

Coronavirus (COVID-19): risk assessment for full opening in September 2020

Hartwell Primary School

Assessment conducted by Jamie Pardon	Job title: Headteacher	Covered by this assessment: staff, pupils, parents, visitors
Date of assessment: 24.8.2020	Review interval: as required	Date of next review: addition 9.9.2020 11.9.2020. 29.12.2020 review 25.1.2021 addition of Staff Rapid Flow Testing 24.2.2021 review ahead of reopening 8.3.2021

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

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Social Distancing Measures Statement - Infection Control Procedures Statement • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • Staff refresher training 4.1.2021 & 4.3.2021: Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control. (1/9/2020) • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) • Staff refresher training 4.1.2021 & 4.3.2021: All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email. (w/c 24.8.2020) and face to face training for staff (1.9.2020) 	Y	Headteacher	1.9.2020	M

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		<ul style="list-style-type: none"> The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to all pupils. The SLT reviews relevant school policies to ensure they account for new provisions, eg Safeguarding Addendum & Homework Policy to take into account possible future remote learning due to a partial or full shut down. 				
Premises		<ul style="list-style-type: none"> The SBM checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress (completed Summer Term 2020) The headteacher checks all areas of the school grounds, including car parks and walkways, for any potential hazards. Rechecked 4.1.2021 The headteacher checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. Rechecked 4.1.2021 The SBM checks all security systems for integrity and that they are in working order. Rechecked 4.1.2021 The headteacher ensures that the insurer's risk mitigation requirements are enacted and observed. All keyholder information is updated in accordance with the insurer's instructions, where required. The Cleaner in Charge checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. External signage is visible to show that access to the school premises is restricted. Renewed 4.1.2021 				

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		<ul style="list-style-type: none"> Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to the school reopening to more pupils. The headteacher, in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. The headteacher identifies how areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. The headteacher arranges for any changes to the premises to be made to account for social distancing measures, e.g. signage of the one way system in operation on school site (parental drop off and collection) signage renewed 4.1.2021, no change to arrangements The headteacher limits access to the school for all non-essential visitors, e.g. guest speakers. 				
Gas supply, systems and equipment		<ul style="list-style-type: none"> The SBM checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible. 				
Electrical supply, systems and equipment		<ul style="list-style-type: none"> A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. (PAT testing carried out 21.7.2020) Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. The relevant staff check that all phone and broadband connectivity is in working order. A suitably trained technician checks that the main and emergency lights are in working order. 				

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		<ul style="list-style-type: none"> The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. The SBM ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 				
Heating and ventilation		<ul style="list-style-type: none"> The SBM adjusts any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. Where possible and site security is not compromised, the windows and doors are open. Natural ventilation through opening windows: in cooler weather windows should be opened just enough to provide constant background ventilation, and open more fully during breaks to purge the air in the space. 				
Fire safety and evacuation routes		<ul style="list-style-type: none"> SBM checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The fire warden (SBM) and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access. The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 				
Water storage, drainage systems and sanitary appliances		<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. 				

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		<ul style="list-style-type: none"> • All water systems are thoroughly flushed, e.g. toilets and taps, and the SBM commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. • A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. 				
Cleaning		<ul style="list-style-type: none"> • The SBM and headteacher create a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Dining areas are cleaned between use by different bubbles. • Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. • The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the COSHH. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available. 				

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		<ul style="list-style-type: none"> • PPE is available to members of staff who require it to carry out cleaning safely. • Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are cleaned after use and before made available to another bubble. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles. • Static outdoor play equipment is cleaned frequently in accordance with current government guidance. 				
Minimising contact with individuals who are unwell		<ul style="list-style-type: none"> • From 10 days after a person displays symptoms of coronavirus, or who has tested positive, must not enter the school grounds. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Statement, and any unwell individuals are sent home as soon as possible. • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • If the pupil needs to use the toilet while awaiting collection, they use the disabled bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. 				

