

**Coronavirus (COVID-19): Risk Assessment for schools from the beginning of the Spring Term 2021
(Phase 3)**

for Haughton School

Assessment conducted by: Gill Knox	Job title: Head Teacher	Covered by this assessment: All adults and children entering the school
Date of assessment: Wednesday 6 th January 2021	Date of next review:	This document was written on 6 th January 2021

The purpose of this risk assessment is to support a safe working environment for all children and staff from the beginning of the spring term 2021, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Staff and unions will be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with this risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
 - <https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-college-and-university>
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.

Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	Could be L/M/H
Likelihood:	Could be L/M/H IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign Date Chair of Governors sign Date
Completion Date:	The date by which required plans for controls will be in place.

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
The school lapses in following national guidelines and advice, putting everyone at risk	High	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> ➤ The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly ➤ Information on the school website is updated. ➤ Children updated via classrooms/email/text as necessary. ➤ Any change in information to be shared with Chair of Governors, staff to be informed directly and passed on to parents via email, letter, school website or school social media. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<p>Low</p> <p>Low Low</p> <p>Low</p>	<p>Low</p> <p>Low Medium</p> <p>Low</p>	<p>SLT</p> <p>SLT / Admin SLT / Class Teachers</p> <p>HT / DHT</p>	Ongoing with regard to keeping up to date.

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
Clinically Extremely vulnerable (CEV) individuals	High	Individual risk assessment have been completed/reviewed for staff in CEV category regarding limiting exposure to Coronavirus	Low	Low	DHT	Start of Spring Term
		Staff As from 5 th January 2021 all staff that have been identified as CEV have been asked to shield again. They need to work from home and not attend school	Low	Low	HT / DHT to inform, staff to implement	By Tuesday 5 th January 2021
		Children As from 5 th January 2021 children that have been identified as CEV will be reviewed to identify if they are still considered CEV, if they are, they will be asked to shield again and should not attend school	Low	Low	HT / DHT to inform, staff to implement	As above
Clinically Vulnerable staff and children	Medium	Individual risk assessment to be completed / reviewed for clinically vulnerable staff and children.	Medium	Medium	DHT	All reviewed by Friday 18 th January 2021
		Protective measures will be put in place for staff and children, as far as is possible, to ensure that the risk of transmission is reduced.	Medium	Medium	SLT	By Tuesday 5 th January 2021
		Clinically vulnerable staff can continue to attend school. While in school they should follow the	Medium	Medium	HT/ DHT to inform CV staff to implement	As of Tuesday 5 th January 2021

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		control measures in place to minimise the risks of transmission				
		Clinically vulnerable children can continue to attend school. While in school they should be supported to follow the control measures in place to minimise the risks of transmission	Medium	Medium	All staff particularly class teams.	As of Tuesday 5 th January 2021
		This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults where possible.	Medium	Medium	Members of staff. SLT to ensure measures in place.	By Tuesday 5 th January 2021
		People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school unless advised otherwise by an individual letter from the NHS or a specialist doctor.	Medium	Medium	SLT to inform Staff to attend ensuring protective measures are followed.	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.	Medium	Medium	DHT to ensure risk assessments are in place for pregnant staff.	By Tuesday 5 th January 2021
Poor communication with parents and other stakeholders	Low	All staff/children to be aware of current actions and requirements and reminded frequently using the school communication systems	Low	Low	SLT / Class Teams	Ongoing
		Head teacher to share risk assessment with all staff.	Low	Low	HT	Week commencing 4 th January 2021
		Parents notified of risk assessment plan and shared with parents via website.	Low	Low	HT/ Admin	As above
		As a result, all children and all staff working with children are adhering to current advice.				
Lack of awareness of policies and procedures	Medium	School leaders will ensure that all policies impacted on by coronavirus controls are updated.	Low	Low	SLT	Week Commencing 4 th January 2021.
		All staff will make themselves aware of all relevant policies and procedures.	Low	Low	SLT to share, all staff to read / update themselves.	Ongoing from risk assessment (Autumn Term 2020)

