

	Risk rating prior to action	Controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
September	m	Parent reading scheme - ask for volunteers who are comfortable to do 1:1 each morning (same child) for catch up - this can continue through Nov	in progress	SM	Sept	I
	I	No committees and no teacher run clubs until October Half Term to be reviewed - none to commence	y	SD		I
	m	All children dismissed from their classroom door with parents using a one way system to collect their child. EYFS from their own gate	y	All	Sept	I
	m	Staggered break times - need 13 areas for each class with a box of equipment each. KS1 and Year 3 10.20-10.35am. KS2 Years 4,5,6 10.00-10.15	y	All	Sept	I
	I	Staff meetings (KS meetings) and SLT meetings will continue on TEAMS	y	SD	Sept	I
	m	Forest School to continue with separate risk assessment followed as normal	y	NW	Sept	I
	n/a	At October half term review the use of the Church - advent and Christmas productions - no usage allowed				
	n/a	No inter sport fixtures				
	m	All EYFS in hall 11.45am. All KS1 in hall 12.00 (3 zones). Years 3 and 4 in hall and years 5 and 6 in classroom for KS2 12.30. On return to classroom half gel and half wash	y	lunch	Sept	m
	m	If a child is off being testing office to tell the class teacher and any other staff who are vulnerable in that bubble. Outcome to be shared with all staff.	y	SLT	Sept	I
Forest School	m	Staggered break times - need 13 areas for each class with a box of equipment each. KS1 and Year 3 10.20-10.35am. KS2 Years 4,5,6 10.00-10.15	y	NW	Sept	I
	I	See separate specific risk assessments for each afternoon but all sessions will have additional handwashing from a unit in the forest	y	NW	Sept	I
		Parent helpers are required for the smooth and safe running of the Forest School. Each are very experienced and will be briefed before each session they help. They do not need to enter the school building				
Health and Safety	H	Health and Safety Policy has been updated in light of the COVID-19 advice	y	Gov	29.5	m
	H	All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:	y	gov	29.5	m
	H	- Health and Safety Policy	y	gov	29.5	m
	H	- Infection Control Policy	y	gov	29.5	m
	h	- First Aid Policy	y	gov	29.5	m
	H	All staff have regard to all relevant guidance and legislation including, but not limited to, the following:	y	LA	1.6	m
	H	- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	y	LA	1.6	m
	H	- The Health Protection (Notification) Regulations 2010	y	LA	1.6	m
	H	- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	y	LA	1.6	m
	H	- DfE and PHE (2020) 'COVID-19: guidance for educational settings'	y	SD	1.6	m
	h	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	y	SD	1.6	m
	H	The school keeps up-to-date with advice issued by, but not limited to, the following:	y	SLT	ongoing	m
	H	- DfE; NHS; Department of Health and Social Care; PHE	y	SD	1.6	m
	H	Staff are made aware of the school's infection control procedures in relation to coronavirus via email;	y	SD	ongoing	m
	h	Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	y	teachers	regularly	m
	H	Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;	y	newsletter	17.7.20	L
L	Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.	Yes	all	as needed	L	
	h	The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	yes	office	ongoing	I
	h	Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home.	y	office	ongoing	I
	h	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 are 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 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	y	office	as needed	m
	h	If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.	y	office	as needed	m
	h	If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.	y	appropriate sta	as needed	m
	h	Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 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. See the COVID-19: cleaning of non-healthcare settings guidance.	y	as needed	as needed	m

	h	PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.	y	as needed	as needed	H/M/L
	h	In an emergency, call 999 if someone 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.	y	as needed	as needed	m
	h	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 (see below) or they have been requested to do so by NHS Test & Trace.	y	as needed	as needed	m
	m	The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area.	y	first aider	as needed	m
	h	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.	y	first aider	as needed	m
Prevention 2.Good hand hygiene practice	h	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	y	staff	ongoing	m
	h	The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	y	staff	ongoing	m
	m	Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.	y	staff	ongoing	m
	m	The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.	y	staff	sept	l
Prevention 3.Good respiratory hygiene	h	Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.	y	TW	ongoing	m
	h	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.	y	TW	ongoing	m
	h	'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.	y	staff	ongoing	m
