Risk Assessment – Full Re-Opening During the Coronavirus Pandemic

School Name:	**St David's Prep**
Site Details:	
Risk Assessor's Name:	**Julia Foulger**
Risk Assessment Date:	**1.August 2020** **2.Update Oct 2020** **3.Prior to 2nd lockdown - 5th Nov 2020** **4. Start of Spring Term 2021 – Remote Learning (Pre-Rec and Keyworker pupils only in school)** **5. Full Re-opening March 2021 (All pupils and staff)**

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School from September 2020 in line with the government guidance. Updated in October 2020 following updated government guidance (21st Oct 2020) and for Full re-opening 8th March 2021

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from Coronavirus (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	*Clinically vulnerable and clinically extremely vulnerable staff.* *Severe illness or death as a result of contracting Coronavirus whilst at work.*	• Staff to disclose any health concerns to a member of SLT • Discuss implications that a full return to the workplace would have on an individual, following latest government guidance • Consider offering working from home if role allows or option of working in different setting or age group • Explain to staff the measures in place to minimise risks and accommodate additional measures where reasonably practicable • CV staff can now return to school	6	No	

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		- Special consideration for any member of staff who discloses they are pregnant (none at this time) - Number of staff now received first dose of vaccine, including vulnerable staff *The latest guidance for schools states that:* Clinically Extremely Vulnerable (CEV) staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance. Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This may change as we get further data on the effects of vaccination. Clinically Vulnerable (CV) staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. Schools will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice. Workplace risk assessments should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If schools are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, they should check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6			

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		months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. Schools must take appropriate sensible action to reduce, remove or control the risks. As part of their risk assessment, schools should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Schools should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19). Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.			
Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from Coronavirus (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable) **Currently no vulnerable pupils**	*Clinically vulnerable and clinically extremely vulnerable pupils.* *Severe illness or death as a result of contracting Coronavirus whilst at school.*	• Identify those pupils that have underlying health conditions that may put them at either increased or very high risk of severe illness from Coronavirus. • Liaise with professionals where necessary • Have contingency plans in place to enable immediate access to remote learning for pupils who need to self-isolate • Encourage any vulnerable pupils to access remote learning as preferred option *The latest guidance for schools states that:* A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they: • Have symptoms or have had a positive test result. • Live with someone who has symptoms or has tested positive and are a household contact. • Are a close contact of someone who has coronavirus (COVID-19). There is growing evidence that many children identified at the start of the pandemic as CEV are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the	3	No	

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		shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. Pupils in these categories are advised not to attend school while shielding advice applies nationally. All 16 to 18-year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.

Schools can request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

As normal, schools should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues. | | | |
| **Lack of staff available to operate safe staff: pupil ratios and/or operate site.**

Staff may not be able to work on site as a result of:
• **Either themselves or a member of their household developing symptoms of Coronavirus;**
• **Being notified to self-isolate by NHS Test & Trace; and/or**
• **Having an underlying health condition that** | *All.*

Various potential injuries as a result of lack of supervision, and/or lack of site staff. | • Review the number of key staff required for the safe day-to-day operation of the site and teaching requirements:

Including -
• *Senior management;*
• *Estates/maintenance staff to complete opening and closing of the site, routine monitoring (such as weekly fire alarm checks, temperature checks and flushing for prevention of legionella etc.), and deal with any urgent maintenance issues;*
• *Catering staff to provide food for staff and pupils;*
• *Cleaning/housekeeping staff to maintain high levels of cleanliness;* | 2 | No | |

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results in them being clinically extremely vulnerable.		• *First aid and medical staff (please refer to the section of this risk assessment entitled 'lack of adequately trained first aid/medical/administration of medication staff');* • *Staff trained to assist in emergency evacuations (please refer to the section of this risk assessment entitled 'lack of adequately trained fire staff'); and* • *Teaching staff to supervise pupils during classes and breaks* • Identify the key staffing scenarios that may trigger closure or partial closure of the school • Have contingency plans in place to enable immediate access to remote learning for pupils who need to self-isolate • ~~From start of Spring Term (04.01.21) as few staff as possible to be in school. Remote lessons to be delivered from home where practical~~ • ~~Ensure adequate number of staff in school to supervise keyworker pupils and safely run Pre-Reception setting~~ • All pupils and staff back in school from 08.03.21			
Suspected/ confirmed case of Coronavirus on site. **Staff, pupils, and/or visitors may display symptoms of Coronavirus whilst on site and may subsequently test positive for Coronavirus.**	*All.* *Potential spread of Coronavirus to other staff, pupils and others on site.*	• Should a member of staff, pupil, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they must be sent home and advised to follow the current stay at home guidance • In the case of a pupil, any siblings also in school to be sent home to isolate • An NHS test must be taken and the school advised immediately of the result	6	Yes	1

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		• On becoming aware that someone who has attended the school has tested positive for Coronavirus (Coronavirus), the school should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for Coronavirus (Coronavirus) attended the school – as identified by NHS Test and Trace • If a member of staff is diagnosed as having Coronavirus attributed to an occupational exposure to Coronavirus, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the case of disease report form. Further information is available from the Health & Safety Executive (HSE). • Any member of staff, pupil, visitor, or contractor displaying symptoms and awaiting collection, should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door • Younger pupils should be supervised by an adult who must endeavor to maintain 2 metres distance, PPE is not normally required but will be available to use if requested • The designated room should be well ventilated • The parent/carer responsible for collecting should not be permitted access to other areas of the school premises • Thorough handwashing/ sanitizing procedures must be followed after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. *See the Coronavirus: cleaning of non-healthcare settings guidance* • Staff, contractors and pupils should be made aware that they must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing that school that they have developed symptoms of Coronavirus).			