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		<p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school / website– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Children are made aware of the school's infection control procedures in relation to coronavirus via class teams. All are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>As a result, all staff and children (where understanding allows) are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>Low</p> <p>Low</p>	<p>Low</p> <p>Medium</p>	<p>SLT to inform, all Staff to reiterate the importance.</p> <p>All staff</p>	<p>As above</p> <p>As above</p>
System of Controls - Prevention	High	<p>Opportunity for asymptomatic staff to access 'lateral flow' testing at Oakengates – thus reducing potential transmission by staff who do not show symptoms. asymptomatic staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC</p> <p>All symptomatic staff and children to be tested for Coronavirus (Covid 19).</p>	<p>Medium</p> <p>Medium</p>	<p>Medium</p> <p>Medium</p>	<p>SLT to inform of opportunity, staff to access.</p> <p>SLT to inform. Staff / children to access test.</p>	<p>In place for start of Spring Term</p> <p>As above</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		All staff to be able to access the Primary School lateral flow home testing, when it becomes available late January.	Low / Medium	Low / Medium	The individual / Monitored by SLT.	In place once available
		Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who has symptoms, do not attend school.	Medium	Medium	The individual / monitored and enforced by SLT	Ongoing from risk assessment (Autumn Term 2020)
		Clean hands thoroughly more often than usual	Low	Low	All staff and children where possible	As above
		Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	Low / Medium	Low / Medium	All staff	As above
		Introduce enhanced cleaning, including cleaning frequently touched surfaces often.	Low / Medium	Low / Medium	All staff according to protocol in place	As above
		Minimise contact between individuals and maintain social distancing wherever possible. Staff and children will be allocated ‘bubbles’ in which they are to work.	Medium	Medium	SLT to inform and monitor – staff to implement.	As above
		Where necessary, wear appropriate personal protective equipment (PPE). Guidance for the use of PPE by T&W will be implemented.	Low / Medium	Low / Medium	SLT to provide protocol and guidance, staff to implement	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		Always keeping occupied spaces well ventilated.	Low / Medium	Low / Medium	All Staff	As above
System of Control - Responsive	High	Response to any infection Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form https://apps.telford.gov.uk/testandtrace/	Medium - School has been provided with detailed guidance re engaging with the HPH	Medium	HT supported by SLT	Ongoing from risk assessment (Autumn Term 2020)
		Follow guidance for use of NHS test and trace app within school https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges	Low	Medium	SLT	As above
		Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE	Low / Medium	Medium	SLT / All staff	As above
		Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE	Medium	Medium	HT supported by SLT & all staff	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Procedures in place, isolation room set up in school. Detailed advice will be provided by the HPH	Medium	Medium	SLT	As above
Poor hygiene practice in school - General	High	Enhanced cleaning procedures, including cleaning frequently touched surfaces in place. Products used: ➤ Virucidal cleaner – contact time when children are not present in class is 5 minutes before wiping clean. Contact time with children are present is 30 seconds before wiping clean. ➤ Dettol surface cleanser – spray service and allow to dry.	Medium	Medium	All staff	Ongoing from risk assessment (Autumn Term 2020)
		All staff to ensure that they understand and implement the contact time for detergents being used and that they understand the appropriateness of the cleaning chemicals being used for different tasks. COSHH assessments to be undertaken if using new products.	Low	Low	All staff	Week commencing 4 th January 2021
		All class bases / offices have been provided with a cleaning schedule detailing how and when furniture / equipment should be cleaned.	Low	Low	All staff	Ongoing from risk assessment (Autumn Term 2020)
		Protocol for the use of and cleaning of shared areas that are used by different groups in place.	Medium	Medium	All staff	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Toilets have an enhanced cleaning schedule, children encouraged to clean their hands thoroughly after using the toilet.	Medium	Medium	Staff to supervise / children to be supported to implement.	As above
		Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, children, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)	Low	Low	SLT	As above
		Teachers to reiterate key messages in class-time to the children to: ➤ Cover coughs and sneezes with a tissue, ➤ To throw all tissues in a bin ➤ To avoid touching eyes, nose and mouth with unwashed hands.	Medium	Medium	Class teams to support children.	As above
		Children and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils.	Low	Low	All staff	As above
		All utensils are thoroughly cleaned before and after use.	Low	Low	All staff	As above
		Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly	Low	Low	Class Teams / cleaners	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		<p>Follow T&W cleaning in school guidance</p> <p>Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance.</p> <p>As a result, all children and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p>	<p>Class Teams/ Cleaners</p> <p>All staff</p>	<p>As above</p> <p>As above</p>
Hand Hygiene	High	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.</p> <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future by all staff and children.</p> <p>All children and staff to clean their hands regularly using the hand washing facilities or hand sanitiser stations throughout school.</p> <p>All staff to supervise the use of hand sanitiser given risks around ingestion by young children and children with complex needs. Skin friendly skin cleaning wipes can be used as an alternative.</p>	<p>Low/ Medium</p> <p>Low / Medium</p> <p>Low</p>	<p>Low/ Medium</p> <p>Low /Medium</p> <p>Low</p>	<p>All staff and children</p> <p>All staff</p> <p>All staff / SLT to monitor.</p>	<p>Ongoing from risk assessment (Autumn Term 2020)</p> <p>Week commencing 4th January 2021</p> <p>Ongoing from risk assessment (Autumn Term 2020)</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied throughout the school.	Medium	Medium	Cleaners / Caretaker	As above
		Children to wash their hands with soap for no less than 20 seconds: <ul style="list-style-type: none"> ➤ when they arrive at school, ➤ before and after break and lunchtimes ➤ when they change rooms e.g to go to the hall, soft play or sensory as timetabled ➤ before and after eating. 	Medium	Medium	Class Teams to support children.	As above
		Hand washing facilities are supervised by staff when children are washing their hands to avoid overcrowding in hand washing areas.	Low	Low	Class Teams	As above
		Alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues provided for the school reception area, dining hall, classrooms and other key locations for staff, children and visitors.	Low	Low	SLT – Staff to advise when items need replenishing.	As above
		Building these routines into school culture, supported by behaviour expectations and helping ensure the children understand the need to follow them will support the reduction in transmission of the virus	Low / Medium (children do not always understand the risk despite support / guidance)	Medium	All staff to enable a whole school approach.	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
Poor hygiene practice – specific – school entrance	Medium	Clear signage in place regarding social distancing	Low	Low	SLT	Ongoing from risk assessment (Autumn Term 2020)
		Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors.	Low	Low	Admin Staff	As above
		Areas touched to be wiped down.	Low	Low	All staff	As above
		Reduce the amount of people accessing reception area at any one time.	Low	Low	All staff	As above
		Rearrange/remove furniture in reception area to facilitate social distancing.	Low	Low	Admin staff	As above
		Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area.	Low	Low	SLT	As above
		Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority.	Low	Low	SLT	As above
		As a result, reception staff are protected.				

