to access them, both at the school and from external organisations. The school reassures pupils, parents and staff that, although this period of national lockdown may impact negatively on their wellbeing, the channels of support at school remain available to them. The school endeavours to maintain a sense of school community for its members during this period, including daily check ins with classes by class teachers and maintaining regular contact with members of the school community not attending the school site. 	Yes	Headteacher SBM FLO Class teachers	ongoing	L
Remote learning	H	<ul style="list-style-type: none"> The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teaching staff deliver all remote education in line with the expectations set out in the school's Remote Learning Policy. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. 	Yes	Headteacher Subject leads Class teachers	ongoing	L

		<ul style="list-style-type: none"> The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 				
School meals	H	<ul style="list-style-type: none"> The school continues to provide FSM to all eligible pupils. Eligible pupils attending the school site receive FSM as normal and eligible pupils learning remotely are offered food parcels. The SBM liaises with catering staff to arrange any necessary adaptations to the school's existing catering offer, in light of reduced attendance at the school site. 	Yes	Headteacher SBM	ongoing	L
Uniform	M	<ul style="list-style-type: none"> Uniform requirements remain in line with usual school guidelines for children attending school 	Yes	Headteacher	ongoing	L
Transport		<ul style="list-style-type: none"> No agreed transport is currently in place for children attending school. Any agreement put in place would be in line with usual school protocol. 				
Educational visits		<ul style="list-style-type: none"> The school does not conduct any educational visits during the period of national lockdown. 				
Estates management	M	<ul style="list-style-type: none"> The SBM and headteacher review and check fire safety management plans in line with the operational changes, e.g. reduced attendance and social distancing requirements. The caretaker checks that fire doors and the fire alarm system, including emergency lights, are fully operational. The caretaker uses the school's Legionella Policy to manage any potential water system stagnation caused by reduced use during the period of partial school closure. 	Yes	Headteacher SBM caretaker	ongoing	L
Performing arts	H	<ul style="list-style-type: none"> The school does not conduct any performances with an audience during this period. The school follows the particular measures laid out in the main body of this risk assessment to reduce the risk of transmission whilst delivering its performing arts curricula to the pupils attending the school site. The school allows peripatetic teachers to attend the school site where necessary. 	Yes	Headteacher teachers	ongoing	L

		<ul style="list-style-type: none"> Staff consider whether any changes need to be made to performing arts teaching to ensure pupils learning remotely continue to benefit from a high-quality standard of teaching. 				
Physical education and sports	M	<ul style="list-style-type: none"> The school does not participate in any competitions with another school during this period. The school continues to provide physical education to pupils attending the school site in line with the particular measures set out in the main body of this risk assessment. The school encourages pupils, including those learning remotely, to engage in physical activity during the period of national lockdown by including suggested PE activities on daily task sheets. 	Yes	Headteacher teachers	ongoing	L