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Failure to implement suitable social distancing – general.	*All.* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Review the guidance on Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) ~~and~~ determine how the advice can be applied at St David's Prep • Consider the age of the children at the school and their ability to understand and comply with social distancing guidelines. • Decide on size and makeup of 'bubbles' to be introduced in school • Consider how wrap around care, catering, specialist teaching are delivered, refer to specific guidance where applicable. • Stagger timings of the day – arrival, departure, breaks and lunchtimes etc. • Make best use of outdoor space, ~~especially whilst the weather remains reasonable during the early Autumn period~~ • Outdoor areas prepared for greater 'classroom' use as better weather occurs • Consider how transit around the school occurs – use of cloakrooms, exit and entry points • Remind all staff of need to be rigorous in maintain social distancing wherever possible between adults and children • ~~Review makeup of keyworker pupils and separate as much as possible into bubbles/ key stages~~ • Further review of bubbles to make better operational sense	4	No	
Failure to implement suitable social distancing measures – arrival and departure of staff and pupils	*All* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Staggered start and finish times should be conveyed to parents from the outset and the importance of adhering to the allotted times and entry/collection points for each year group made clear Some slight adjustments for November onwards to avoid excess waiting around for parents and siblings outside • Parents to be informed that no unplanned entry into the school building will be permitted at any time • Gatherings of parents before and after school to be actively discouraged	6	No	

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		• Letter sent to parents highlighting some adjustments to 'waiting' areas (front forecourt of main school and new fenced area added for EYFS) • Facemasks are not required by the school (unless government guidance changes) See catering arrangements • Staff to wear masks at drop-off and pickup times when collecting pupils and interacting with parents/carers during those times • From 02.11.2020 All parents/carers to wear masks when entering school premises and grounds ie. Carpark and school forecourt drop-off/collection areas • Parents dropping off/ picking up pupils in school to be reminded in writing of necessity to wear a face mask, maintain social distancing at all times and only one parent/ carer to come onto site • If face coverings are worn by pupils or staff, instruction must be given on correct procedures and usage. (see below) *Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.* *'Government not recommending universal use of face coverings in EYFS settings'* *'In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible'* *'Children in primary school do not need to wear a face covering'*			
Failure to implement suitable social distancing measures – classrooms and other teaching spaces	*All* *Potential spread of Coronavirus between*	• Assess individual classroom environments. Maintain adequate ventilation and plan layout of pupil and staff desks to ensure maximum distance • Place pupils in front facing rows, where possible	6	No	

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	staff, pupils and others on site.	• Remove unnecessary furniture and furnishings. All surfaces to be kept clear as far as possible • Staff to maintain distance from pupils and avoid face to face contact where possible • ~~Keyworker pupils to be separated and grouped in way that will ensure adequate social distancing~~ • Bubble system of operation to recommence			
Failure to implement suitable social distancing measures – common areas such as access paths, corridors, social spaces, playgrounds, toilets etc.	*All* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Where possible, keep groups and bubbles apart in communal areas by staggering timings and access to shared areas (field/lunch hall) • Limit number of pupils using toilets and cloakroom areas at any one-time. Older pupils to be encouraged to visit toilets during lesson times to limit queues at breaktimes • Limit movement around school during the day. As many lessons as possible to be delivered in main classroom • Use outside space as much as possible • Mark out agreed distances on flooring both in school and on outside surfaces • Agree segregated areas out on field for each separate bubble. Areas to be rotated every few weeks to allow access to different spaces/play equipment • ~~Rotas for outside spaces and movement around school to be reviewed daily by staff supervising keyworker pupils~~ • Revert to designated areas outside and timetables to be drawn up for outside learning spaces	6	No	
Failure to implement adequate social distancing and hygiene measures at lunchtime (and other mealtimes).	*All* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Stagger lunchtimes to enable proper distancing • ~~2 x lunch sessions - Pre-Rec and Keyworker pupils~~ • ~~Keyworker pupils to be grouped and spaced out on lunch tables in accordance with working groupings~~ • Establish and maintain robust cleaning schedule between each group (extra staff)	6	No	

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		• Place tables and mark benches to maintain maximum social distancing Decision taken to keep all children sitting forward facing on one side only of tables • Ensure adequate handwashing/sanitiser procedures for staff and pupils before and after eating • Since mid-October, Catering staff instructed to wear face masks whilst in kitchen and during service • Staff on duty to help their bubble also to wear face masks during service • Face masks and gloves to be worn by staff serving break/ late room snacks • 3 x lunch sessions to operate, minimising numbers at any one time 'The FSA's advice is clear that it remains very unlikely that people can catch Coronavirus from food. Coronavirus is a respiratory illness and not known to be transmitted by exposure to food or food packaging' (source: _Food Standards Agency_ 17/04/2020).			
Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.	_All_ _Potential spread of Coronavirus between staff, pupils and others on site._	• Number of staff to be limited in staff room and office at any one time, and in any other shared spaces • Alternative workstations to be set up for staff use – Hub and Stage area. Staff to be encouraged to use and to avoid congregating • Any meetings to be kept to a minimum number of staff • Whole staff meetings to be held on teams • Larger meetings involving whole staff or larger groups, to be held virtually for some or all attendees • Staff to be allowed to work from home when appropriate • Staff to be actively encouraged to work from home • With all pupils in school, all staff need to be present unless exceptional, agreed circumstances The latest _guidance for schools_ states that "schools should also plan how shared staff spaces are set up and used to help staff to distance from each	6	No	

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		other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day."			
Failure to implement suitable social distancing – large gatherings such as assemblies or collective worship.	*All* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Live Assemblies to be held for one bubble only. Rest of school to watch recording • When weather allows, larger groups meet outside with space to maintain distance • Pupils and staff to be seated in rows facing forward and suitably distanced • Person delivering assembly to be at front with at least 2m space before front row • No songs/hymns to be sung by whole group unless outside and suitably distanced • Avoid too much 'audience participation' that may involve calling out/coming to front etc. • All assemblies to be delivered remotely • Live Assemblies to be held for one bubble only. Rest of school to watch recording • When weather allows, larger groups meet outside with space to maintain distance • No songs/hymns to be sung by whole group unless outside and suitably distanced *Considerations* *The latest guidance for schools states that "schools should avoid large gatherings such as assemblies or collective worship with more than one group."*	6	No	
Hazards associated with music activities	*All.* *Potential spread of Coronavirus between staff, pupils and others on site.*	• All staff to be made aware of latest guidance concerning music of any kind taking place within the school • Class music lessons to be planned in line with guidance, considering the age and size of classes Larger classes split to allow for singing activities • Any instruments used to be sprayed with sanitizer before next class • Music room to be well ventilated	3	No	