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
Poor hygiene practice – specific – office spaces.	Low	Where staff are able to do so they are working from home. Admin staff are working a rota of in school and home working to enable social distancing within the main school office.	Low	Low	Admin staff	Ongoing from risk assessment (Autumn Term 2020)
		Ensure distancing is maintained between desks.	Low	Low	Admin staff	As above
		Tissues/hand sanitiser available in office locations.	Low	Low	SLT	As above
		Staff to follow hand hygiene protocol.	Low	Low	Admin staff	As above
		Each person is responsible for wiping down their own work area and equipment such as printers before and after use.	Low	Low	All staff	As above
		As a result, office practice in office spaces limits the risk of the spread of any infection.				
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	All staff and visitors have been informed not to enter the school if they display any symptoms of coronavirus	Low	Medium	SLT to inform. Staff / visitors to implement.	Ongoing from risk assessment (Autumn Term 2020)
		All parents / carers have been informed not to send their children to school if they are displaying symptoms of coronavirus	Medium	Medium	SLT to inform. Parents / carers to implement.	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		<p>All parents / carers have been informed regarding arrival and departure procedures, including safe drop-off and pick-up including allocated times. Parents/ carers have been informed that they cannot congregate at the front of school prior to the start of the school day.</p> <p>Parents / carers are aware of government recommendations with regard to transport and how transport is operating for school at this current time.</p> <p>Children are to be supported in ensuring that they remain within their own class bubble.</p> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>SLT to inform. Parents / carers to implement.</p> <p>SLT to inform. Parents / carers to implement.</p> <p>Class Teams</p>	<p>As above</p> <p>As above</p> <p>As above</p>
Poor hygiene practice – specific – toilet/ changing facilities.	Low	<p>Staff to wear additional PPE when supporting children with toileting routines – mask, gloves, apron (see PPE guidance for schools)</p> <p>All changing surfaces to be cleaned before and after each use.</p>	<p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p>	<p>All staff involved in providing PC.</p> <p>As above</p>	<p>Ongoing from risk assessment (Autumn Term 2020)</p> <p>As above</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Nappies/soiled items to be disposed of in yellow bags.	Low	Low	As above	As above
		Staff to follow specific intimate care procedures in accordance with individual child's risk assessment Any soiled clothes are put into a plastic bag (double bagged) and sent home.	Low	Low	As above	As above
		Restrict numbers of children using the toilets to ensure 2m social distancing is maintained.	Low	Low	Class teams	As above
		Paper towels provided instead of blow dryers (less risk of aerosol)	Low	Medium	Cleaning / Caretaking	As above
		Doors to be propped open where possible to reduce hand contact surfaces.	Low	Low	All adults	As above
		As a result, safe practices are followed and the risk of infection is reduced for staff and children.				
Poor hygiene practice – specific - end of the school day.	High	Parents / carers have been informed about departure procedures, including safe pick-up and collection times.	Low	Low	SLT	Ongoing from risk assessment (Autumn Term 2020)

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		Children to be brought to parents/ carers and transport in their ‘bubble’, ensuring no mixing of bubbles and appropriate social distancing	Low	Low	SLT / Class Teams	As above
		Parents/ carers have been informed that they cannot congregate at the front of school at the end of the school day	Low	Low	SLT	As above
		As a result, the risk of infection is reduced as children and staff leave school.				
Ill health in school.	Medium / High	<p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ A change to their normal sense of taste or smell. (anosmia) ➤ Children may also display gastrointestinal symptoms 	Medium	Medium	SLT	Ongoing from risk assessment (Autumn Term 2020)

