

School/Academy:	Snape wood Primary and Nursery School		Date of assessment	23.8.21
Who might be harmed?	Pupils, staff, visitors and contractors		How many are affected?	Whole School
Lockdown Easing Status:	Autumn Term 2021 - Step 4			
Reference Documents:	DfE: Schools coronavirus (COVID-19) operational guidance (August 2021) DfE: Contingency framework: education and childcare settings (August 2021)			
Date	Summary of school position			
23.8.21	RA V6b completed in line with the changes recommended by TU.			
Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication				
Staff	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	✓	Shared with staff on 31.8.21 – via google forms and Teams. Physical signatures also obtained.	Low
	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. 	✓	Staff to share any feedback to HT via email or Google forms or Teams by 10.9.21	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder. 	✓	Email sent to parents – published on website under Covid 19. Signage for sanitising and handwashing will remain as will the visitor protocol.	Low
	<ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. 	✓	Visitor protocol will be shared with any provider/visitor prior to visit via email SBM – Office Admin.	

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Employer	<ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. 	✓	Completed RA V6b uploaded on Governor Hub 31.8.21	Low
Trade Unions	<ul style="list-style-type: none"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	✓	Completed RA V6b shared with all TU's via email. 31.8.21	Low
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p>	✓	Office Admin – Joanne Stafford to ask any visitors the following script prior to entering the school building using intercom. This can also be done by sending an email. The protocol will be displayed in the foyer and on the website. <ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) 	Low
	<ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that undertake an LFD test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows. 	✓	SBM/Office admin to ensure that this is communicated on the first communication from parent/carers. School to provide work pack or sign post to the remote learning on the website until the PCR result is obtained.	
	<ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists 	✓	Noted 31.8.21	

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	<p>on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.</p> <ul style="list-style-type: none"> • Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) 	✓	SBM/Office Assistant to keep accurate records of any persons with symptoms/PCR test.	
<p>Outbreak management</p> <p>(* this could include: a form group / a friendship group mixing at breaktimes / a sports team / a group in an after-school activity)</p>	<ul style="list-style-type: none"> • If the school has reached either of these two thresholds... <ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or ○ 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period ...the school will: <ul style="list-style-type: none"> ○ contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1. ○ immediately consider: <ul style="list-style-type: none"> - whether any (additional) activities could take place outdoors, including exercise, assemblies or classes - ways to improve ventilation indoors, where this would not significantly impact thermal comfort - one-off enhanced cleaning focussing on touch points and any shared equipment - limiting non-essential visitors - reminding staff to undertake the routine LFD tests • The school seeks public health advice if: <ul style="list-style-type: none"> ○ a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, 	✓	<p>SBM/Office admin to contact LA David Thompson: david.thompson@nottinghamcity.gov.uk</p> <p>Alert DfE:</p> <ul style="list-style-type: none"> ○ DfE helpline ☎ 0800 046 8687 / select option 1. <p>SLT to consider the following implementation and to ensure that staff are supported with the protocol:</p> <ul style="list-style-type: none"> ○ whether any (additional) activities could take place outdoors, including exercise, assemblies or classes ○ ways to improve ventilation indoors, where this would not significantly impact thermal comfort ○ one-off enhanced cleaning focussing on touch points and any shared equipment - limiting non-essential visitors <p>reminding staff to undertake the routine LFD tests</p>	Low
		✓	<ul style="list-style-type: none"> ○ Office Admin and SBM to contact DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. 	

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	<p>option 1), or in line with other local arrangements.</p> <p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> <ul style="list-style-type: none"> • School management are familiar with the DfE’s contingency framework It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities. • The school’s outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> ○ Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend. ○ Reintroduction ‘bubbles’ for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> - Residential educational visits - Open days - Transition or taster days - Parental attendance in settings - Performances in settings 		<p>Noted: 31.8.21</p> <p>SLT to familiarise with the policy. HT to write a contingency and Outbreak management plan.</p> <p>Outbreak Management plan to be noted by SLT when planning. The Outbreak Management plan should outline the recommended guidance from the DFE.</p>	<p>Low</p>