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		• Individual music lessons to be arranged on zoom by peripatetic staff • Peripatetic staff to return to teaching on site whilst maintaining all school protocols and requirements • Whole class music lessons to resume, subject to guidance *Considerations* The latest guidance for schools states: *Schools should continue teaching music, dance and drama as part of their school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.* *'Singing, wind and brass instrument playing can be undertaken, in line with guidance but not in larger groups such as choirs and ensembles or assemblies, unless significant space, natural airflow and strict social distancing and mitigation can be maintained'* *'You should not host any performances with an audience'* *Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the music education hubs, including contact details for local hubs, is available at music education hubs published by the Arts Council England* *The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance. As set out in the system of controls, this can be achieved through keeping groups separate (in bubbles) and through maintaining social distance between individuals. These are not alternative options. Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum.*			
Hazards associated with sports or physical education	*All.* *Potential spread of Coronavirus between*	All games staff and those teaching class PE sessions to be familiarised with latest government guidance	3	No	

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	staff, pupils and others on site.	• Planning must consider guidance recommendations with contact sports avoided • As far as possible, outside activities should be undertaken • PE/Sport activity risk assessments to be updated to consider the risks posed by Coronavirus and ensure that suitable control measures are in place in line with the latest guidance • Equipment to be sprayed with sanitizer at end of day or before use by different bubbles • PE lessons permissible indoors whilst following system of controls • Outdoor sport to be prioritised • No sport fixtures against other schools • Extra-curricular sporting activities to recommence, including use of external coaches *Considerations* *Schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.* *Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls.* *For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.* *Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.*			

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Hazards associated with non-overnight, domestic, educational visits.	*All.* *Travelling against FCO/ government advice.*	• Any proposed trips need careful consideration and must be discussed with a member of SLT prior to any arrangements being made • Public transport should be avoided at this current time (Autumn Term 2020) • No new overnight trips to be considered until we receive updated advice from Government guidance. • No trips currently planned off-site with exception of walk to local woodland – adequate staff provision and children kept apart from any members of the public • No trips outside of school grounds for period of lockdown (5th Nov – 2nd Dec 2020) • Ongoing situation • No educational visits permitted *Considerations* *The latest guidance for schools states that:* *The Government advises against all educational visits at this time. This advice will be kept under review.* *The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact the Director of Ops.*	3	No	
Hazards associated with extra-curricular provision (e.g. breakfast, after-school provision and holiday clubs etc.)	*All.* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Pre-booking only for essential child care in both before and after school club • Limited clubs offered with an emphasis on those that are outside and easy to maintain social distance • Parents made aware that such provision will be across bubbles • Small consistent groups to be used for clubs and activities • Risk assessments to be provided by third party providers • SBM to ensure that outside providers are provided with Covid-19 and hygiene measures in place	3	Yes	2

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		• Ensure parents limit the number of outsider providers that they access • Rooms used to have surfaces cleaned at end of sessions • Staff serving food to wear gloves and face mask • Pre-booking only for essential child care in both before and after school club • Ensure parents limit the number of outsider providers that they access • Limit number of pupils attending, emphasising use to be for essential reasons *Considerations* *The latest guidance for schools states that:* *From 8 March, schools should work to resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training. The Govt will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable children can attend these settings regardless of circumstance.* *School should also continue to work closely with any external wraparound providers which their pupils may use to try to keep children in the same bubble they are in during the school day, as far as possible. The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extra-curricular provision.*			
Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.	*All.* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Ensure that suitable handwashing facilities and procedures are in place to enable contractors and visitors to practise good hand and respiratory hygiene whilst on site • Provide adequate sanitiser stations around whole school site. More sanitizer stations now fitted throughout school • Provide adequate supply of tissues and bins for disposal after use to promote 'catch it, bin it, kill it' approach • Site Manager to ensure that all sanitisers, soap, towels are refilled regularly throughout the day	6	No	

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		• Adequate stock to be kept on school premises • Drill all pupils in correct and proper usage, assist younger pupils where necessary • On return to school, remind all pupils, staff and visitors of hygiene procedures Considerations Good hand and respiratory hygiene isare imperative in the fight to minimise the spread of the virus, and so the school will need to ensure that adequate handwashing facilities are available and that staff and pupils are regularly briefed on good hand and respiratory hygiene practices. Posters and lesson plans on general hand hygiene can be found on the eBug and Public Health England website. Schools need to ensure that suitable handwashing facilities and procedures are in place to enable contractors and visitors to practice good hand and respiratory hygiene whilst on yourtheir site. The latest guidance for schools states that: Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including: • When they arrive at the school. • When they return from breaks. • When they change rooms. • Before and after eating. Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.			
Contractors/visitors attending site.	*All.* *Potential spread of Coronavirus to staff pupils and others from persons visiting site.*	• Limit all non-essential visitors access into school including parents • Parent consultation meetings to all be held virtually (Schoolcloud) • Virtual 'Open Day' events arranged using Zoom • Ensure anyone 'essential' visiting the school is made aware of the correct and expected procedures	9	Yes	3

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		• Visitors to check-in with office staff and complete the necessary checks upon arrival • During period of lockdown (5thNov – 2nd Dec 2020) no non-essential visitors to be allowed in school • No visitors permitted to enter school during period of school closure – 04.01.21 0nwards • Volunteers may be used to support work of school but limit on crossing groups kept minimal *Considerations:* *Here is a template Visitor and Contractor Induction Checklist which may assist the school in this. Please note that this addresses risks associated with Coronavirus, and so should be used in conjunction with their existing induction procedures.*			
Use of supply teachers and other temporary or peripatetic teachers	*All.* *Potential spread of Coronavirus between staff, pupils and others on site.*	• Ensure anyone visiting the school is made aware of and follows the correct and expected procedures • Latest government guidance must be followed with regard to distancing and teaching 1 to 1 • Peripatetic music teachers to avoid walking around school more than necessary ie. To collect pupils for lessons • Start of Spring term – all lessons to be arranged remotely • Peripatetic staff can come back to school and may visit more than one setting *Considerations* *Where it is necessary to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. This advice applies to other temporary staff working in schools, such as peripatetic teachers, sports coaches, and those engaged to deliver before and after school clubs."* *Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow their school's arrangements for managing and minimising risk based on the system of controls. They should*	9	No	