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		Any child or adult displaying Coronavirus symptoms will be sent home and advised to follow ‘ stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ’, which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19).	Low / Medium	Medium	SLT	As above
		School will use the notification form to notify the HPH of any positive cases within staff members.	Low / Medium	Medium	HT / DHT	As above
		Staff who don’t have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc, can book a PCR test by selecting the option “ local Authority required me to test”	Medium	Medium	SLT to inform. Staff to implement.	As of beginning of Spring Term.
		Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools)	Low / Medium	Low / Medium	HT / DHT	Ongoing from risk assessment (Autumn Term 2020)
		All staff are informed of the procedure in school relating a pupil becoming unwell in school.	Low / Medium	Medium	All Staff	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Any child who displays signs of being unwell is immediately taken to the Meeting Room and GK / LM informed	Medium	Medium	All Staff	As above
		Any staff member who displays signs of being unwell immediately takes themselves to the Meeting Room and informs GK / LM	Medium	Medium	All Staff	As above
		Where the named person is unavailable, staff ensure that any unwell children are moved to the Meeting room whilst they wait for their parent to collect them. ET / Class Teacher to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing	Low	Low	Member of staff supervising the child.	As above
		If a child needs to use the bathroom, they should use the adult disabled toilet which will be cleaned after use.	Low / Medium	Medium/ High	Member of staff supervising the child.	As above
		Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe. A facemask MUST be worn by the supervising adult.	Low	Medium/ High	Member of staff supervising the child.	As above

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		<p>If contact with a child is necessary, then gloves, an apron and a face mask MUST be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <p>A member of SLT calls for emergency assistance immediately if the child's symptoms worsen</p> <p>Unwell children who are waiting to go home are supervised in the Meeting room where they can be at least two metres away from others</p> <p>Areas used by unwell children who need to go home will be thoroughly cleaned and disinfected once vacated.</p> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	<p>Medium</p> <p>Low</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>Medium</p> <p>Low</p> <p>Low / Medium</p> <p>Medium</p>	<p>Member of staff supervising the child.</p> <p>SLT</p> <p>Member of staff supervising the child</p> <p>Class Team / Cleaning Team</p>	<p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>
Poor management of the numbers of children reduces the	High	As of 5 th January 2021 and the start of the National Lockdown the government has stated that Special Schools will continue to offer face-to-face provision for all, where appropriate.				

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ability of children and staff to practice social distancing.		SLT to develop measures to support the reduction of the overall number of social contacts within school whilst providing onsite learning for the children whose parents / carers request it.	Medium	Medium	SLT	By Tuesday 5 th January 2021
		School to ensure the children known to be the most vulnerable and those of key workers are attending school.	Medium	Medium	SLT	As above
		School to liaise with LA Social work team and SEND team to individually risk assess and rag rate children according to vulnerability.	Medium	Medium	HT	By end of week beginning 4 th January 2021
		School to talk to each parent / carer to ascertain if they wish for their child to attend school during the period of national lockdown.	Medium	Medium	SLT	By end of week beginning 11 th January 2021
		Child level risk assessments to be used to prioritise the provision which is in the best interests for each child.	Medium	Medium	All Staff	As above
		School to determine updated arrangements for delivering provision.	Medium	Medium	SLT / Class Teacher	As above

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		SLT to identify and communicate clearly to parents and children who is to attend and the times they are to attend.	Medium	Medium	SLT / Class Teacher	Ongoing from 4 th January 2021
		Children within our setting cannot be expected to remain 2 metres apart from each other and staff. It is essential that all adults adhere to, and where possible support the children in adhering to the hierarchy of measures set out; <ul style="list-style-type: none"> ➤ Avoiding contact with anyone with symptoms ➤ Frequent hand cleaning and good respiratory hygiene practices ➤ Regular cleaning of settings ➤ Minimising contact and mixing 	Medium	Medium	SLT	Ongoing from risk assessment (Autumn Term 2020)
		It is important to reduce contact between people as much as possible, and we can achieve that and reduce the transmission risk by ensuring children, and staff where possible, only mix in a small group and that small group stays away from other people and groups. Class bubbles will continue to be in operation with no mixing of children between the bubbles once in school.	Medium	Medium	SLT to advise. Staff to implement.	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Where we can keep children and adults 2 metres away from each other within those small groups then we should do so.	Medium	Medium	SLT to advise. Staff to implement.	As above
		Timetable reviewed and plan communicated to all staff.	Low	Low	SLT	Ongoing from 4 th January 2021
		Leaders to calculate the capacity of classrooms - No more than 8 children in a class where space allows – Current risk assessment.	Medium	Medium	SLT	As above
		Classrooms allocated for provision – Main class base to be used by the assigned class. Specialist rooms to be allocated on a rota basis allowing sufficient time for cleaning between different class groups.	Low / Medium	Low / Medium	SLT	As above
		Desks should be spaced as far apart as possible using the space available within each class.	Medium	Low	Class Teams	As above
		Where possible desks should be forward facing, where this is not possible eg. Horse Shoe tables – the adult should sit towards the outer edge of the inner section	Medium	Medium	Class Teams	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Class based adults to remain within own class bubble only, adults covering PPA or therapy provision will be allocated to set classes / colour zones)	Low / Medium	Low / Medium	All Staff	As above
		Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. (Curriculum has been modified to ensure curriculum coverage / required experience can be achieved within single class groups)	Low	Low	All within school	As above
		The overarching principle to apply is reducing the number of contacts between children/staff and staff/staff. (The identified class bubbles will reduce staff / child contact across the school)	Low / Medium	Low / Medium	All adults within school	As above
		Children's ability to distance (The majority of children within school are unable to socially distance – staff to support children to maintain a safe distance from each other and adults where possible)	Medium	Medium	All adults within school	As above
		The lay out of the school - Children can work in classrooms, fleeting contact will be necessary within corridors / outside areas and toilets as layout of the school does not allow for a 1 way system to operate)	Medium	Medium	Everyone within school	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		As a result, staff and children are clear about where they should be, the times that they should be there and what they are delivering.				
Personal Protective Equipment	High	PPE must be worn by staff caring for a child while they await collection.	Medium	Medium	Adult with the child	Ongoing from risk assessment (Autumn Term 2020)
		PPE must be worn by staff where there is a risk of direct contact with bodily fluids from children.	Medium	Medium	All staff as required.	As above
		Face mask and gloves to be worn at the start and end of the day by staff involved in the entry / exit procedures of the children to and from school.	Low / Medium	Low / Medium	Staff involved in start/ end of day routine.	Ongoing from 4 th January 2021
		All staff have been provided with a visor and goggles.	Low / Medium	Low / Medium	SLT	Ongoing from RA (Autumn Term 2020)
		Central supply of PPE available within school which can be allocated to individuals or class bases.	Low / Medium	Low / Medium	SLT	As above
		More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.				