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		<ul style="list-style-type: none"> • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • The area around the unwell individual is cleaned with normal disinfecting cleaning products after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of pupils. 				
Test and trace		<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • If available, the school provides parents with a home testing kit if their child displays symptoms. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, but are still unwell, they are to remain at home until they are well as they may have another virus such as cold or flu 				

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		<ul style="list-style-type: none"> • If an individual tests positive, they are required to self-isolate for 10 days from the day after the onset of symptoms or a positive test result if asymptomatic and then return to school only if they are well. • From 25/01/2021 staff working on site can participate in rapid lateral flow testing – all information disseminated to staff 21/01/2021 • Tests are stored as per gov.uk instructions • To avoid cross contamination of tests, staff collect test kits from meeting room; Jamie Pardon is required to wear a face mask when distributing the test. Only one member of staff can be in the room with Jamie Pardon at a time. • The Test Log (monitors who home tests have been given to) and the test register (where staff report results) are kept up to date by Jamie Pardon. Both use DfE template documents: Excel spreadsheets • Staff participating in lateral flow testing are to test twice weekly and report results to gov.uk as per instructions and to Jamie Pardon, who records this on a test register • Should a staff member's rapid flow test return a positive result, that member of staff must follow the steps as though they had symptoms of COVID-19 and school contacts the DfE: 0800 046 8687, opt 1, and follows instructions given. School will also follow local authority reporting procedures. 				
Confirmed cases of coronavirus		<ul style="list-style-type: none"> • Where an individual in the school community tests positive for coronavirus, the headteacher contacts the DfE triage number for confirmed cases: 0800 046 8687, opt 1 and follows NCC protocols for notifying of cases. • The school works with the local HPT to manage the response, if directed to by DfE triage service. 				

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		<ul style="list-style-type: none"> • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. • If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local Public Health Team who advises on additional actions. 				
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> • Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser. The hand washing station is the sink area in every classroom. Children may also use the bathroom facilities designated to them to wash their hands. 				

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		<ul style="list-style-type: none"> • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. • In line with current government guidance, face coverings are not required to be worn on the premises. • If a pupil arrives at school wearing a face covering (who does not have an individual risk assessment which requires them to wear a face mask), they are asked to remove the covering safely upon entering the premises and put it in a plastic bag so that it can be taken home. They are asked to wash their hands immediately after doing so. • Hygiene measures are explained to visitors and contractors upon their arrival. 				
Minimising contact between individuals and maintaining social distancing		<ul style="list-style-type: none"> • The Social Distancing Statement is shared with all relevant members of the school community and adhered to as far as possible. • Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. • Pupils and staff are separated into groups (or 'bubbles'). 				

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		<ul style="list-style-type: none"> • Bubbles are the size of a full class and pupils do not mix with those outside of their bubble when social distancing cannot be maintained; where social distancing can be maintained, e.g. the dining hall, children are grouped consistently whereby two classes are grouped together, but will use separate areas of the dining hall. • Staff can move between bubbles, but minimise close contact with others whilst doing so. Staff will wash their hands as per the Infection Control Procedure when they change bubbles. • Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • When it is not possible for staff members to maintain a two-metre distance from one another, they must wear a face covering. • Pupils' educational and care support plans are provided as normal. • Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Visual aids are used to display social distancing measures. • Pupils take breaktimes and lunchtimes in their groups (two classes), and these breaks are staggered throughout the day. The outdoor area is sectioned into different areas and children are timetabled as to which area they are to be in and when. • Assemblies are virtual (available on Class Dojo) • The use of communal areas, e.g. the staffroom, has limited occupancy to avoid unnecessary group gatherings. When staff choose to eat in the staffroom, time doing so is kept to a minimum. 				

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		<ul style="list-style-type: none"> • Staff meetings and INSET are held in the hall where social distancing can be upheld. <i>When there are more than 6 members of staff, meetings are held in the hall.</i> • <i>Governors' Meetings will be held on Microsoft Teams until further notice</i> • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Drop off and collection times are elongated with a 'drop and go' system in place to avoid congestion or congregation of groups of people. • Parents are briefed on new provision for the drop-off and collection of their children through Parentmail and a virtual tour (wc: 24.8.2020). <i>Reminder of drop off and collection arrangements sent to parents 4.1.2021. Procedure revisited with parents by letter 24.2.2021 and through a virtual tour 5.3.2021</i> • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. • Social distancing measures are explained to all contractors and visitors upon their arrival. • A record is kept of all visitors and contractors that come to the school site. 				
Resources		<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. 				

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		<ul style="list-style-type: none"> Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. Pupils only bring essential items to school each day. Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 				
PPE		<ul style="list-style-type: none"> Staff may choose to wear a transparent face covering whilst in school. If staff choose to wear a visor this is in addition to a face covering. Staff on playground duty at drop off and collection must wear a transparent face covering. PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Used PPE is disposed of properly using a bin in the medical room. Staff are told this is the only bin in use for used PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 				
Mental health and wellbeing		<ul style="list-style-type: none"> The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. 				

