

School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19

Activity/Situation	Full Opening of Schools from September 2020							
Location	Crooksbar Primary School							
Persons at Risk	Pupils	✓	Employees	✓	Visitors	✓	Contractors	✓
Hazard(s)	1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed							
	2. Social Distancing Measures Not Followed During Travel to and from School							
	3. Incomplete Premises Management Checks							
	4. Inadequate Cleaning/Sanitising							
	5. Shared Resources							
	6. Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors							
	7. Site User Becoming Unwell							
	8. Site User Developing Symptoms							
	9. Inadequate Hand Washing/Personal Hygiene							
	10. Inadequate Personal Protection & PPE							
	11. Visitors, Contractors & Spread of Coronavirus							
	12. Inadequate Ventilation							
	13. Fire and Intruder Alarms and Emergencies, Including Lockdown							
	14. School Activities							
	15. Mental Health of Pupils and Staff is Adversely Affected							
	16. Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.							
	17. Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.							
	18. Violence and Aggression Towards Staff							

This document is meant to be a 'living' document that can be updated when required to reflect changes of guidance of or within the individual setting, as far as it is reasonably practicable to do so. Schools should consult with their workforce and trade union as part of putting measures in place.

Control Measures	Additional Information	Yes	No	N/A
1. Hazard – Contact between Individuals Not Minimised and Social Distancing Measures Not Followed				
<p>As recommended, pupils are organised into consistent groups that are preferably the size of a full class. This reduces the risk of transmission by limiting the number of pupils and staff that contact each other, to only those within the group. This will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19. These arrangements will also help to reduce the risk where staff or children cannot maintain distancing (particularly the younger years; it is accepted that younger children are not able to distance within their group).</p>	<p>Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement phase or year group sized 'bubbles.'</p> <p>Please see attached Doc.5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whatever the size of the group, they are kept apart from other groups as much as possible and older children are encouraged to keep their distance within their groups.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care, transport and outside play.</p>	<p>Schools with the capability to do so should take steps to limit interaction, sharing rooms and social spaces between groups as much as possible.</p> <p>Please see attached Doc.5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Where possible, children in before and after school clubs will be kept within the same groups as during the school day. Where this isn't possible, small, consistent groups of no more than 15 pupils will be used. Best judgement will be used to minimise the amount of mixing. Contact sports will be avoided.</p> <p>Liaison with parents will take place to advise them to limit the number of different wraparound providers they access as far as possible. Where this isn't possible, then schools will encourage parents to seek assurance from these providers that they are carefully considering their own protective measures and only use providers that can demonstrate this.</p>	<p>Potential challenges to achieving consistent groups may include:</p> <ul style="list-style-type: none"> • children attending based on varying booking patterns • Changing/additional bookings due to work and shift patterns • the emergence of safeguarding or welfare concerns • variance in the ages of children attending <p>Staff ratios must be adhered to as well as access to a qualified first aider and DSL.</p> <p>Please see attached Doc 5. Breakfast club not to begin until 7.9.20. No after school sports clubs until October.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p>	<p>Schools to ensure that contact information for staff and pupils is up to date. Records to be kept of cross-group interactions (please note the guidance states, 'this should be a proportionate recording process. 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.'</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Siblings may be in different groups.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff may operate across different classes and phase/year groups in order to facilitate the delivery of the school timetable. Where staff need to move around school in order to do this, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.	PPA cover from usual 0.5 staff working within phase groups/bubbles. Attached Docs 3 and 4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Adult interaction</u> - Where possible adults maintain a 2-metre distance from each other, and from children. In all circumstances, adults should avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Within the classroom</u> a distance between people is maintained so far as reasonably practical. Face to face contact time is reduced and limited to no more than 15 minutes duration. Pupils are seated side by side and facing forwards, rather than face to face. Staff will work side on to pupils as opposed to face to face whenever possible.	It is accepted that distancing may not be possible in primary schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff consistently model good practice in terms of hygiene and working arrangements. Pupils are reminded that they must not touch their face, eyes, nose or mouth etc.	Team leaders to model consistently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care.	Essential support workers allowed onsite under supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to children with SEN especially where there is a known risk of them requiring Team Teach (physical intervention) strategies and/or biting and spitting other pupils or staff. An individual risk assessment for children in this	School SENDCo to be responsible for ensuring risk assessments for children with SEN are undertaken if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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category will be undertaken and the most appropriate outcome determined that ensures the safety of the child, other pupils and staff.	None necessary at present.			
Unnecessary furniture has been moved out of classrooms to make more space.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.	Start and lunch times altered see docs 5 and 2 attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circulation plans have been reviewed and revised. Consideration given to potential pinch points and bottlenecks and a plan devised to manage these. Consideration given to one-way circulation or placing a divider down the middle of the corridor (where feasible), to keep groups apart as they move through the setting where spaces are accessed by corridors. Pupils advised not to hold hands.	Where schools have lifts and/or staircases, arrangements are in place for safe movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.	Staggered start and finish times should not reduce the amount of overall teaching time. See Doc 5 attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact, including a plan for managing the movement of people to reduce the likelihood of people congregating. The use of floor markings or other visual aids will be considered to help with this. Parents and pupils are told their allocated drop off and collection times and the process for doing so. Parents are encouraged to accompany their child(ren) to and from school to minimise the	Schools will regularly remind parents of the protocols in relation to pick up and drop off. Signage will be used to inform parents of expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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risk of children mixing outside of their allocated bubble. Single person drop off and collection will also be strongly encouraged to minimise the number of people on the school site.	Parents encouraged to disperse from site ASAP after drop off and collection and to attend singularly.			