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
Face Coverings	Medium / High	School to ensure that the control for wearing face coverings is implemented.	Medium	Low / Medium	SLT	Ongoing from 4 th January 2021
		School to ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth.	Medium	Low / Medium	SLT to advise / staff to implement.	As above
		Staff and visitors to wear face coverings in communal areas outside the classroom.	Medium	Medium	The adult	As above
		Based on current evidence and the measures in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom but staff have the discretion to wear one if they wish.	Low / Medium	Low / Medium	All staff	As above
		Staff must wear a face covering if they are entering another bubble. (Staff should not enter another bubble unless deemed absolutely essential eg. Therapy staff collecting and returning children, staff providing additional support for children on grounds of behaviour)	Medium	Medium	All staff	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Staff who have the required exemption certificate will be allowed to not wear face coverings in communal areas.	Medium	Medium	Identified staff	As above
Ventilation Keeping occupied spaces well ventilated	High	<p>It is important to ensure school is well ventilated and a comfortable environment is still maintained.</p> <p>Windows must be open to allow for fresh air flow. Open a selection of windows or doors 15 minutes prior to the building opening.</p> <p>Opening a number of windows or doors to create cross flow of natural air will improve the natural ventilation and be more effective. This does not mean that every window or door needs to be opened but look at the most effective windows/doors in your area to create a cross flow of air.</p> <p>During the colder months consider the thermal comfort of users within the room. Windows/ doors do not have to be wide open but just enough to create an airflow.</p> <p>Identify the windows/ doors you are going to open and try to locate them where they are not close to people if possible.</p>	<p>Low/ Medium</p> <p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>SLT</p> <p>Any adult using the room.</p> <p>SLT to advise / Staff to implement.</p> <p>Any adult using the room.</p> <p>Adults using the room.</p>	<p>Ongoing from 4th January 2021</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		<p>Consider using any upper windows to increase the natural ventilation and reduce the impact on people within the room.</p> <p>Consider the windows and doors that you are opening and if doing so poses a safety or security risk to children they should not be opened unless supervision can be maintained at all times.</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. You can continue using the air conditioning system as normal.</p>	<p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>Adults using the room.</p> <p>Adults using the room advice to be sought from SLT if required.</p> <p>Adults using the room.</p>	<p>As above</p> <p>As above</p> <p>As above</p>
Remote Education		<p>Leaders to consider how best to supplement remote education with face-to-face support for children.</p> <p>Child level risk assessments to be used to prioritise the provision which is in the best interests for each child.</p> <p>Remote learning offer to be updated to reflect government guidance on First Quality Teaching and safeguarding.</p>	<p>Medium</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>Medium</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>SLT</p> <p>SLT</p> <p>SLT in liaison with Teaching staff</p>	<p>Ongoing from 4th January 2021</p> <p>As above</p> <p>As above</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Survey to be undertaken with parents regarding the availability of ICT equipment in the home to support remote learning.	Low / Medium	Low / Medium	SLT	As above
		Computers to be loaned to children where risks are identified on the survey.	Low	High	SLT	As above
		Remote learning offer to be placed on website	Low	Low	SLT / Admin	As above
Mental Health and Wellbeing for children	Medium	Consider the children's mental health and wellbeing and identify any child who may need additional support so they are ready to learn.	Medium	Medium	Class Teacher	Ongoing from 4 th January 2021
		Continue to assess where children are in their learning, and identify any adjustments / interventions needed over the coming weeks.	Low / Medium	Low / Medium	Class Teacher Class Teacher to advise SLT	As above
		Close working with parents / carers	Low / Medium	Low / Medium	SLT / Class Teacher / Learning Mentor	As above
A child is tested and has a confirmed case of coronavirus.	High	In line with government advice: ➤ The rest of the class/group should be advised to self-isolate for 10 days ➤ The Head teacher will contact Local Health Protection Hub. Hub will conduct a rapid investigation and will advise school on appropriate action.	Low / Medium Low / Medium	Medium Medium	HT/ DHT HT	In place / Ongoing As required