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		also have access to information on the safety arrangements and be provided with this as soon as possible after the booking. *This also applies to other temporary staff and volunteers working in schools such as:* *• Support staff working on a supply basis.* *• Peripatetic staff such as music tutors and sports coaches.* *• Those working in before and after school clubs.*			
Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contract with contaminated surfaces.	*All.* *Potential spread of Coronavirus between staff, pupils and others on site.*	*Considerations* *Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned.* • Undertake a further review of general cleaning regime in line with the guidance document Coronavirus: cleaning in non-healthcare settings outside the home to ensure that cleaning is generally enhanced and includes: • More frequent cleaning of rooms/toilets/shared areas that are used by different groups; and • Frequently touched surfaces being cleaned more often than normal (e.g. door handles, lift sinks, taps, light switches, handrails, work surfaces etc.) • Liaise with teaching staff and cleaning staff/ contractors to ensure that a new regime is agreed and implemented • Bins to be emptied regularly throughout the day • Cleaning staff (including Site Supervisor) need to wear gloves and apron when carrying out enhanced cleaning and hygiene • Site manager to work to drawn up timetable of cleaning procedures, delegating if unable to fulfill personally at any time • Sanitiser wipes by photocopier to be used after each person completes task • Site supervisor to resume programme of enhanced cleaning, including EYFS • Cleaning staff to resume cleaning all areas of the school	6	Yes	4a

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contract with contaminated surfaces.	All. Potential spread of Coronavirus between staff, pupils and others on site.	• Agree on equipment to be brought into school by individual pupils – (to be kept to a minimum) • Agree on what equipment and resources can be shared within bubbles • Consider how equipment and resources can be used across bubbles and establish robust cleaning routine between usage • Class teachers/TAs to liaise with site manager re cleaning of 'non-regular' equipment • Pupils attending school to be prevented from bringing in unnecessary equipment • Games and sports equipment to have rigorous cleaning programme implemented *Considerations* *The latest* guidance for schools *states that:* *"~~Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of Coronavirus (Coronavirus) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.~~* *~~Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.~~* *Schools should put in place and maintain an enhanced cleaning schedule. This should include:* *• More frequent cleaning of rooms or shared areas that are used by different groups.* *• Frequently touched surfaces being cleaned more often than normal*	6	Yes	4b

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
		• *Cleaning toilets regularly.* • *Encouraging pupils to wash their hands thoroughly after using the toilet.* • *If their site allows it, allocating different groups their own toilet blocks.* *PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.* *Previously issued guidance about the cleaning of outdoor play equipment, minimising the amount of equipment brought to school and the use of shared equipment has been withdrawn. Given the early stages of the easing of restrictions however, it is probably prudent to continue with some if not all of these measures in the near term.* *~~Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources."~~*			
Lack of adequately trained fire staff.	*All.* *Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.*	• Have published list of key fire safety personnel in Prep and Pre-prep offices • SBM to ensure daily there are adequate staff available to man all areas and allocate duties to cover any absences • SBM to ensure adequate training to new member of staff • New fire Marshals agreed for different areas of school • School secretary to check each day there are adequate fire trained staff • With all staff in school, previous arrangements for fire personnel to be reinstated *Considerations:*	6	Yes	5

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
		As a result of the Coronavirus pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include managers and other staff with key roles in your fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such the school will need to ensure that your procedures continue to respond accordingly and are flexed and adapted to any changes in staff.			
New fire hazards as a result of implementing control measures for Coronavirus.	*All.* *Increased risk of fire, and/or delays in persons evacuating from the building.*	• Make all staff aware of any changes to normal procedures • Update information re fire safety on visitor badges • Hold fire drill for all children and staff at beginning of term (Completed for Prep and Pre-Prep in 1st half term) • All doors to be propped open to minimize touch and to improve ventilation • Regular fire drill to be held – maintain social distancing *Considerations* *Schools' existing fire procedures may direct staff and pupils to fire assembly points with limited space, resulting in staff/pupils being in close proximity to each other and breaching current social distancing advice.* *As a result of the change in operations to implement social distancing measures, staff and pupils may be working and learning in areas of the school site that are not familiar to them and so may not be aware of the escape routes and assembly points.* Schools will need to consider any potential new fire hazards introduced as a result of implementing control measures for Coronavirus, such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.). Schools should ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to ~~your~~their fire procedures. Schools will need to ensure that any changes to the fire risk assessment or fire procedures are communicated to staff.	6	Yes	6

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
Lack of adequately trained first aid/ medical/ administration of medication staff.	*All.* *Various injuries/illness as a result of delayed access to first aid/administration of medication.*	• Have published list of all trained First Aid staff in Prep and Pre-prep offices (Training arranged for more staff to become qualified First Aiders – 2nd half of Autumn term) • All pupil/staff medical needs up to date and held by school secretary and SBM • School Secretary to check all equipment in first aid boxes/bags are in date and replenished *Considerations* *As a result of the Coronavirus pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include trained first aiders, and/or those responsible for administering medication. The risk of injury/illness is ever present, and as such the school will need to ensure that your procedures continue to respond accordingly and are flexed and adapted to any changes in staff.*	3	Yes	**7a**
Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.	*Staff administering first aid/ medical treatment.* *Staff administering first aid/ medical treatment could contract Coronavirus from the individual being treated.*	• All trained First aiders to be made aware of procedures (see flow chart) to be put in place when dealing with any individual displaying possible symptoms of Coronavirus • Ensure necessary PPE is available in designated medical room (Library) • Ensure staff are aware of correct use of PPE *Considerations* *First aiders may need to provide treatment to symptomatic individuals, resulting in a risk of them contracting Coronavirus and spreading it to others.* *When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination."*	9	Yes	**7b**

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
Lack of risk assessments for any new/adapted teaching activities.	*All.* *Various injuries arising from teaching activities.*	• Remind staff of need to undertake or amend existing risk assessments for all activities in all areas of the school, including outside *Considerations* *During this time school staff may choose to introduce new or adapted activities for their pupils. These new or adapted activities may not fall under the school's existing risk assessments and so this will need to be addressed. Schools need to ensure that any hazards presented by the new/adapted activities are identified, together with suitable control measures to either eliminate or reduce the risk.*	1	Yes	8
Legionella risk arising from unused buildings and/or parts of the premises.	*All.* *Exposure to legionella bacteria leading to serious illness or death.*	• Legionella checks to be carried out by Site Supervisor as normal	1	No	
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	*Staff.* *Aches and pains from adopting poor posture whilst using DSE.* *Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.*	• Keep in close contact through, WhatsApp, Teams with all members staff should the need arise to work from home • If necessary, temporary homework checklist to be discussed • All staff to return fully to school premises	1	No	
Poor pupil wellbeing and fear/ anxiety caused by returning to school.	*Pupils.* *Fear, anxiety, and poor mental health.*	• support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to Coronavirus (Coronavirus) • support pupils with approaches to improving their physical and mental wellbeing (Regular outdoor exercise 'R.I.O.T'.)	3	Yes	9