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		<ul style="list-style-type: none"> • The relevant staff liaise with any parents who themselves are concerned about their child returning to school, or if the child is worried. • Staff notify the headteacher if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus. • Clinically extremely vulnerable staff notify the headteacher of this and provide the CEV letter • The headteacher and line manager ensure measures are in place to keep the staff member safe whilst on the school site. • The headteacher hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The SLT considers requests made by staff who wish to make changes to their working environment in the interest of health and safety. • The headteacher ensures that the school can be adequately and safely staffed. • The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. 4.1.2021 training includes workload management • Pupils who are new to the school, e.g. Year R, are provided with the appropriate support. Parents receive all relevant communication regarding COVID-19 • The headteacher will work with the School Nursing Team to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. 				

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		<ul style="list-style-type: none"> Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and pupils have access to psychological support when the school reopens. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Staff and pupil bereavement is managed through liaison with the appropriate professional bodies as required. 				
Attendance		<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly. Updated attendance policy available on school website December 2020 From 8th March 2021 school attendance for all pupils is mandatory. The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. 				

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Access to learning		<ul style="list-style-type: none"> • The headteacher, deputy headteacher and teachers will: <ul style="list-style-type: none"> - For pupils in Reception, assess and address the gaps in language, early reading and maths, particularly ensuring that children’s acquisition of phonic knowledge and their vocabulary. - For pupils in KS1 & 2, prioritise identifying gaps and reestablish good progress in essentials (phonics and reading, increasing vocabulary, writing and maths), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year. • The headteacher and SENCO identify what provision can be reasonably provided for pupils with EHC plans. • A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. • Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. • The headteacher and deputy headteacher work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. • The government’s catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 				

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		<ul style="list-style-type: none"> Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. PE lessons and sports clubs take place outside where possible and pupils are kept in consistent groups. 				
Extra-curricular activities and wraparound provision		<ul style="list-style-type: none"> The headteacher determines that before- and after-school clubs can resume. Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. Clubs are resumed in line with protective measures, e.g. keeping consistent groups. Planning for Wraparound care and other extra-curricular clubs is carried out in partnership with the organisations, ensuring they have fully risk assessed the provision and include following the school's protocols. 				
Safeguarding		<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 				

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Behaviour expectations		<ul style="list-style-type: none"> The school's Behaviour Policy sets out behaviour expectations for pupils. Behaviour Policy updated December 2020 and communicated January 2021 Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 				
Catering		<ul style="list-style-type: none"> The SBM liaises with catering providers to ensure the kitchens are fully open from Monday 8th March. 				
Educational visits		<ul style="list-style-type: none"> There is no plan for any educational visits until further notice. 				
Uniform		<ul style="list-style-type: none"> The school's Uniform Policy is now fully applicable. Children may need to wear more layers than normal due to the need to ventilate the classrooms, even during colder winter weather. If uniform items are unavailable, non-uniform items that are worn must be plain in colour and worn for the shortest time possible Uniforms do not need to be cleaned any more frequently than usual, nor do they need to be cleaned using methods which are different from normal. Parents experiencing financial difficulty due to the impact of COVID-19 on employment, the school is able to offer financial support through the Helping Hands fund Expectations of uniform are communicated to pupils and parents. 24.2.2021 				
Communication		<ul style="list-style-type: none"> The headteacher puts into place any actions or precautions advised by the local HPT. The headteacher follows any local guidance with reference to Coronavirus adding it into the Coronavirus (COVID-19) Opening Plan, where required. 				

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		<ul style="list-style-type: none"> • The school's website and Facebook page is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. • Parents are informed via Parentmail and virtual tour about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Parents communicated about the Spring Term opening 4.1.2020 • Parents and their children are encouraged, where possible, to walk or cycle to school. • Staff are informed via email about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing. This will also be reiterated on INSET day (1.9.2020) • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff and pupils are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The headteacher liaises with the governing board about possible arrangements for reopening the school, where necessary. • Pupils are informed via letter sent via Parentmail and Class Dojo about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered. They will also receive a virtual tour before returning in September. • The SBM communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. • The headteacher informs staff and the governing board about the arrangements for meetings that would ordinarily take place in person, 				

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		e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.				
Contingency planning		<ul style="list-style-type: none"> • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. • Remote Learning Plan shared on school website by end of Jan 2021, as per DfE guidance. 				