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		<p>➤ Leadership Team to follow advice in Dealing with Incident procedure</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	Low	Low	SLT	In place to be implemented as required
Insufficient staff to run face-to-face sessions for children.	High	<p>Leaders to ensure that they have a comprehensive list of staffing availability for the school.</p> <p>Protocols for staff to inform leaders if they need to self-isolate are clearly in place.</p> <p>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</p> <p>Procedure / communication system in place to close bubbles if required staffing level is not available</p> <p>Remote learning offer in place for children if bubble needs to close due to insufficient staffing being available.</p> <p>As a result every effort has been taken to provide face to face teaching for the children</p>	Low / Medium	Medium	SLT / Cover Co-ordinator	In place
			Low / Medium	Low / Medium	SLT / Cover Co-ordinator	In place
			Low / Medium	Low / Medium	SLT / Cover Co-ordinator	In place
			Low / medium	Low / Medium	SLT	In place
			Low / Medium	Low / Medium	Class Teacher	In place

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
The movement of children between lesson, at breaktime and lunchtime increases the risk of infection.	Medium / High	Staggered starts in place for break time and lunchtime	Low / Medium	Low / Medium	SLT to devise class teams to implement	Ongoing from 4 th January 2021
		Allocated outdoor areas for each class has been identified for break time and lunchtime.	Low	Low	SLT	In place
		Lunchtime staggered for different class bubbles.	Low	Low	SLT	In place
		Children advised not to play contact games at break time or lunchtime.	Medium	Medium	Class Teams / Lunch time Supervisors	In place
		Children supervised in washing hands before and after lunch.	Low	Low	Class Teams	In place
		All children to eat in their classrooms and have their lunch brought to their classroom to reduce queueing and potential of bubbles mixing.	Low	Low	Class Teams / Lunch time Supervisors	In place
		Tables to be cleaned prior to use and at the end of session	Low	Low	Class Teams / Lunch time Supervisors	In place
		Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness,	Low / Medium	Low / Medium	Catering staff	Ongoing from 4 th January 2021

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		<p>Limited contact between catering staff and school staff, strict protocol in place and to be followed to reduce risk of transmission.</p> <p>Children who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. Tables must be cleaned prior to lunch</p> <p>Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority</p> <p>As a result, the risk of infection during unstructured time is reduced.</p>	<p>Low / Medium</p> <p>Low</p> <p>Low</p>	<p>Low / Medium</p> <p>Low</p> <p>Low</p>	<p>Class Teams / Lunchtime cover</p> <p>Class Teams/ Lunchtime cover</p> <p>SLT</p>	<p>Ongoing from 4th January 2021</p> <p>In place</p> <p>In place</p>
Spread of infection in classrooms/ shared areas.		<p>All unnecessary items removed from classrooms and learning environments and stored elsewhere.</p> <p>All soft furnishings and items that are hard to clean to be removed.</p> <p>Class sizes reduced to a maximum of 8 to support social distancing and risk of transmission by reducing the number of different family contacts within each area.</p>	<p>Low</p> <p>Low</p> <p>Low / Medium</p>	<p>Low</p> <p>Low</p> <p>Low / Medium</p>	<p>SLT / Class Teams</p> <p>SLT / Class Teams</p> <p>SLT</p>	<p>In place</p> <p>In place</p> <p>Ongoing from 4th January 2021</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Equipment that is frequently used is thoroughly cleaned in accordance with the guidance provided	Low / Medium	Low / Medium	Class Teams	In place
		Children to be directed to specific seats in classrooms and to maintain seats during the day as far as possible.	Low	Low / Medium	Class Teams	In place
		Tissues and hand sanitiser located in each classroom/learning space.	Low / Medium	Low / Medium	Cleaning/ Caretaking Class Teams	In place
		Bins to be emptied at least twice daily in classrooms.	Low	Low	Class Teams	In place
		Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open.	Low / Medium	Low / Medium	All staff in school	In place
		Individual children to be provided with a pack of basic equipment.	Low	Low	Class Teams	In place
		Staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use	Low / Medium	Low / Medium	All staff in school	In place
		All rooms have access to a telephone to reduce people entering into bubbles or shared spaces.	Low / Medium	Low / Medium	All staff in school	In place