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
		• provide PHSEE sessions with a focus on reconnecting with social aspects of school • provide quiet space where pupils can discuss and address any anxieties or challenges with staff and pupil mentors • if any pupils do require further support as identified by parents or staff, we will signpost to outside providers • Majority of staff undertaken Youth Mental Health First Aid Training – Oct 2020 • Provide pupils and parents with the measures that the school have provided to minimise risk • In days following return to school (8th March) until Easter break – 13 days in total, staff to monitor all children and adjust plans accordingly. Focus to be on re-establishing social connections and overall well-being *Considerations* *Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation.* *Schools may also need to provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible. Our 'Every interaction matters' webinar can help with offering pastoral support for wellbeing.* *Where there is a concern a pupil is in need or suffering or likely to suffer harm, follow their child protection policy and part 1 of keeping children safe in education. Consider any referral to statutory services (and the police) as appropriate.*			
Pupils learning at home – risks associated with use of Display Screen Equipment	*Fear and anxiety caused by difficulty in*	• Keep in regular contact with all pupils, through Microsoft Teams, who are working from home • Daily registration to be implemented for all pupils	1	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
(DSE) and mental health/emotional wellbeing.	*completing work, and lack of social interaction with friends.*	• As many live lessons as possible each day – age appropriate • Regular catchup sessions to be held • All pupils to return to school • Continue use of remote protocols for IT use at home and submitting work online			
Pupils with SEND	*SEND Pupils.* *SEND pupils are not adequately supported.*	• Staff to identify any potential issues and ensure that plans (and where appropriate risk assessments) are in place	1	No	
Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	*Staff and pupils.* *Various potential safeguarding issues.*	• Staff and volunteers provided with updated Safeguarding Policy • Safeguarding Policy to be put on the school website • Safeguarding position to be reviewed as evolved • Normal safeguarding procedures to be maintained • If there is a move back to online learning two members of staff will always be present for live lessons • peripatetic staff to be informed by school and then follow safeguarding advice (ie parent/carer to be present during lesson) • Spring Term - introduction of 'break out' rooms for pupils to use in some lessons. Teacher to 'drop in' to groups to monitor conversations *In addition, the school may wish to direct parents/ carers to read the relevant guidance document at* Coronavirus (Coronavirus): support for parents and carers to keep children safe online.	3	Yes	10a
Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff	*All* *Lack of suitable child protection/ safeguarding staff leading to issues with*	• If either DSL/Deputy DSL are unavailable a member of SLT will deputise. • All staff have had Safeguarding training and are aware of the procedures to follow	3	Yes	10b

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
	recording and reporting				
Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of Coronavirus	*Staff and pupils* *Various potential child protection/ safeguarding issues*	• Safeguarding Policy has been updated by Wishford and will be placed on website before the start of term • All updates done and new policy on website – September 2020 • New policy updates circulated and read by all staff (Feb 21) *latest operational guidance for schools states that:* *Schools must continue to have regard to the statutory safeguarding guidance keeping children safe in education. As such, they should consider revising their child protection policy to reflect the return of more pupils. This should be led by designated safeguarding leads.* *As children return schools should try to give designated safeguarding leads and their deputies more time to:* *• Support staff and pupils with new safeguarding and welfare concerns.* *• Handle referrals to children's social care and other agencies where appropriate.* *The designated safeguarding lead should continue to co-ordinate with children's social care, the local three safeguarding partners and other agencies and services to identify harm and ensure children are appropriately supported.*	3	No	
MS Teams - Pupils accidentally or deliberately contacted by others on the Wishford network during online learning.	Staff and pupils Possible child protection and safeguarding issues or the potential for reputational damage	Considerations: KCSIE 2021 and UK Safer Internet Guidance for schools specify the protections that must be in place during the provision of online learning, be that in the classroom or remotely. Furthermore, group policy covers Acceptable Use of IT (including the network), e-safety and various protocols for pupils, staff and parents have been created to cover the Coronavirus outbreak. Nonetheless, there remains a slight risk that pupils or staff accidentally contact others inadvertently through mistyping or misusing the global address listnetwork for the Wishford Group. This risk is assessed to be relatively low given that: 1) Occurrences of this are very rare and there has been no evidence or suspicion of deliberate or malign intent over the last 12 months.			

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
		2) All the children and staff are on our internal IT network and staff are all DBS checked. Calls are also generally moderated by teachers or pupils and arrangements for 121 sessions are put in place where this does not apply. 3) All calls are being made on the group network, so it is possible to monitor who is contacting who and protect children from outside access. 4) Clear online safety protocols are in place to protect pupils and staff. 5) There are real benefits to children being able to chat to each other and their teachers. 6) Chat functionality can be removed individually if persistent offenders are identified.			
Lack of adequate communication related to Coronavirus procedures to staff, pupils, parents/ carers, contractors and visitors	*All* *Staff, pupils, parents, contractors and visitors not being made aware of procedures*	• Communication to parents, staff and pupils will be updated regularly as government guidance dictates • Ensure staff and parents understand that they need to be willing to: **Book a Test if they or child display symptoms** **Provide list of close contacts** **Self-isolate if been in close contact with someone who tests positive** • Details to be added to school website • Risk Assessment to be added to school website • Updated version to be added to website 04.01.21 • Letter sent to parents updating latest information, procedures and guidance for pupil return to school (25th Feb) • Risk assessment updated and uploaded to website (1st March) • Staff instructed to read through RA and note updated sections	3	Yes	**11a**
Failure to consult with staff and others on the risks presented by Coronavirus.	*Staff.* *Staff are not provided with the opportunity to actively contribute to the risk assessment process.*	• Staff given updates at regular staff briefings. Feedback and observations invited • Staff informed of any pupils/families who are awaiting test results and updated as soon as result known • Coronavirus to be added to agenda of Health and Safety Committee as a regular item • Ensure staff understand definition of 'close contact'	3	Yes	**11b**