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Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> Staff, parents, other over 16s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ 	✓	Posters uploaded onto the website and emailed to parents - Staff to read the posters 31.8.21	Low
	<ul style="list-style-type: none"> The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and identifying individuals who may be at higher risk. 	✓	SBM and Office Admin to create a database of the vaccination record – using the headings provided. SBM/Office Admin to ensure those staff members that are not double vaccinated or non-vaccinated are aware of the guidance for isolation. 31.8.21	
Preventing persons who are at a higher risk of carrying the virus attending school	<ul style="list-style-type: none"> Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	✓	Staff are made aware 31.8.21	Low
	<ul style="list-style-type: none"> Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	✓	Parents and Carers are made aware of quarantine protocol via email and website. 31.8.21	
	<ul style="list-style-type: none"> References: <ul style="list-style-type: none"> https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive 		SBM and Office Admin to print off the documents as at hand references. Documents to be uploaded to the website – Covid Tab	

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	<ul style="list-style-type: none"> Records are kept of such visits. 	✓	SBM/Office Admin to keep records.	
Reducing the number of persons on site	<ul style="list-style-type: none"> The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. 	✓	Non-essential school office visits to be discouraged. Parents to continue to visit school via appointment. Staff to use emails, phones, Class Dojo to communicate with parents.	Low
	<ul style="list-style-type: none"> Meetings are held virtually rather than physically where there is no detrimental effect. 	✓	Virtual meetings encouraged – face to face meetings will be held in ventilated spaces.	
Performances	<ul style="list-style-type: none"> The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events. 	✓	All staff to read the documents outlined in the guidance: working safely during COVID-19 in the performing arts guidance , guidance on delivering outdoor events .	Low
Staff social meetings / events	<ul style="list-style-type: none"> Staff are reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate (“pinged”). 	✓	Staff made aware	Low
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Clinically Extremely Vulnerable (CEV) staff <ul style="list-style-type: none"> Risk assessments have been completed for all CEV staff who have been double vaccinated. All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	✓	No CEV staff at risk at SWPS	Low
	<ul style="list-style-type: none"> Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. 	✓	No CEV children at SWPS	
	<ul style="list-style-type: none"> The following measures are in place for pregnant members of staff: 	✓	Staff made aware. Pregnant staff will fill in the RA according to their stage of pregnancy and vaccination status. SBM to record and fill in	

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	<ul style="list-style-type: none"> ○ Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. ○ Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 		the RA. – All front office staff to be aware of any visitors on site who may be pregnant	
School Visits	<ul style="list-style-type: none"> ● All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). 	✓	OV Officer – Alison Howarth to complete all RA for trips. Wherever possible – venue and setting RA to be obtained in advance and provision put in place. Wherever possible – staff to do pre-visits RA will be completed and Covid -19 guidance will be adhered to prior to visit as well as maintaining the guidance during the visit. Sanitisers and wipes will be taken on trips. Setting RA will be requested in advance – prior to visit Advice will be sought through evolve as well as Health and safety Officer – David Thompson. david.thompson@nottinghamcity.gov.uk	Low
	<ul style="list-style-type: none"> ● International visits The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to 	✓	No international visits planned	

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	<p>assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p>			
<p>Undertaking CPR / and First Aid</p>	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm The school has purchased devices such as CPR facemask / resuscitation shields. 	<p>✓</p>	<p>Julie, Amanda and Tina to read the documentation.</p> <ul style="list-style-type: none"> Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm <p>Alison Howarth to look into CPR masks and resuscitation shield</p>	<p>Low</p>
<p>Persons becoming symptomatic whilst in school</p>	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Their self-isolation may end with a negative PCR test (but not a negative LFD test) 	<p>✓</p>	<p>Locations where pupils could be isolated: Front meeting room to be used to isolate children or adults</p> <p>Any child displaying symptoms will be escorted to the meeting room in front of school - parents will be contacted – child will be met at the car park gate for collection. School to seek advice from David Thompson.</p> <p>Meeting room to be well ventilated and then deep cleaned after every case.</p> <p>Guidance to be uploaded onto website – Covid section</p>	<p>Low</p>