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use.	Low / Medium	Low / Medium	Staff using telephone.	In place
		Shared teaching resources to be cleaned prior to and after use by each individual child and thoroughly cleaned at the end of each day.	Low / Medium	Low / Medium	Class Teams	In place
		If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned.	Low / Medium	Low / Medium	Class Teams	In place
		Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times.	Low / Medium	Low	SLT to inform. Staff to implement.	In place
		Staff to be in the staffroom for no longer than 15 minutes.	Low / Medium	Low	All staff	Ongoing from 4 th January 2021
		Staff are not to congregate in the corridor or shared spaces. 2 metres must be maintained by staff at all times when not in a classroom, and when within classrooms 2 metres to be maintained where possible.	Low / Medium	Low	All staff	Ongoing from Risk Assessment (Autumn Term 2020)

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc	Low/ Medium	Low	Cleaning/ Caretaking. Staff to implement.	As above
		Staff must wash and dry their own cups, plates and utensils, using disposable towels.	Low	Low	All staff	As above
		As a result, the risk of infection to staff and pupils in classrooms is reduced.				
Poor behaviour by children increases the risk of the spread of the infection.	High	Children are reminded of expectations,	Low	Medium	Class Teams	In place
		Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to parents and where appropriate children.	Medium	Medium	Risk Assessment in place for children who present challenging behaviour	In place
		The individual behaviour plans of children are reviewed and specific control measures identified and shared with parents, children and staff where necessary.	Medium	Medium	SLT / Class Teacher	In place
		T&W PPE guidance implemented and followed.	Low / Medium	Low / Medium	All Staff	In place

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		As a result, children, parents and staff understand behaviour policy/individual plans in context of the current working constraints.				
Pupils with complex needs are not adequately prepared or safely supported.	High	Specific arrangements for transport have been risk assessed and agreed with local providers.	Low	Low	Transport / SLT / Parent	In place
		Leaders and staff to review individual children's handling plans, including the use of PPE (see PPE guidance)	Low / Medium	Medium	DHT / Class Teacher	Ongoing from 4 th January 2021
		Additional advice to be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)	Low / Medium	Medium	SLT/ Class Teacher	As required linking to the child
		Review individual communication plans and positive handling plans where close proximity is expected.	Low / Medium	Low / Medium	Staff working with the identified child.	As required linking to the child
		Plans should be understood, shared and followed consistently by all staff working with the children.	Low	Low	Staff working with the identified child.	As required linking to the child
		Anxieties shown by the children are addressed in a planned and supportive manner.	Low / Medium	Low / Medium	SLT/ Class Teams	As required linking to the child

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		Prepare additional social stories to support the children especially those experiencing difficulty and share with parents, the child and staff. As a result all children are well supported	Low / Medium	Low / Medium	Class Teams / SLT	As required linking to the child
Increased number of safeguarding concerns reported during lockdown.	Medium / High	Safeguarding provision in place to support the children Ensure that key staff have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.	Low / Medium Low Low	Low Low Low	SLT to organise provision all staff to implement. SLT SLT	In place In place In place
Emergency evacuation due to fire etc.	Medium	Fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. Practice fire drill completed by end of January 2021	Low Low	Medium Low	SLT SLT to organise.	In place to be updated by 4 th January 2021 By 31 st January 2021

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		<p>Leaders to communicate procedures to all staff and staff to communicate emergency evacuation procedures to children.</p> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low	Low	SLT / Class Teams	As above
Cleaning is not sufficient	High	<p>Ensure that all cleaning and associated health and safety compliance checks have been undertaken.</p> <p>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</p> <p>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</p> <p>Whilst children are at break time/lunchtime, to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.</p> <p>Disposable gloves/wipes/sprays are next to photocopiers/printers etc.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>HT/ Caretaker & Lead Cleaner</p> <p>Nominated member or each class team – overview by SLT</p> <p>Organised by T&W cleaning via contract.</p> <p>Nominated member of each class team / lunch time support.</p> <p>SLT to provide Staff to use.</p>	<p>In place & ongoing</p> <p>In place and ongoing</p> <p>In place & ongoing</p> <p>In place since & ongoing</p> <p>In place</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures. As a result, high standards of cleanliness are maintained in school.	Low	Low	Cleaning Team	In place
Music Lessons	Medium	Music curriculum has been adapted to reduce risk associated with singing / chanting. Resources have been allocated to EYFS / KS1 Lower KS2 Upper KS2 To reduce sharing across the school.	Low Low	Low Low	Music Co-ordinator / Class Teams Music Co-ordinator / Class Teams	In place In place
Physical Activities	Medium	Outdoor sports should be prioritised. Scrupulous attention to cleaning and hygiene Rota in place for use of the hall with time allowed for cleaning of equipment between use by different bubbles Refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport <ul style="list-style-type: none"> advice from organisations such as the Association for Physical Education and the Youth Sport Trust 	Low Low Low	Low Low Low	Class Teams Class Teams SLT to develop / Class Teams to implement	In place In place In place