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
		• Constant reminders on maintaining distance given to staff • Return to school discussed as part of Health and Safety meeting (26th Feb) • Discussion with all staff at Staff Mtg, following government briefing (23rd Feb) • All staff to undertake a LF test prior to first of full school (Monday 8th March) and twice weekly thereafter *Considerations:* *Full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Consultation does not remove the employer's right to manage. They will still make the final decision but talking to employees is an important part of successfully managing health and safety."*			
Failure to develop a contingency plan for outbreaks.	*All.*	• Latest government guidance to be followed and correct procedures put in place • Keyworker cover to be provided in the event of a full lockdown • Plans to be considered for a number of scenarios • To follow current DFE guidance with regards remote learning which follows our curriculum sequence • Remote learning to be implemented immediately where a class, bubble, or small number of pupils need to self-isolate. (Not in the case of a poorly child who is awaiting test result) • All year groups to begin remote learning from start of Spring Term (exception of Pre-Reception) • Following successful period of home learning – plan already in place *Considerations:* *In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this*	3	Yes	12

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
		eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils."			
Failure to implement and adhere to the latest government advice/ guidance	*All.* *Failure to adhere to government advice/guidance resulting in increased risk of infection.*	• SLT to review and regular update information received from the Government, Wishford Schools or Local Authority and implement actions as required • ~~Reacted to latest guidance to remain 'shut' 30.12 20, SLT met and put action plan in place~~ • ~~Staff informed and parents messaged to inform and seek requests for keyworker pupil places, in line with government criteria~~ *Considerations* *As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that the school keep up to date with the latest public health and other advice on Coronavirus available at websites such as:* • *https://www.gov.uk/Coronavirus* • *https://www.gov.uk/government/publications/covid-19-response-spring-2021* • *https://www.gov.uk/coronavirus/education-and-childcare?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae* • *https://www.nhs.uk/conditions/Coronavirus-Coronavirus/* • *Coronavirus: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable* • *https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak* • *Stay at home: guidance for households with possible or confirmed Coronavirus (Coronavirus) infection* • • *Guidance for full opening: schools* • *Coronavirus (Coronavirus): guidance on isolation for residential educational settings* • *Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)* • *Managing school premises during the Coronavirus outbreak*	3	Yes	13

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating 1 - 9	Additional Action Required? (Yes / No)	Action Ref. No.
		• *Coronavirus (Coronavirus): safeguarding in schools, colleges and other providers* • *Safeguarding and remote education during Coronavirus (Coronavirus)* • *Coronavirus: travel guidance for educational settings* • *Coronavirus: cleaning in non-healthcare settings outside the home* • *Coronavirus (Coronavirus): safer travel guidance for passengers* • *Independent Schools' Bursars Association (ISBA)* • *Independent Schools Council (ISC)* • *Association of School and College Leaders (ASCL)*			
Testing not being carried out/administered correctly.	Staff	• Staff to self-test using school provided LF tests twice weekly • Instruction to be given to all staff in self-administering tests to ensure all correct procedures are followed	3	Yes	14
Positive Test Result	Staff	• Remain at home. Book in to a drive through testing centre for a PCR test and then isolate as per government guidance	9		

St David's Prep Action Plan   Updated 1st March 2021 (in preparation for opening 8th March 2021)

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed
1a	Contact all parents and staff prior to the start of term and at regular intervals, to remind them not to attend school should they suspect that they have symptoms of Coronavirus and the need to inform the school if a positive test result is received. Parents/carers/ staff also requested to notify school immediately of any test being taken. Further reminder sent (Feb 2021) *Control measures include:* • *Regularly brief staff and pupils on the symptoms of Coronavirus.* • *Display posters informing of symptoms in prominent locations.* • *Inform pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they (or any members of their household) are displaying any symptoms of Coronavirus, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the stay at home guidance.*	Revisit at regular intervals Further reminder on end of year Newsletter (12.20) Further reminder in parent letter (25.02)	Head/ Office	01.09.2020 21.10.2020 04.01.2021 01.03.2021

	• *Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of Coronavirus whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures.* • *Ensure that records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups, are kept to assist In determining close contacts (N.B. schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome).*			
1b	Schedule time during inset to cover the Coronavirus control measures (Prevention and Response) that are being implemented to ensure that they are understood by all staff. This should include measures to minimise contact between groups, ensure hands are cleaned more thoroughly than usual, practice good respiratory hygiene (catch it, bin it, kill it) and complete enhanced cleaning. It may also include guidance about when and how to use PPE and at what stage engagement with the local Health Protection Team will occur. *Potential control measures may include:* • *Identify suitable isolation rooms/ areas for any suspected cases and ensure that suitable signage is in place.* • *For suspected cases,* https://111.nhs.uk/Coronavirus *to be used for identifying symptoms.* • *Local health protection team to be contacted immediately by the school upon becoming aware that someone who has attended has tested positive for Coronavirus and any advisory actions to be taken.* • *Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the guidance in* Coronavirus: cleaning in non-healthcare settings. • *Ensure that cases of Coronavirus are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE* here*).* • *Follow this* written procedure *outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for Coronavirus in line with the steps outlined in section 8 'Manage confirmed cases of Coronavirus (Coronavirus) amongst the school community' in the latest* guidance for schools. • *Consider means of communication to staff, pupils and parents/ carers following a confirmed case at the school, and agree on who will be responsible for coordinating this.*	Inset Inset Staff Meeting for all staff	Head / SBM / Site Manager	01.09.2020 04.01.2021 04.03.21
2	Review the processes and procedures used during extra-curricular provision (e.g. breakfast, after-school provision and holiday clubs etc.) visits to ensure that Government guidance is being complied with: *Control measures include:* • *Where before/after school or holiday clubs are provided by the school – review the* Protective measures for out-of-school settings during the Coronavirus (Coronavirus) outbreak *guidance to identify the hazards and agree on suitable control measures.* • *Where before/after school or holiday clubs are delivered on your site by any third party providers - review the* Protective measures for out-of-school settings during the Coronavirus (Coronavirus) outbreak *and liaise with the provider to ensure that the school are satisfied with the risk assessment and procedures that they have in place.* • *Advise parents/carers to limit the number of different wraparound providers they access as far as possible.* • *Instruct staff to handle food in safe way, using necessary PPE* • *Emphasise to parents, provision only to be used in essential cases*	Before the beginning of extra-curricular provision Before start of Autumn Term 2 Before return (March 21)	Head/ club leaders	01.09.2020 Feb 2021

3	Contact all visiting staff to inform them of the changes announced on 2 July 2020 and make clear that they will need to comply with existing Prevention measures when on site.
	Volunteers can return to support groups but should limit number of 'bubbles'
	