It is made clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).	Signage will be used to inform parents of expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time.	Doc 5 attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered. Pupils should clean their hands beforehand and enter in their allocated class/phase/year group; groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, alternative arrangements should be made, such as lunch in classrooms.	Doc 2 attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered.	Staff must still have a break of a reasonable length during the school day. Changing of timetabling means staff room is less busy at key times while still allowing reasonable amount of breaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	PE to be outside where possible. Any equipment used to be sanitised before next usage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, given the possibility of more intense expiration/coughing projecting over a greater distance during physical activity. Schools should maximise distance between pupils and pay scrupulous attention to cleaning and hygiene.	Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of pupils who use the toilet facilities at any one time are limited where possible to ensure they do not become crowded. Visual aids to illustrate good hygiene practices will be in place at toilets and handwashing/sanitiser facilities and pupils will be made aware of them.	Specific toilets allocated to particular bubbles. Sanitiser stations allocated to each classroom and reception area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff undertaking home visits will do so on a case by case basis and only, 1. if absolutely necessary 2. where an electronic form of communication is not appropriate and, 3. upon consideration of the following; ➤ Risk to the pupil ➤ Risk to family ➤ Risk to the member of staff ➤ National guidance on social distancing and hygiene		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>➤ Statutory responsibilities including safeguarding</p> <p>Staff contact the family prior to the visit to ascertain whether any member of the household is suffering from symptoms of COVID-19. Where they report no COVID-19 symptoms, no PPE is required but a 2-metre distance will be maintained. Good basic hygiene - handwashing or sanitiser before and after the visit should be followed and staff advised not to touch their face during the visit.</p> <p>Where it is not possible to ascertain whether any member of the household is suffering symptoms of COVID-19 prior to face-to-face contact, steps will be taken to mitigate risk. These could include;</p> <ul style="list-style-type: none"> • Knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres. • Taking PPE as a precautionary measure. 				
2. Hazard - Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport.	safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11.	Public transport will not be used until further notice.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff should travel individually and refrain from transporting pupils in their own vehicles.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p><u>Dedicated</u> pupil transport underpins the system of controls i.e.;</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. • use of hand sanitiser upon boarding and/or disembarking. • additional cleaning of vehicles. • organised queuing and boarding where possible. • distancing within vehicles wherever possible. • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. 	<p>Schools should undertake a separate risk assessment if the need for transport arises that demonstrates how the journey will comply with the system of controls.</p> <p><u>Please note further guidance from the DfE regarding pupil transport is expected and in this instance the risk assessment will need to be updated to reflect this.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Incomplete Premises Management Checks				
<p>Review of arrangements before September for all building-related systems undertaken, focussing in particular on:</p> <ul style="list-style-type: none"> • hot and cold-water systems • gas safety • fire safety • kitchen equipment • security including access control and intruder alarm systems • ventilation 	<p>Headteachers and site staff should consult with the Trust Estates Manager who has overall responsibility to ensure these have been adequately completed. JD to liaise with site manager.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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A separate premises checklist is in place to ensure all systems and checks have been completed.				
4. Inadequate Cleaning and Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place.	Cleaning services to be provided by HBC from 1.9.20. HBC to provide separate documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal.	Each classroom to have disposable gloves and disinfectant spray available to clean resources or surfaces after use, or if a pupil or member of staff coughs or sneezes onto a piece of equipment. Access to chemicals is restricted. Disposable gloves to be disposed of correctly. As above, extra cleaning hours factored in to new SLA so classrooms are cleaned during and after school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and other frequently used touch screens/keypads (e.g. photocopiers) are regularly sanitised particularly first thing in the morning and where possible after each use.	Caretaker to carry out as part of usual rota. Job description available from HBC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day. Consideration given to purchasing pedal-activated lidded bins. Bins will have disposable bin liners in them. Normal domestic waste is disposed of in the normal way. Waste generated by someone with symptoms of coronavirus, such as disposable	All bins emptied at lunchtime. Outdoor storage area for contaminated waste already in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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cleaning cloths, tissues and PPE is placed in a plastic rubbish bag and tied when full. This is then put into a second bin bag and tied. This is then put in a suitable and secure place (securely away from children) marked for storage of COVID-19 contaminated waste and left for 72 hours before it is put in the normal waste.	COVID-19 contaminated waste does not require a dedicated clinical waste collection. If pedal-activated bins are not in place, then measures to be put in place to ensure regular sanitising of bin lids throughout the day.			
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary. Hand soap, hot water and paper towels are available in every toilet and changing area, and (where possible) in classrooms too.	No change from previous risk assessment. Caretaker to manage stock levels. Dispensers available for all classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment (including outside play equipment such as climbing frames, trim trails and sandpits) is used ensuring multiple groups do not use such equipment simultaneously and that it is appropriately cleaned between groups of children using it. Children to be reminded to clean their hands after using play equipment.	All outdoor play equipment in EYFS/KS1 removed. Fixed equipment in KS2 to used on daily rota bubble basis. Handwashing on re entry to building. Sports equipment eg footballs cleaned daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shared Resources				
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.	Pupils encouraged to bring in clear plastic pencil case with own equipment. Small groups to use the same equipment provided by school and cleaned when appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces.	Cleaning supplies available to each classroom to clean continuously throughout the day as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