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	<ul style="list-style-type: none"> PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> a face mask disposable gloves and an apron if contact is necessary eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	<p>✓</p> <p>✓</p>	<p>All staff have access to PPE – medical room Grab and Go packs are also available in the sensory room.</p> <p>Face shields also available All classrooms have first aid and PPE stock.</p> <p>All staff and visitors reminded of sanitising and social distancing.</p> <p>All members on site to continue to use the sanitisers, wipes and continue to encourage children and adults to wash their hands -</p> <p>Staff to notify SBM/SM if any child/adult has presented with symptoms – they will ensure the cleaners are notified of areas to clean. Site Manager to clean using disinfectant. Staff to use sanitiser and Milton on touch points – if needed steam hard floors and wash carpets</p>	
<p>Test and Trace (managing positive cases)</p>	<ul style="list-style-type: none"> The latest NHS/PHE test and trace information has been shared with staff and parents. Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021). The school will contact the <i>Self-Isolation Service Hub</i> on 020 3743 6715 as soon as they are made aware that any of their staff have tested positive. Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Contact David Thompson: david.thompson@nottinghamcity.gov.uk</p> <p>All staff to read the documents by 10.9.21 latest NHS/PHE test and trace information</p> <p>SBM to upload to website</p> <p>Staff to notify SBM of PCR SBM to log onto spreadsheet SBM to contact LA – David Thompson and contact: the <i>Self-Isolation Service Hub</i> on 020 3743 6715</p> <p>Staff made aware of procedure 31.8.21</p>	<p>Low</p>

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	<ul style="list-style-type: none"> • In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> ○ Consider outdoor learning ○ Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> - The health category of staff and pupils in the class - Staff vaccination status - Whether the staff can socially distance from pupils - Ventilation within the classroom. ○ Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings guidance. • The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. The school provides these PCR test kits to symptomatic individuals or close contacts of a positive case who are struggling to access a test. • Staff and parent telephone numbers are checked for accuracy. • Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Outdoor learning encouraged as much as possible. Room will be deep cleaned immediately – Site Manager to do this immediately – notify cleaning company Adhere to DFE COVID-19 guidance: COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Class can be relocated to the Gym – Site manager to facilitate setting up. Children will use the front of school facilities – Site Manager to be aware of extra cleaning of those areas.</p> <p>School has 9 PCR test kits and will be made available if staff/Parents do not have access.</p> <p>Office Admin to ensure all details are up to date monthly. Next update collated on 31.8.21 All details on SIMS. Joanne Stafford to create a spreadsheet of staff contact numbers for emergency at hand list.</p> <p>Office admin to continue to use the visitor protocol and continue to record contact details on or before entry to school.</p>	
Lateral Flow Testing (LFT) – Staff	<ul style="list-style-type: none"> • School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> ○ communicating with stakeholders ○ ensuring staff are using the right instructions and that they sign 	<p>✓</p>	<p>Alison Howarth – SBM has been appointed as the COVID-19 Coordinator All letters and resources will be shared via email Spreadsheet of staff on PCR is kept.</p>	<p>Low</p>

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	for the test kits using the 'test kit log' <ul style="list-style-type: none"> ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reordering tests when required They have read and understood the resources from the Primary portal.		SBM to ensure that they have accessed the primary portal	
	<ul style="list-style-type: none"> • The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) 	✓	All staff have access to LFT in school and are signposted to the NHS testing sites as well as NHS. New list of LFT test kits will be collated by WE 10.9.31	
	<ul style="list-style-type: none"> • Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday) 	✓	Test days: Sunday and Wednesday Monday and Thursday	
	<ul style="list-style-type: none"> • Staff are reminded that: <ul style="list-style-type: none"> ○ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. ○ A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. ○ The testing programme does not replace current (PCR) testing policy for those with symptoms. 	✓	Staff made aware 31.8.21 Staff reminded to continue to adhere to guidance to keep themselves and others safe. Staff reminded to continue with sanitising, handwashing, ventilation and sanitising touchpoints.	
	<ul style="list-style-type: none"> • Appropriate action is taken in the event of: <ul style="list-style-type: none"> ○ A negative test result ○ A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) ○ Two void test results 	✓	Staff made aware 31.8.21	