	Control measures include:
	• *Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.*
	• *Limit the number of contractors/ visitors on site at any one time.*
	• *Record to be kept of all contractors/ visitors attending site. (N.B. the school will already have a contractor/ visitor sign in/ out process in place, and this will be extremely important going forward for tracking and tracing should any go on to develop symptoms). Extra contact details to be added or School QR code to be used*
	• *Limit the areas of the workplace that contractors/ visitors are permitted to access.*
	• *Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils (e.g. can routine maintenance be carried out at weekends or outside of core hours?).*
	• *Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of Coronavirus, and that they have not been notified to self-isolate through NHS Test & Trace prior to them attending site.*
	• *Consider arranging for deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the school buildings.*
	• *Provide hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.*
	
	• *Upon arrival at the site, staff to brief contractors/ visitors to:*
	  o *Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before and after eating or handling food, when changing rooms, and after blowing their nose/ sneezing/ coughing/ touching their face), and prior to leaving the site;*
	  o *Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it);*
	  o *The need to avoid touching their face (and especially the eyes, nose and mouth); and*
	  o *The need to follow the social distancing guidance whilst on site (N.B. the school may need to instruct them on your own local rules, such as one way systems to follow etc.).*
	• *Staff to maintain social distancing when escorting contractors/ visitors.*
	• *Obtain copies of contractors' Coronavirus risk assessments prior to them attending site and ensure that they comply with the specified control measures.*
	• *Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.*
		Ongoing	Head/SBM/Site Manager	01.09.2020

4a	Review and implement measures specified in Government guidance about cleaning of non-healthcare settings outside the home with specific regard to general areas leading to indirect transmission of the virus through contract with contaminated surfaces. Order additional cleaning materials and PPE, liaise with contract cleaners. Review regularly to ensure thoroughness. *Control measures include:*	Prior to start of term	Site Manager	01.09.2020

	• *Review cleaning regime for general areas (e.g. consider areas of the school that will be occupied, location of frequently touched surfaces, and suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning.* • *Ensure routine cleaning and disinfection of frequently touched surfaces (e.g. door handles, lift buttons, sinks, taps, light switches, toilets, handrails, work surfaces etc.).* • *Sanitiser wipes to be available by photocopier for use after each person use* • *Reduce clutter and remove any items that are difficult to clean.* • *Ensure that bins for tissues are emptied regularly (N.B. the school should ensure that lidded bins are provided where possible).* • *Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review.* • *Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.* • *Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum).* • *Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded).* • *Cleaning schedules to be compiled (or update existing schedules to reflect changes).* • *Site manager to arrange cover/delegate duties if absent during day* • *Site supervisor to re-establish robust programme of cleaning during day, including EYFS setting* • *Cleaners to recommence cleaning whole school*	*Prior to start of Autumn 2* *Prior to full reopening (8th March 21)*		
4b	Review and implement measures specified in Government guidance about cleaning of non-healthcare settings outside the home with specific regard to shared items and equipment leading to indirect transmission of the virus through contract with contaminated surfaces. Order additional cleaning materials and PPE, liaise with contract cleaners and / or arrange refresher training for cleaning staff. Review daily to ensure thoroughness and weekly for effectiveness. *Control measures include:* • *Review and agree on equipment/resources that can be shared and communicate this to staff and pupils;* • *Review and agree on items that can be brought into school and communicate this to staff, pupils, and parents/carers (N.B. the government guidance recommends that that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed).* • *Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (i.e. staff and pupils to have their own items).* • *Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff.* • *Staff to inform Site Manager when 'ad hoc' equipment used and cleaning required* • *Classroom based resources (such as books and games) used within the bubble to be cleaned regularly.* • *Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.* • *Outdoor play equipment and resources to be cleaned more frequently.* • *Equipment that needs to be shared between staff (e.g. kettles, interactive whiteboard remotes etc.) to be cleaned more frequently.*	Prior to start of term Prior to full reopening (8th March 21)	Heads / SLT	01.09.2020

	• *Unnecessary sharing of take-home resources to be avoided (N.B. similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources).* • *Staff and pupils to use allocated desks/tables where possible. Hot desking to be avoided. Desks/tables to be appropriately cleaned prior to each new user.* • *Reduce clutter and remove any items that are difficult to clean.* • *Ensure that COSHH assessments are completed for any new hazardous cleaning substances introduced as a result of your review.* • *Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.* • *Teaching and cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded).* • *Cleaning schedules/procedures to be compiled (or update existing schedules/procedures to reflect changes)* • *Games and sports equipment to have regular cleaning programme implemented*			
5	Review numbers of fire trained members of staff and procedures to ensure compliance with Government guidance and complete fire drill within the first week of the new term. Adjust procedures as necessary. Control measures include: • *Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?).* • *Identify further key persons required, together with deputies/cover, and provide training accordingly (N.B. any training should be recorded. Hettle Andrews can provide a RoSPA approved online Fire Marshal training course upon request at a cost of £18 per person).* • *Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required (N.B. any training should be recorded).* • *New fire wardens to be appointed due to change of teaching areas* • *School secretary to check areas of responsibility each day and alert staff* • *Previous allocation of roles to recommence once all staff returned to school (March 21)*	By end of first week of term Prior to 8th March 21	Head/SBM and Site Manager	01.09.2020 01.10.2020 04.01.2021
6	Review amendments to fire risk assessments and procedures to ensure compliance with Government guidance and complete fire drill within the first few weeks of the new term. Adjust procedures as necessary. Control measures include: • *Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas).* • *Ensure that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identity escape routes, fire exits and assembly points.* • *Ensure that pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.).* • *Consider any new fire hazards introduced as a result of implementing control measures for Coronavirus (such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated.* • *Ensure that the fire procedures are reviewed and updated to consider any changes required.*	First few weeks of term From 8th March 2021	Head/SBM and Site Manager	01.10.2020

	• *Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff* • *Regular fire drill to be held, in a social distanced way*			
7a	Review first aid needs assessments to ensure that sufficient, suitably trained, qualified and competent staff are available. Check first aid kits to ensure equipment and supplies are in date. *Control measures include:* • *Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?).* • *Extra staff to receive First Aid Training (November 2020)* • *Review first aid needs risk assessment to take account of reduced staff.* • *Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.*	Prior to start of term	School Business Manager	01.09.2020
7b	Review processes for administering first aid to symptomatic individuals, deliver refresher training as necessary and ensure that the correct PPE is available, in the area that has been identified for treatment. *Control measures include:* • *Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements.* • *Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles).* • *Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded).*	Prior to start of term	School Business Manager	01.09.2020
8	Risk assessments to be completed by staff prior to adapting or implementing a new teaching method. *Control measures include:* • *Ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities.* • *Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.*	Inset briefing	Head / IT lead	01.09.2020
9	*Review and monitor the wellbeing and mental health of pupils.* *Control measures include:* • *Review all relevant government guidance and develop a plan of action on how the school can best support returning pupils using available resources* • *Ensure that pupils know who they can speak to if they have any worries/concerns about returning to school.* • *Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so.*	Ongoing	Head / Deputy Head/ All staff	