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.	ICT/Art/PE/Science equipment all washed down after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protocols are in place to ensure children can stay well hydrated throughout the day while the risk of cross contamination as a result of children sharing water bottles is minimised.	Water bottles must be clearly labelled with the child's name. Expectation around individual use will be shared with all pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (as per school policy) into school.	Schools to decide what will be allowed and communicate to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Consideration given to the management of home reading and homework. Where reading books are sent home, these will be cleaned upon arrival back at school.	Schools may wish to utilise online platforms or sending photocopied materials home. Reading books wiped down on return to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared water fountains have been switched off. Single-use disposable cups to be used for access to water via water coolers.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff to maintain personal responsibility for their own cups and cutlery and not share these with others. Items must be washed after each use, using disposable roll and washing up liquid (washing up liquid is usually shared between staff and so hands will need to be washed after handling the bottle) and kept in the staffroom. Alternatively, disposable (and where possible recyclable) cups and cutlery should be considered.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.	No ICT equipment to leave school.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Staffing and the Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, may be able to return to work. This is provided they can be given a role in school which is safe, adheres to the system of control and has appropriate precautionary measures in place as determined by an individual risk assessment. If they cannot be properly maintained, then homeworking arrangements will be considered. Employees who believe they fall into this category will need to provide relevant guidance from their clinical specialist / GP.	Clinically extremely vulnerable Individual risk assessments are needed, and guidance must be sought.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible. Employees who are pregnant and in their third trimester (28 weeks gestation onwards) or who are pregnant at any stage and have underlying health	Clinically-vulnerable people Individual risk assessments are needed, and guidance must be sought.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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conditions (such as heart or lung disease) will be placed on home working arrangements in line with DfE advice to follow Royal College of Obstetrics and Gynaecology guidance.				
Where it is necessary to use supply staff and 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.	Supply staff not used. Visiting peripatetic teachers to minimise risk by using external doors for entry and exit (not main entrance) and using vacant teaching areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19.	See Inadequate Personal Protection & PPE section of this risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy agreed prior to school reopening on the wearing of school uniform. Schools are encouraged to return to their school uniform policy. Uniforms can be washed as normal and there is no requirement for them to be washed more frequently than normal.	Information passed onto parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a spike or increase in the number of confirmed COVID-19 cases in an individual setting, advice will be sought from Public Health England regarding the implementation of any specific or targeted actions.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Site User Becoming Unwell				
If anyone in the school 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), they must be advised not to attend school or, if symptoms develop in school, sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including	Schools must ensure that up to date contact information for pupils and staff is in place. If a child is under the care of a social worker,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	school will contact their social worker to inform them. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection			
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Gazebo area used for COVID related illness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Toilet in dinner hall to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When cleaning the affected area, aprons and disposable gloves are worn. Using disposable cloths, paper roll and/or disposable mop heads, the hard surface (e.g. floor, chairs, door handles and sanitary fittings) is cleaned using warm soapy water. The surface is then disinfected with normal disinfectant used in schools, or a normal household disinfectant, with particular attention paid to frequently touched areas such as bathrooms, grab rails and door handles. If there is a visible contamination of bodily fluids, then the person undertaking the cleaning should consider the need for additional PPE to protect the eyes, mouth and nose. After cleaning is completed, all PPE should be removed properly (see PPE section of this risk assessment), double-bagged, along with the used disposable cloths and mop heads, then stored securely for 72 hours then disposed of in the normal waste (See inadequate cleaning section of this risk assessment). Staff must avoid creating splashes and spray while cleaning. If items cannot be cleaned using detergents or laundered (such as upholstered	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Guidance states; <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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furniture), then steam cleaning should be used. Any items heavily contaminated with bodily fluids that cannot be cleaned by washing should be disposed of.	<ul style="list-style-type: none"> if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. 			
Public areas where a symptomatic individual has passed through and spent minimal time (such as corridors), but which are not visibly contaminated with bodily fluids will be cleaned as normal.		☒	<input type="checkbox"/>	<input type="checkbox"/>
8. Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.	Schools will be provided with a supply of home testing kits in the autumn term to distribute to parents if they think this will significantly increase the likelihood of them getting tested.	☒	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.		☒	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).		☒	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Parents and staff are asked to inform the school immediately of the results of a test.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools 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 (COVID-19) attended the school – as identified by NHS Test and Trace. North East Health Protection Agency; Floor Two, Citygate, Gallowgate, Newcastle upon Tyne, NE14WH. Tel: 0300 303 8596 option 1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.	Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	on, a face to face conversation, or unprotected physical contact (skin-to-skin). proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person.			
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place.		☒	☐	☐
9. Inadequate Handwashing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	☒	☐	☐
Hands are washed with liquid soap & water for a minimum of 20 seconds. Hands must be dried properly to prevent infection and drying out. Hand dryers are disabled and replaced by disposable paper towels which should then be disposed of appropriately – see inadequate cleaning section of this risk assessment.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk.	☒	☐	☐
The school has considered whether they have enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly. Hand sanitiser stations are also in place at the school entrance for people to use when entering and leaving the school building.	New hand sanitisers installed 20.7.20 in all classrooms and office areas.	☒	☐	☐