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	<ul style="list-style-type: none"> Necessary records of testing are kept. 	✓	SBM keeping a spreadsheet record.	
Hygiene – General	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities When they change rooms Early Years: after using wheeled bikes, trikes and other large, movable toys Before cooking and eating After sneezing or coughing After using the toilet Before leaving home <p>Note: Electric hand dryers may be used in schools</p>	✓	<p>Staff to continue with handwashing, sanitising and wiping touch points. Sanitisers are around school and every classroom will have spray and sanitiser.</p> <p>Children to use the ‘catch it, kill it, bin it’ – bins, sanitiser and posters in class to remind. Hand driers can be used by the children – hand washing with soap must take place first.</p>	Low
	<ul style="list-style-type: none"> A process is in place for removing face coverings if pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	✓	<p>Correct doffing and donning of PPE to be followed. Posters in every adults PPE pack. Children to be taught correct doffing and donning. Face masks must be stored in the children’s pockets or disposed of in the COVID 19 bins, wash hands using soap and then enter the building. Same process for the adults – dispose of disposable masks and follow handwashing guidance.</p>	
	<ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p>	✓	<p>Site Manager checks 2x daily and tops up – times on site will be reviewed weekly with SBM. Hand washing is prioritised first using soap and water – sanitisers in between. Signage to use the hand sanitiser and washing hands visible around school.</p> <p>High profile SEN children – use baby non-sensitive wipes to be used as an alternative for sanitisers. Regular handwashing to be facilitated.– staff to use wipes if required</p>	
	<ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal 	✓	Pedal bins in each classroom and general footfall areas – clearly labelled COVID 19. Wash hands after disposal sign.	

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	<p>as you will not need to physically touch the bin lid and the tissues will be safely stored.</p> <p>Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore, if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p>		<p>Cleaned daily and double bagged.</p> <p>General waste bins without lids in class/areas will be used for paper towels and general waste – clearly labelled and washing of hands signage after use.</p> <p>Site staff/cleaners to clean lids and disinfect surface of bins after emptying. Washing hands afterwards.</p> <p>Pedal bins in all classrooms and communal areas labelled COVID bins.</p> <p>All PPE is disposed of in the grey medical bins – Medical room and Nursery. Staff in classrooms may use the pedal bins COVID 19 to dispose of PPE</p> <p>Email RA6b to cleaning and catering company – SBM</p> <p>Site manager to email cleaners to make them aware of washing hands after handling bin</p>	
	<ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p>	✓	<p>All staff have own disinfectant spray bottle – class labelled and cloth to clean chairs etc and touched surfaces in their classroom. Bottle stored in locked cupboard when not in use.</p> <p>Cleaning equipment stored in cupboard and in locked shed.</p> <p>Site Manager refills bottles with fluid – guidance led. RA from Cleaning services.</p> <p>Map of school identifies areas that are allocated to cleaners – quality assurance.</p> <p>Site manager – light switches, door handles, toilets - ongoing throughout the day.</p> <p>EYFS toys to be cleaned throughout the day and in-between transition – bubbles to be applied to minimise infection.</p> <p>Staff to continue to wipe surfaces in-between use, including P.E equipment.</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. 	✓	<p>Touchpoints also to be cleaned throughout the day.</p> <p>Only contactless payment accepted in school. If handling cash – visitors use hand sanitiser. Staff use hand sanitiser or wash hands with soap.</p> <p>All personal reminded to sanitise on entry All equipment sanitised after every use by Joanne Stafford in front of office.</p>	
Hygiene – Classrooms	<ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Site Manager to deep clean rooms or areas that have had a PCR. Room will be out of bounds until cleaned.</p> <p>Staff will have sanitisers and wipes available – clean touchpoints and surfaces.</p> <p>All children and adults reminded of hand washing</p> <p>All staff and children reminded of using the pedal bins to dispose of tissue and wash hands or sanitise</p> <p>All children and adults reminded to sneeze or cough into elbow Staff reminded and made aware 31.8.21</p> <p>All children reminded to have water bottles – named. Disposable cups or plastic cups must be washed daily and not shared. Staff to fill water jugs before the day – no children at water fountain. Wipe touch points and sanitise after.</p>	Low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
PPE (Reference)	<ul style="list-style-type: none"> • Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. • Training and instruction have been provided for the putting on, removing and disposal of PPE. • Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>All staff have PPE and made aware of spares – Medical room</p> <p>Staff made aware of NHS protocol of PPE https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/videos https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</p> <p>Noted 31.8.21</p> <p>N/A at SWPS – but staff made aware.</p>	<p>Low</p>
Face coverings in school	<ul style="list-style-type: none"> • Face coverings may (only) be worn in school by: <ul style="list-style-type: none"> ○ Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. ○ Visitors 	<p>✓</p>	<p>Guidance states not required and up to the individual. Visitors and staff made aware of disposal and hygiene regarding the use of masks. Staff/Visitors may wear masks if they wish in communal areas.</p>	