	• *Provide staff, pupils and parents/carers with details of the measures that the school will be taking to minimise the risk of them contracting the virus at the school.* • *Identify any specific concerns that employees, pupils, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible.* • *Make reasonable adjustments where possible to alleviate concerns on a case by case basis.* • *Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them*	March 21		
10a	Review safeguarding policies with regard to the provision of online learning for individuals or year / class bubbles that may need to be taught remotely. *Control measures include:* • *DSL or Deputy DSL to lead a review of the child protection/safeguarding procedures against the government guidance documents* [Coronavirus (Coronavirus): safeguarding in schools, colleges and other providers](#) *and* [Safeguarding and remote education during Coronavirus (Coronavirus)](#) *to consider potential issues with virtual/online teaching and learning.* • *Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes.* • *Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website).* • *Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.*	Before start of Term	DSLs	01.09.2020
10b	Review the availability of safeguarding staff to ensure that sufficient staff members are available / can provide cover in the event of absence / illness. *Control measures include:* • *Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?).* • *Nominate a senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL or Deputy DSL be absent.* • *Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.*	Before start of Term	Head, DSL or DDSL	01.09.2020
11a	*Review planned communications with pupils, parents and staff to ensure that a suitable communication plan has been put in place and that everyone is aware of their responsibilities.* *Control measures include:* • *Develop communication plan to consider both internal and external communications (i.e. what needs to be communicated, when, to whom, and how).* • *Liaise with contractors/ in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening (please also refer to the sections of this template risk assessment covering cleaning and catering).*	Before start of Term	Head/ SBM	01.09.2020

• *Compile and issue formal communications to parents to advise them of key information:*
  o *That they and/or their child/ren must not enter the school site if they (and/or a member of their household) are displaying any symptoms of Coronavirus, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the [Stay at home: guidance for households with possible Coronavirus (Coronavirus) infection](#);*
  o *That their child must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days;*
  o *Not to gather at the school gates/entrances/doors and to maintain social distancing;*
  o *Their designated drop off/pick up point and times*
  o *Procedures for pre-arranged appointments (i.e. where they should report upon arrival, hygiene procedures, how social distancing will be maintained etc.);*
  o *Copies of relevant risk assessments to demonstrate how the school intend to minimise the risk; and*
  o *Advice on use of public transport (i.e. they could be directed to read the [safer travel guidance for passengers](#) and to avoid travelling during peak times)*
• *Consider how to engage parents and pupils in relevant education resources such the [Public Health England](#) website.*
• *Compile and issue formal communications to staff to advise them of key information including:*
  o *That they must not enter the school site if they (and/or a member of their household) are displaying any symptoms of Coronavirus, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the [Stay at home: guidance for households with possible Coronavirus (Coronavirus) infection](#);*
  o *That they must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days;*
  o *Procedures to follow should either they or either a pupil/visitor/contractor etc. develop Coronavirus symptoms whilst on site;*
  o *Social distancing and hygiene procedures;*
  o *Any changes to fire or first aid procedures;*
  o *Timetable changes (timings, locations etc.);*
  o *The designated drop off/pick up points and times for pupils (N.B. site maps could be used to indicate drop off/pick up locations to minimise confusion);*
  o *That parents/visitors must not enter the buildings unless they have a pre-arranged appointment;*
  o *Copies of relevant risk assessments to demonstrate how the school intend to minimise the risk; and*
  o *Advice on use of public transport (i.e. they could be directed to read the [safer travel guidance for passengers](#) and to avoid travelling during peak times). N.B. the school may wish to compile a Coronavirus staff induction that can be provided to all staff prior to their return to site that can be used as a formal process to cover all of the above. This could be delivered online (e.g. via a virtual training session, video tutorial etc.) Schools should also consider a formal induction for pupils. It is recommended that inductions are recorded as evidence of training.*
• *Review and update staff disciplinary and pupil behaviour policies to reflect the new rules and routines*
• Letter sent to parents updating latest information, procedures and guidance for pupil return to school (25th Feb)
• Risk assessment updated and uploaded to website (1st March)
• Staff instructed to read through RA and note updated sections
	Prior to return to school 8th March	

11b	Consult with staff about this risk assessment and the salient elements:
	
	Control measures include:
	• *Issuing copies of risk assessments to staff and others and inviting feedback.*
	• *Consider publishing the Coronavirus risk assessment on the school website to provide transparency of approach (HSE would expect all employers with over 50 staff to do so).*
	• *Adding Coronavirus as a rolling item for the H&S Committee.*
	• Return to school discussed as part of Health and Safety meeting (26th Feb)
	    • Discussion with all staff at Staff Mtg, following government briefing (23rd Feb)
	    • All staff to undertake a LF test prior to first of full school (Monday 8th March) and twice weekly thereafter
	
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		Before start of Term
		
		Before start of Spring Term
		
		Prior to 8th March
			Head / School Business Manager	01.09.2020
				
				04.01.2021

12	Develop a contingency to address individual or year group / class bubble outbreaks. This should cover both the immediate actions to allow testing and tracing, cleaning and the transition to remote learning. *Control measures include:* • *Review section 5 of the latest guidance for schools and develop suitable contingency plans.* • Remote learning to be implemented immediately where a class, bubble, or small number of pupils need to self-isolate. (Not in the case of a poorly child who is awaiting test result) • Following successful period of home learning – plan already in place	Before the start of Term From November 2020 From 8th March	Head / SLT	01.09.2020
13	*Regularly review the latest government guidance and update policies and procedures to incorporate relevant changes.* *Control measures include:* • *SMT/ SLT to review key points and decide on any actions required.* • *Develop action plans SLT* • *Staff to have plans in place for immediate switch to remote learning* • *Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.* • *HM and SBM to review Policy Half Termly or as required.*	Ongoing Ongoing	Head / SLT	04.01.2021
14	*Staff to be provided with LF tests for twice weekly home use* *Instruction to be given in correct use and recording*	Ongoing	SBM	