	h	Younger pupils and those with complex needs are helped to follow this.	y	staff	new team	m
	m	Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.	y	FH - cleaners	daily	l
	h	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	y	staff	April	l
	h	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.	y	staff	Sept	m
	h	Different groups/ "Bubbles" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.	y	cleaners	daily	l
	h	The COVID-19: cleaning of non-healthcare settings guidance is followed.	y	staff	daily	m
	h	Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.	y	staff	as needed	m
	h	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	y	FH/TW	daily	m
	h	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	y	FH	Sept	l
	m	The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DFE-CovidEnquiries.COMMERCIAL@education.gov.uk	y	FH/TW	weekly	l
	m	The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	y	FH/TW	weekly	l
Minimise contact	h	The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:	y	SD	Sept	m
	m	- Pupils ability to distance;	y	SD	Sept	l
	m	- The layout of the school site;	y	SD	Sept	l
	m	- The feasibility of keeping distinct groups separate while offering a broad curriculum		SD read		
		More information on groups can be found in COVID-19: Guidance for full opening	not available			
	h	If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.	y	SD/SM/CM sport/CC	Sept	m
	h	Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.	y	all	Sept	m
	h	Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.	y	all	Sept	m
	m	Pupils old enough should be supported to maintain distance and not touch staff and their peers.	y	Teachers	Sept	l
	m	Classrooms and other learning environments are organised to maintain space between seats and desks where possible.	y	Teachers	Sept	l
	h	Pupils are seated side by side and facing forwards, rather than face to face or side on.	y	none	none	l
	m	Large gatherings such as assemblies are avoided, and groups kept apart.	y	SM	Sept	l
	m	The timetable is revised to implement where possible:	y	Teachers	ongoing	l
	l	- Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;				
	m	Maximise the number of lessons or classroom activities which could take place outdoors;	y	SLT	Sept	l
	m	Staggered assembly groups;	y	SD	Sept	m
	h	Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;	y	SD	Sept	l
	m	Drop-off and collection times are staggered and communicated to parents;	y	SD	Sept	l
	m	Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;	y	Teachers	Sept	l
m	Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;	y	staff	sept	m	

Prevention 5. m	m	Mixing within education or childcare setting is minimised by:	y	Teachers	ongoing	l	
	m	- accessing rooms directly from outside where possible;	y	Teachers	ongoing	l	
	m	- considering one-way circulation	y	SD and lunch staff	ongoing	l	
	m	- staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;	y	staff	ongoing	l	
	m	- The number of pupils using the toilet at any one time is limited;	y	Staff and TW	ongoing	l	
	m	The use of shared space such as halls is limited and there is cleaning between use by different groups;	y	staff	ongoing	l	
	h	The use of staff rooms and offices is staggered to limit occupancy.	y	office	as needed	m	
	m	Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.	y	staff	as needed	l	
	h	Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are 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;	y	staff	as needed	m	
	m	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	y	Teachers	Sept	l	
	h	Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;	y	CM sport and SM	ongoing	m	
	h	Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations.	y	SD	Sept	m	
Prevention 6. Where necessary, wear PPE	h	Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.	y	SD/CC/TS	done	l	
	h	The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:	y	First aid	as needed	m	
	h	- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained		nursery	nursery	as needed	m
	h	- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used	y	SD	n/a	m	
Response to infection 7. Test and trace	m	Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance.	y	SD	Sept	l	
	m	NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to:	y	SD	Sept	l	
	m	- 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 pupils 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	y	SD	Sept	l	
	h	- 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	y	SD	Sept	l	
	h	- 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)	y	SD	Sept	m,	
		A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.		admin team			
	h	The school will ask parents and staff to inform them immediately of the result of the test:	y	SD	Sept	m	
h	- If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.	y	SD	Sept	m		
Response to infection 8. Managing confirmed COVID-19 cases	h	- If someone test 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 7 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. Other members of their household should continue self-isolating for the full 14 days.	y	admin team	as needed	m	
