

## RISK ASSESSMENT FOR THE WIDER OPENING OF SCHOOLS

Name of School		Date of assessment	Review date
Sound and District Primary		29/05/2020	
Name and Position of Assessor(s):		Assessor(s) Signature:	
Headteacher's Name:	Mrs Laura Minshall -Thomas	Headteacher's signature:	
Chair of Governor's Name:	Dr Mark Anthony Shuker	Chair's signature	

Before completing this risk assessment, please refer to Cheshire East's Risk Assessment Framework. The risk areas below can be used as a guide, but schools may want to adapt this for their use.

### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

### 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
<b>Buildings and Facilities</b>				
<b>First aid provision</b>	All		L	Rota to ensure First aiders in each bubble or on site Incidents to be managed outside by bubble staff during outdoor activities
<b>Kitchen staff exposed to all pupils and staff</b>	Kitchen staff	New	M	Kitchen should have a protective Perspex screen installed for kitchen staff to stand behind.
<b>Close contact between bubbles</b>	Staff and Pupils	New	L	Each bubble will be assigned: <ul style="list-style-type: none"> <li>• an entrance to the school building as close to the classroom as possible</li> <li>• A toilet facility</li> <li>• Area of playground / playing field</li> </ul> Signage for children to use allotted toilet area
<b>Social Distancing whilst moving around building</b>	Staff and Pupils	New	M	Corridors marked with tape and signage to promote 2m distancing where possible If not possible, implement priority over oncoming people system Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside
<b>Social Distancing whilst parents drop off / collect children - approaching school</b>	Staff, Pupils and Parents	New	L	One way system from car park to school playground and return over field Markings to promote 2m distancing between families Signage All children to stay with parent until dropped off, encourage hand holding

<b>Social Distancing whilst parents collect children - waiting</b>	Staff, Pupils and Parents	New	L	Markings on playground to coral parents and keep 2m distance
<b>Social Distancing whilst parents collect children - release</b>	Staff, Pupils and Parents	New	L	Parents will remain outside their car on the parent car park until the staff member releases them safely to the parent. Social distancing rules need to be adhered to on the parent car park.
<b>Social distancing within the classroom - reduce clutter</b>	Staff and Pupils	New	L	All furniture not being used is to be stored and moved to another empty classroom or space (hall), including soft furnishings which cannot be cleaned.
<b>Reducing transfer from surfaces - Doors</b>	Staff and Pupils	New	M	Door closers to be removed and doors to be wedged open at all times including toilet doors (exceptions infant, staff and disabled).
<b>Fire door may remain open</b>	Staff and Pupils	New	M	All fire doors identified, and signage used to ensure they are closed in case of emergency
<b>Availability of fire marshalls</b>	Staff	New	L	Ensure all staff are aware of new fire procedure and muster points
<b>Social distancing in case of evacuation</b>	Staff, Pupils, Parents	New	L	Social distancing should continue both between and within bubbles when evacuating and at muster points
<b>Reducing transfer from surfaces - classroom equipment</b>	Staff	New	L	Unnecessary items have been removed from classrooms and other learning environments to store it elsewhere
<b>Reducing transfer from surfaces - toilets</b>	Staff and pupils	New	L	All but one cubicle sealed off to prevent use Urinal sealed off to prevent use All but one tap in sink sealed off to prevent use
<b>Reduce transfer from clothing</b>	Staff and Pupils	New	L	Cloak rooms to be left empty and coats on the back of chairs

<b>Reduce transfer from bags and other items brought into school</b>	Staff and Pupils	New	L	Children told not to bring anything from home that is unnecessary. Only a water bottle and coat will be required with a disposable lunch bag if necessary. No rucksacks or book bags No PE can be taught yet so all PE bags to go home and stay home
<b>Designate area to isolate person with symptoms with appropriate supplies</b>	Staff and Pupils	Existing upstairs room	M	Utilise yr2 classroom Remove all non-essential items in the isolation room. Include one desk and one table Have full PPE sets available in the room Have sanitizing gel available Have supply of bottled water and disposable cups available Have method for communication - walkie talkie / PC with Teams
<b>Reduce transmission - natural ventilation</b>	All		L	Where possible, occupied room windows should be open Doors in main building wedged open
<b>Reduce transmission by using outdoor space - distinct areas per bubble</b>	Staff and Pupils		L	5 different areas for each class
<b>Reduce transmission by using outdoor space - Outdoor equipment</b>	Staff and Pupils		L	Outdoor equipment, however, should not be used unless sufficient cleaning of the equipment can be completed after any activity
<b>Reducing transmission - restricting building access</b>	Parents		L	Parents should not enter the school building under any circumstances.

<b>Reducing transmission - adults on site</b>	Parents		M	Only one parent with child(ren) attending school for drop off / collection
<b>Cold water systems</b>	Premises staff	Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)	L	Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.
<b>Domestic hot water services</b>	Premises staff	Domestic hot water services – including calorifiers/direct fired water heaters/sinks/ basins/ showers <ul style="list-style-type: none"> <li>• Hot water generation servicing to continue in line with manufacturers’ criteria.</li> <li>• Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.</li> <li>• Regularly check hot water generation for functionality and if required, temperature recording</li> <li>• If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.</li> </ul>	L	
<b>Kitchen equipment</b>	Catering staff Staff (for staff room)	Equipment that holds water, for example dishwashers and combination ovens <ul style="list-style-type: none"> <li>• Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.</li> </ul>	L	