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Reducing number of touchpoints	<ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. 	✓	Doors and windows to be open in order to allow for ventilation – following fire regulation rules (Site Manger). Classroom doors can be kept open using a wedge, but this must be removed in the event of fire or fire drill. Fire doors are automatic and can be enabled to stay open – there is an automatic release in the event of fire or drill. All touchpoints to be cleaned regularly by class teachers, cleaners and site manager. Handwashing protocol followed at all times. Transition is minimised by confinement to designated class areas	
	<ul style="list-style-type: none"> • Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. 	✓	Sanitisers available near the screen. Joanne to maintain touch points after every visitor All visitors reminded to use the sanitiser before and after entry.	
	<ul style="list-style-type: none"> • Consider whether drinking fountains need to be taken out of action. 	✓	No drinking fountains at SWPS	
Parents and pupils travelling to school	<ul style="list-style-type: none"> • Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	✓	SBM to make parents aware – upload to website and email to parents : https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	
Organising the school day	<ul style="list-style-type: none"> • Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration. 	✓	School resuming back to normal school day: Start 8:45 – 3:15	
	<ul style="list-style-type: none"> • Parents/carers’ drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. 	✓	Nursery – drop and collect from Nursery entrance R-Y6 – drop main top gate – no parents in the morning. Collection – all grown- ups enter from top gate and walk one way to collect children from each class at 3:15 – exit through the Toy Box gate. Gates will be supervised by SLT – No loitering. Drop and go – Pick and go.	

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			HT to communicate via website, newsletter 3.9.21	
Foyer / Reception	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. 	✓	Screen to remain. All visitors to communicate via intercom. On-site is by prior appointment.	
Office	<ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. 	✓	N/A	
	<ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	✓	N/A – if shared all adults reminded to sanitise all touchpoints.	
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. 	✓	Remote training will be used where appropriate.	Low
	<ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. 	✓	In place	
	<ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. 	✓	Adhered to wherever possible. If not – meeting room windows open for ventilation and sanitiser available.	
Curriculum: School Sport	<ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. 	✓	RA will be carried out prior to arranging.	Low
	<ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return to recreational team sport framework. 	✓	P.E and clubs will resume. P.E lead and staff to read document: return to recreational team sport framework .	
	<ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. 	✓	All equipment to be wiped after each use. Sanitise on entry and exit gym.	
	<ul style="list-style-type: none"> Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from 	✓	Noted. RA will be carried out prior to events.	

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	Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance.			
Curriculum: Music, dance and drama in school PHE Safer Singing Reference (see also Performances)	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation. 	✓	Ventilated or wide space will be used. Children will sanitise No sharing of instruments.	Low
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. 	✓	Staff made aware – whenever possible to hold learning sessions outdoors.	Low
Lack of air changes / ventilation	<ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). 	N/A	No mechanical ventilation in school	
	<ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. 	✓	Staff reminded to keep windows open intermittently throughout the day and keep classroom doors open.	Low

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	<ul style="list-style-type: none"> • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) ○ Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. ○ Rearranging furniture where possible to avoid direct drafts. • Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	<p>✓</p> <p>✓</p>	<p>Top windows in classrooms can be opened intermittently during learning. Leave windows open when out at break and lunchtime. Letter and message to parents reminding children to bring in a jumper or layers.</p> <p>Site manager to note.</p>	
Breakfast, after school and holiday clubs (Reference)	<ul style="list-style-type: none"> • The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	✓	Wraparound care is not in place due to lack of demand. After school clubs will resume in Sept 2021	Low
Operational issues				
Availability of staff	<ul style="list-style-type: none"> • From September there is a higher likelihood that a class will remain in school: <ul style="list-style-type: none"> ○ Where their teaching staff with symptoms/test positive are self-isolating. ○ Non-double vaccinated staff identified as close contacts will be required to self-isolate. The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff) • Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care 	<p>✓</p> <p>✓</p>	<p>SLT to ensure that cover is provided if the class teacher isolates. Any sen 1:1 staff that may isolate, will be covered.</p> <p>School to ensure that there is at least one first aider and one paediatric first aider on site. At least 1 DSL and SLT on site. In the event of site manager isolating, then school will contact</p>	<p>Low</p>