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Control Measures	Additional Information	Yes	No	N/A
Monitoring arrangements are in place to ensure that supplies of liquid soap, handtowels and sanitiser are maintained throughout the day.	<p>Headteachers to ensure this responsibility is allocated to an appropriate person e.g. caretaker and that this person knows and understands the requirements of this responsibility.</p> <p>Caretaker to continue to carry this role out.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol-based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ‘catch it, bin it, kill it’ approach is very important and is promoted regularly. Pupils are also reminded that if a tissue is not at hand, then they should sneeze or cough into the crook of their arm.	<p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p align="center"></p> <p>Posters around school to promote this.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/pupils/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19

Control Measures	Additional Information	Yes	No	N/A
chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.				
Disposable tissues are available in each room for both staff and pupil use.		☒	☐	☐
Bins (ideally lidded pedal bins) for tissues are available in each room. See inadequate cleaning section of this risk assessment for rubbish management and disposal.		☒	☐	☐
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them.	RA to be completed if any pupils develop this issue.	☐	☐	☒
10. Inadequate Personal Protection and PPE				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.		☒	☐	☐
In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in staffrooms) staff may wear face coverings at the discretion of the Head Teacher.		x		
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.		x		
In such circumstances as face coverings are allowed to be worn in school, they must be worn correctly.		x		