	h	Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.	y	and admin te	as needed	m	
	h	If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school .	y	SD admin team	as needed	m	
	h	The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.	y	admin team	as needed	m	
	h	Based on the advice from the health protection team, schools must 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:	y	who it affects	as needed	h	
	h	- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)	y	who it affects	as needed	h	
	h	- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual	y	who it affects	as needed	h	
	h	- Travelling in a small vehicle, like a car, with an infected person - wear a mask	y	admin team	as needed	m	
l	Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.	y	SM	Sept	l		

Response to infection 9. Contain any outbreaks	l	Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	y	SM	done	l
	h	If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.	y	SD	as needed	m
	h	Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.	y	LA	as needed	m
	h	In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.	y	SD	as needed	l
	h	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	y	office	as needed	m
	h	Pupils' parents are contacted as soon as practicable in the event of an emergency.	y	office	as needed	m
	h	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	y	office	as needed	m
	m	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	y	SLT	as needed	l
	m	Fire Drill procedure will have to be amended so that children and staff line up in their "bubble" and stand 2 metres away from the next "bubble"	y	office	Sept	l
	Managing School Transport	m	Smaller first aid kits will be needed in each classroom as they will no longer be able to go to the office. Single use cold compresses will need to be purchased and used instead of the existing cold compresses we currently use.	y	office	Sept
m		Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	y	newsletter	16.7.20	l
n/a		Parents and pupils are discouraged from using public transport, where possible particularly during peak times;	n/a			
n/a		Transport arrangements are organised to cater for any changes to start and finish times;	n/a			
n/a		Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	n/a			
m		Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	y	office	16.7.20	l
n/a		Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). Drop off zone in place with volunteers in masks and gloves				
Nursery	m	<b>Nursery as above with some specific alterations</b>	y	KM	Sept	l
	m	Nappy changing - wear PPE	y	KM	Sept	l
	h	Meeting parents at 2m distance outside. If a handover is needed inside then socially distanced from rest of staff and children	y	KM	Sept	l
Lettings		<b>Lettings</b>				
	h	Lettings: to be invited back with their own risk assessment (copy to be given to us) and we provide cleaning equipment	y	FH	Sept	m
	h	CM sport. Tennis. SCL. Small consistent groups plus their risk assessment	y	FH	Sept	m
BASE		<b>BASE Risk Assessment</b>				
	M	Children moving across Teams from their day into BASE will not happen due to children being in separate zones in BASE: hall? Rotation? High priority places	y	BASE	1.6.20	L
	M	Food will be served to individual children by their Team leader only	y	BASE	1.6.20	L
	M	Only toys that can be wiped will be available and cleaned after each session	y	BASE	1.6.20	M
	M	Staff will remain with the same Team throughout the session and where possible the week	y	BASE	1.6.20	L
	H	Parents will drop and collect children with 2m distance at all times to staff	y	BASE	1.6.20	M
	L	New children will be assessed as to whether we have the space and they fit into a Team or they may have to be in a zone alone which may not be to the parents' choice.	y	BASE	1.6.20	L
	h	All year groups to have a separate bubble	y	BASE	2.11.20	l
	m	Toilets have been allocated to staff and children with their names on the door	y	BASE	1.6.20	l
	L	<b>Visiting Music Teachers</b>	y	SD	3.9.20	L
Peri staff	l	Music teachers wear a mask when arriving to sign in and whilst moving around the school	y	SD	3.9.20	L
	L	Music lessons take place in large rooms with good ventilation	y	SD	3.9.20	l
	m	Music staff will be provided with surface cleaner and paper towels and will be left to minimise their own risk by cleaning between pupils	y	SD	3.9.20	l
	n/a	No group music tuition will take place	n/a	n/a	n/a	n/a
		<b>Awaiting further information</b>				
		Catch up funding - tutoring				
		National Tutoring Programme				
Face Coverings		<a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>				
		<b>Tours - cancelled during lockdown (online version will be made)</b>				
Tours	m	Visitors must wear a mask at all times	y	SD	done	l
	m	Tours will be of 4 maximum - one person from each household. No children.	y	SD	done	l
	m	All tours will be outside	y	SD	done	l
		<b>SLT meetings</b>				
	m	SD/FH/SM will only meet once a day in the hall - ventilation and 2m+ distance	y	SD	Nov	l