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	<ul style="list-style-type: none"> ○ PI trained staff ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL 		NST or get supply cover.	
Personal Health and Safety Concerns (General)				
SEND pupils	<ul style="list-style-type: none"> • Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. 	✓	<p>Staff made aware of safety protocol. There are no children at SWPS that spit or use saliva as a sensory stimulant.</p> <p>Face shields can be worn in the event of any spitting.</p>	Low
Staff welfare and staff redeployment	<ul style="list-style-type: none"> • Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. 	✓	Noted and shared 31.8.21	Low
	<ul style="list-style-type: none"> • Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ 	✓	Noted. No staff working from home. In the case of any member working from home – work will be delegated by SLT and to work a normal school day.	
	<ul style="list-style-type: none"> • Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. 	✓	All L2 TA's will be provided with planning which they may need to adapt. L3's are able to plan and adapt provision. SEN children will not have any disruption to their support.	
	<ul style="list-style-type: none"> • Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools 	✓	Wherever possible, SLT will avoid any disruption to staffing and advance notice given wherever possible. Due to 1FE – this may not always be possible.	

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	<p>may wish to draw on DfE's workload reduction toolkit.</p> <p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing.</p> <p>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</p>		<p>SLT to read the documents highlighted. DfE's workload reduction toolkit</p> <p>case studies to support remote education</p>	
<p>Pupil welfare and mental health support (Reference)</p>	<ul style="list-style-type: none"> • Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> ○ are concerned about the possible increased risks from coronavirus <p>Ref: Wellbeing for Education Return programme</p> <ul style="list-style-type: none"> • Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> ○ self-isolating ○ shielding ○ vulnerable 	<p>✓</p>	<p>SLT to speak to parents – offer support around DfE guidance. Virtual videos or on site visits can be arranged to support the parents. Parent swill also be reminded of the attendance protocol.</p> <p>SLT to familiarise with the document: Wellbeing for Education Return</p>	<p>Low</p>
Other Issues				
<p>Remote Education</p>	<ul style="list-style-type: none"> • Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. <p>The remote education provided is equivalent in length to the core teaching pupils would receive in school.</p>	<p>✓</p>	<p>Recovery Curriculum – Ready to Progress NCETM</p> <p>CT upload basic skills booklets onto Class page on the Remote learning tab – ready for any isolation.</p> <p>CT/TA will use Class Dojo to support pupils – phone calls will also be made for welfare checks.</p>	<p>Low</p>

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	<ul style="list-style-type: none"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. 		Remote Education Lead: Dan Wright DHT All staff to use Class Dojo to communicate with Parents. SLT use emails, phone calls and door step visits to support and monitor learning. Children will upload work on Class Dojo.	
	<ul style="list-style-type: none"> The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	✓	In place under Remote Learning on Website – This will be reviewed termly.	
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	✓	School will be following the recovery curriculum and focus on core skills. School has employed a catch-up practitioner.	Low
Incident Reporting	<ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) 	✓	School to contact David Thompson for advice	Low
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) regularly checks if they are accessing remote education 	✓	DSL's to contact social worker or liase with Children and Families Direct for advice. All communication will be logged onto MyConcern. DSL's will do welfare calls and support any remote learning. Work packs can be provided if accessing remote learning becomes difficult. Use of Class Dojo, email, text and face to face visits will be used to communicate.	Low
School Meals	<ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. 	✓	School to provide Grab Bags	Low

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Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. 	✓	School will follow advice from NST and LA Health and safety – David Thompson – any updates etc will be amended.	Low
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	✓	Any updates received will be amended or added – they will be highlighted as per recommendations.	

Are there any other foreseeable hazards associated with Covid-19?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

ASSESSED BY (Print name)	SIGNED Shewley Choudhury	DATE 31.8.21
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