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Control Measures	Additional Information	Yes	No	N/A
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission.		X		
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn, and the face covering should be replaced.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	safe working in education, childcare and children’s social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Staff required to wear PPE have been instructed on how to put it on and how to remove it carefully to reduce contamination. Also, instructions on how to dispose of it safely has been communicated to all staff. See Inadequate Cleaning section of this risk assessment</p> <p>PPE could include the following;</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable aprons • Disposable fluid-resistant face masks <p>Eye protection</p>	<p>See Public Health England Guidance for putting on and taking off PPE for non-aerosol generating procedures;</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachmen</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19

Control Measures	Additional Information	Yes	No	N/A
	t_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf			
Staff are reminded that wearing gloves is not a substitute for thorough handwashing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are not required to wear face coverings in school; however, parents may require them to wear one on the journey to and from school. If they arrive wearing a face covering, they must be given clear instructions about how to put on, remove, store and dispose of the face covering, to avoid inadvertently increasing the risks of transmission. They must remove the face covering, 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.	Pupils are instructed not to touch the front of their face covering during use or when removing face coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Visitors, Contractors and Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival.	If children need specialist interventions such as clinicians, therapists etc. then these should be provided as usual. Expectations around distancing and hygiene will be explained to them before they arrive – and they will have to comply. Visitors will be asked if they have conducted their	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19

Control Measures	Additional Information	Yes	No	N/A
	own risk assessment too as they may have their own guidelines.			
Where visits can happen outside of school hours, they are arranged as such.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely.	All contractor visits to be approved by JD in advance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors.	Including contact information for Track and Trace if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A review of all external school lettings is conducted to ensure arrangements meet the requirements of 'Protective Measures for Out of School Settings During the Coronavirus Outbreak.' Where these are deemed safe to continue, then a separate risk assessment is in place to cover such activities to ensure school protocols are not compromised.	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Inadequate Ventilation				