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
Breakfast club / After school provisions	Medium / High	There will be no afterschool clubs to reduce the risk of cross school infection	Low	Low	SLT	In place
Contractors, deliveries and visitors increase the risk of infection.	Medium / High	All contractors to be checked to ensure that they are essential visitors prior to entry to the school.	Medium	Medium	SLT	In place
		Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils (Not always possible for staff)	Low / Medium	Low / Medium	SLT	Ongoing from Risk Assessment (Autumn 2020)
		All contractors/visitors to wash hands either prior to or on entry to the school site or use hand sanitiser.	Low	Low	Person allowing the visitor on site	As above
		Contractors and visitors are directed to specific/designated handwashing facilities.	Low	Low	As above	As above
		Contractors to bring own food, drink and utensils onto site.	Low	Low	Contractor	As above
		Staff who receive deliveries to the school to wash hands in line with government guidance after handling.	Low	Low	Person receiving delivery	As above
		Where possible, staff to identify safe/designated place for delivery without need for contact with	Low	Low	SLT – Main entrance	As above

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		<p>staff. Drivers are not permitted to enter the school premises when making deliveries.</p> <p>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building.</p> <p>Surfaces to be cleaned after any deliveries have been made.</p> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	<p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p>	<p>Person allowing the visitor on site. Visitor to implement</p> <p>Person allowing the visitor on site</p>	<p>As above</p> <p>As above</p>
Professional Visitors	Medium	<p>All visitors to be checked to ensure that they are essential visitors prior to entry to the school.</p> <p>Agree arrival and departure times with professional visitor to ensure contact with staff and children is appropriately managed.</p> <p>All professional visitors to wash hands on entry to the school site.</p> <p>Professional visitors are directed to specific/designated handwashing facilities.</p>	<p>Medium</p> <p>Low / Medium</p> <p>Low</p> <p>Low</p>	<p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>SLT</p> <p>SLT</p> <p>Visiting professional</p> <p>Person allowing the visitor on site.</p>	<p>Ongoing from Risk Assessment (Autumn Term 2020)</p> <p>Prior to visit</p> <p>In place</p> <p>In place</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇◇	Risk Controls	Level of risk is now ◇◇	Likelihood ◇◇	Responsible person	Planned completion Date
		<p>All areas in which Professional visitor work are cleaned in line with government guidance.</p> <p>Professional visitors to bring own food, drink and utensils onto site.</p> <p>Professional visitors to be responsible for cleaning their own equipment and personal belongings.</p> <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Visiting Professional / Cleaning Team</p> <p>Visiting professional</p> <p>Visiting professional</p>	<p>After visit</p> <p>For visit</p> <p>Prior to and after visit</p>
First Aid Care	Medium / High	<p>Ensure appropriate PPE is worn when giving first aid to children or staff.</p> <p>Ensure staff follow training and protocols in place for administering first aid within school.</p>	<p>Medium</p> <p>Low / Medium</p>	<p>Medium</p> <p>Low / Medium</p>	<p>Member of staff administering First Aid.</p> <p>Member of staff administering First Aid. SLT to monitor</p>	<p>In place</p> <p>In place</p>
Educational Visits	Medium / High	<p>No overnight educational visits</p> <p>Non-overnight domestic educational visits can resume (however they will not be undertaken during the spring term)</p>	<p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p>	<p>SLT</p> <p>SLT</p>	<p>In place</p> <p>Ongoing</p>

Risk Description/ Area of Concern	Level of risk prior to control ◇	Risk Controls	Level of risk is now ◇	Likelihood ◇	Responsible person	Planned completion Date
		When educational visits resume they will initially be within class bubble only and then extended to school bubble	Low / Medium	Low / Medium	SLT / Class Teams	To be decided when risk is deemed safe to recommence.
		Links with other schools will not take place until further updated guidance is received.	Low (as not taking place)	Low (as not taking place)	SLT	As above
		Ensure destination is COVID-secure	Low (as not taking place)	Low (as not taking place)	SLT	As above
Building risks if school partially closes	Medium	Ensure maintenance requirements are met.	Low	Low	HT / Business Manager / Caretaker	Detailed systems in place to ensure all areas of required compliance are followed / addressed.
		Ensure all Health & Safety checks are implemented.	Low	Low	As above	
		Ensure Playground / outside area checks are undertaken.	Low	Low	Caretaker	
		Thorough cleaning of closed areas prior to reopening	Low	Low	Cleaning Team	
Local Restrictions	Medium	In the event of Telford moving into local restriction tiers 2, 3 or 4, school will need to communicate quickly and clearly to staff, parents and children the details of any new arrangements / changes to current risk assessment	Low / Medium	Low / Medium	SLT	When current restriction level changes.