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Control Measures	Additional Information	Yes	No	N/A
Ventilate spaces with outdoor air.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and pupils to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/pupils). Social distancing and group separation are not required during emergency evacuation. Re-entry into the school building after a fire alarm drill or genuine activation must only be done so when it is safe and must be organised in a socially distant manner to avoid mixing specific groups of pupils and staff.	Fire drill undertaken 8/6/20 and scheduled for 2.9.20 Usual exits used, existing procedures do not need to change. Fire doors must not be held/propped open unless they have a 'hold open' device attached that automatically closes the fire door upon the activation of the fire bell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	Schools to review any children who require a PEEP (Personal Emergency Evacuation Plan) in light of potential new routines.			
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available.		☒	☐	☐
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details.	This is important if usual emergency out of hours contacts are unwell and unable to attend site if necessary.	☒	☐	☐
14. School Activities				
The school behaviour policy is updated and communicated to staff, parents and pupils that explains clear, reasonable and proportionate expectations of pupil behaviour. Consequences for poor behaviour including sanctions to be set out at the earliest opportunity.	See attached behaviour policy.	☒	☐	☐
Practical lessons can go ahead if equipment can be cleaned thoroughly or left for sufficient time between groups.	Rotation to allow equipment to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.	☒	☐	☐
Overnight domestic and foreign educational visits have been suspended until further notice. Non-overnight domestic educational visits can resume from the start of the autumn term. These must be separately risk assessed in the normal way and comply with the system of controls.	Advice to be taken from NYCC educational visits service.	☒	☐	☐

School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19

Control Measures	Additional Information	Yes	No	N/A
<p>An assessment of the school’s first aid requirements will be reviewed to ensure adequate provision, including the requirements for paediatric first aid. First aid staff will have appropriate PPE available (suggested disposable gloves and aprons) to reduce the likelihood of cross contamination. First aid materials to be disposed of correctly.</p>	<p>HH has updated lists and staff are booked on training from September as normal, assuming this resumes.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Cash handling should be minimised as far as possible. However, if this is essential and cannot be avoided, the disposable gloves should be worn. Parents are asked to place any money in an envelope (clearly marked) and then hand in to the school. Staff handling cash or envelopes from parents could use disposable gloves for this purpose, however they must be discarded immediately afterwards and then they must wash their hands for 20 seconds using soap and water (or sanitiser if this is not readily available). When counting money for banking and recording purposes, disposable gloves should be worn and then disposed of correctly after use. Even after using gloves, the user must wash their hands appropriately with soap and water.</p>	<p>ParentPay. School is cash free.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Measures to handle post and parcel deliveries are in place. Staff should consider wearing disposable gloves when handling these items, and then removing and disposing of them immediately afterwards in the correct way. Staff should be careful not to touch any other object or surface while wearing the gloves. Staff should then wash their hands for 20 seconds with soap and water after removing and disposing of their gloves.</p>	<p>Where possible, external items should be delivered to a designated area and left for a period of time before handling (suggested times are cardboard – 24 hours, plastic packaging - 72 hours) as scientific information suggests that coronaviruses can live on these surfaces for these times. The longer they are left, the lower the risk of contamination. Where this is not possible,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	then handlers are advised to adhere to strict handwashing procedures after handling. Designated drop off area at front of school.			
15. Mental Health of Pupils and Staff is Adversely Affected				
There are trained staff available to support pupils with mental health issues	NW (PSA).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellbeing and mental health are discussed in PSHCE lessons for those pupils attending school and also those at home. Appropriate methods are used for younger pupils (e.g. stories and games) to help them talk about their feelings.	'Here we are' transition unit used across school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources and websites are identified and available to support pupils' mental health and wellbeing	PSHE resources via class teachers. P4C introduced across school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has access to trained staff who can deliver bereavement counselling and support. Support is available from other external organisations if necessary.	Via Ad Astra HR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line managers are proactive in discussing wellbeing with staff that they manage, including their workload. Staff are encouraged to be aware of their mental health and wellbeing and to raise any concerns with their line manager.	PPA timetables in place. See attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are signposted to useful websites and resources.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Telephone counselling service is available to all staff and/or a confidential referral to the Trust's counselling provider.	Information available from Trust HR Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working from home have regular catch ups with their line manager. They are encouraged to speak regularly to colleagues and to take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary.	All staff working in school from September.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health and Wellbeing Policy for staff is in place which has been agreed by Trade Unions.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trust HR Manager is in post to support Headteachers and Line Managers to help effectively manage mental health and wellbeing issues.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.				
The CEO of Ad Astra maintains regular contact with Trustees and Headteachers (communication with the Chair of Trustees takes place daily during COVID-19 crisis). Reports are prepared by the CEO and the wider central Trust team to ensure Trustees are well-informed about current issues across all schools. The Trustees also meet virtually on a regular basis. Decision making is facilitated by this forum or via email correspondence.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual Trustee meetings have structured agendas and are minuted to ensure an accurate record of discussions and actions is maintained and to demonstrate that the Trust officers and Headteachers are being held to account for statutory responsibilities.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Local Governing Body meetings will resume in the autumn term and will take place virtually until further notice. This will be revised in light of further government and only when information that dictates face to face meetings are safe to take place.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.				
Parents are encouraged to support a full time return to school for their children. Where anxieties exist, school will liaise with parents to help them understand the risk mitigation strategies in place.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An ambitious and broad curriculum in all subjects will be taught from the beginning of the autumn term but existing flexibilities will be used to create time to cover the most important missed content. Priority will be given to the most important components for progression.	Teaching time will be prioritised to address significant gaps in pupils' knowledge and the school's normal curriculum will be in place no later than the summer term 2021.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote learning plans are reviewed and consideration given to how school can continue to improve the quality of their existing offer and to ensure capacity is in place to offer immediate remote education in the case of a local lockdown or if a child/group needs to self-isolate.	A strong contingency plan for remote education provision is expected to be in place by the end of September 2020. Consideration given to EEF review on home learning framework which incorporates activate (link to prior learning), explain, practice and reflection opportunities. Home learning ready to resume under current set up via Key Stage teams. Guidance for parents via school website. Morning Zoom briefings for parents to set expectations. Team leaders to co-ordinate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	staff rota. Uploads ready to go for White Rose and Oak Academy. Same teachers assigned to Key Worker bubbles should full lockdown ensue.			
Trust hub meetings for identified groups of staff are continuing and are facilitated virtually by the Trust Head of School Improvement and Deputy Lead for School Improvement. These meetings explore CPD opportunities including those for staff in the context of COVID-19, to help staff in supporting their pupils in academic and pastoral development.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The curriculum is reviewed, and educational provision incorporates a focused diet on quality first teaching and strong pastoral and wellbeing support.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils with SEND will be supported with specific help and preparation for the changes in routines.	SENDCO's and teachers to determine how individual needs can be met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND should continue to provide interventions as usual. School will ensure that guidance around physical distancing and hygiene are explained to visitors on or before arrival.	See 'Visitors, Contractors and Spread of Coronavirus' section of this risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools will work collaboratively through the system of controls with other settings where children that are dual registered, to address any risks and allow both settings to jointly deliver a broad and balanced curriculum for the child.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Violence and Aggression Towards Staff

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Control Measures	Additional Information	Yes	No	N/A	
Trust Nuisance and Disturbance policy is in place which provides details of procedures to follow when a member of staff experiences violence and/or aggression from parents or other members of the public.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
What is the level of risk for this activity/situation before existing control measures listed above.	High <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>		
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Have you identified any further control measures needed to control the risk and recorded them in the action plan?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Action Plan (insert additional rows if required)	To be actioned by				
Further control measures to reduce risks so far as is reasonably practicable	Name	Date			

School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19

Control Measures		Additional Information		Yes	No	N/A
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment.		High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>		
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
If no, has this been escalated to senior leadership team/CEO?		Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Assessor(s):	Chris Twiby	Signature(s):				
Position(s):	Headteacher	Review Date:		On going		
Date:	15.8.20	Risk Rating		Action		
High		Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)				
Medium		Review/add controls (as far as reasonably practicable) & monitor				
Low		Monitor control measures				