<b>Security</b>	Premises staff	<b>Security</b> <ul style="list-style-type: none"> <li>All areas of the school should be kept secure.</li> <li>Access to certain closed areas should only be possible by relevant staff – for example chemical stores.</li> <li>Check that access control and lockdown systems are operational.</li> </ul>	L	
<b>Premises management responsibility</b>	Premises staff, SLT	Responsible person identified	L	Cover arrangements are in place for the staff member responsible for managing premises.
<b>Reduce footprint in use to reduce areas of possible transmission</b>	Staff, Pupils		L	Areas of non-use will be cordoned off. White boards will be placed at each entry to said areas, and information written if these areas are accessed on an adhoc basis, to alert cleaning staff
<b>Class sizes and groups</b>				
<b>Mixing with other pupils and adults</b>	Staff and pupils		M	Staff assigned to different cohorts of pupils (a bubble) to remain the same for the duration of the term or teaching timetable Each bubble will be no more than 15 children and 2 adults Reception, Year 1 and Year 6 pupils to return on a phased returned Bubbles will be named with colours. Bubbles will not be allowed to mix
<b>Keeping bubbles separate</b>	Staff and pupils		M	In addition to building changes, bubbles will have staggered break times and lunch times children will be in their dedicated zoned area. Children will eat their lunches in their classroom bubble.

<b>Reducing transfer from surfaces - classroom resources</b>	Staff and pupils		L	Remove all non-essential objects All books to stay on desks in front of the child with their other equipment
<b>Poor behavior and hygiene</b>	Pupils		L	Two members of staff assigned to each bubble Staff and pupils made aware of updates to behavior policy, rules and expectations
<b>Social distancing inside</b>	Pupils and Staff	We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff	M	Desks should be spaced as far apart as possible. Floor spots used to distance children when sitting on the floor Children will sit at the same desk / same floor spot each day. Channels for the teacher to be created behind the desks for teachers to move Teacher zones clearly marked in classrooms Staff will attempt to apply best endeavours to maintain social distancing with tables and movement around the building at all times
<b>Social distancing outside IN A BUBBLE</b>	Pupils and staff		m	Outdoor social distancing WITHIN A BUBBLE will not be possible but activities will be designed to minimise physical contact or transfer.
<b>Protection of extremely clinically vulnerable groups</b>	Pupils	Existing	M	Unless stringent social distancing can be adhered to then children with family members they live within the extremely clinically vulnerable group should not attend school.

<b>Stress and anxiety in the bubble following removal of symptomatic individual</b>	Pupils, staff, parents		L	Advise only need to stay off if have symptoms or positive test Reassure and parents to be informed
<b>First Aid</b>				
<b>Reduce transmission due to close contact whilst administering first aid</b>	Staff		M	PPE should be worn (gloves and masks) when dealing with a first aid incident. It should also be conducted outside
<b>Reduce transmission - administer in the bubble</b>	Staff		L	Individual teachers / teacher assistants (with first aid online training) should administer basic first aid in the first instance within the bubble.
<b>Serious first aid incident</b>	Senior first aider		M	Serious injuries should be seen by a fully trained first aider Child to remain outside (do not send into school) but in Isolation zone Radio / telephone contact with fully trained first aider
<b>Staff</b>				



<b>Staff Mental and Physical wellbeing</b>	All staff		L	Red amber green RA to be carried out weekly for staff to ensure their mental and physical health is taken into account CH attended training to support staff in anxiety and stress levels before returning to work. CH to share this as a virtual session. LMT to make individual phone calls to members of staff before school reopens. Individual support packages and interventions for staff offered dependent on personal circumstances and health risk.
<b>Reducing exposure - on site hours</b>	All staff		L	Staff should only enter the school site between 8am and 4pm Staff should not be on site for no longer than necessary. On Fridays staff need to leave from 2:00pm for deep cleaning to occur.
<b>Exposure to coronavirus</b>	All Staff		M	Staffing rota to ensure only vital staff are present in school. Home working where possible. Admin teams: One person in the office at one time. Normal working in office. Limit contact with other adults. talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful Staff assigned to different cohorts of pupils (a bubble) to remain the same for the duration of the term or teaching timetable
<b>Protection of extremely clinically vulnerable groups</b>	All Staff	Existing	L	Unless stringent social distancing can be adhered to then staff with family members they live with in the extremely clinically vulnerable group should not attend school

<b>Protection of clinically vulnerable groups</b>	All Staff	New	L	Staff who have returned who are clinically vulnerable or live with someone who is extremely clinical vulnerable have an individual risk assessment in place and have been placed in the safest role off or on-site. Arrangements are in place to review this regularly.
<b>Ensure staff observe good hygiene practice - toilet and hand washing</b>	Staff	Regular hand washing	L	Create hand sanitiser station posters and ensure toilets have washing hands posters Regular hand washing
<b>Ensure staff observe good hygiene practice - eating</b>	Staff		L	Bring in water bottles, mugs and disposable sandwich bags.
<b>Ensure staff observe good hygiene practice - physical contact</b>	Staff		L	Physical contact such as handshakes and hugs should be avoided between staff
<b>Ensure staff observe good hygiene practice - clothing</b>	Staff		L	Staff have been advised on clothing expectations to ensure clothes worn are easily washable (eg, no ties).
<b>Staff mixing outside the bubble</b>	Staff		M	Staff must minimise mixing with staff outside their bubble by utilising electronic communication methods: <ul style="list-style-type: none"> <li>• MS Teams</li> <li>• Email</li> <li>• Telephone / walkie talkie</li> </ul>

<b>Maintaining social distancing - Staff breaks - additional staff room</b>	Staff		L	A second staff room will be designated in the NorthWest part of the school to be used by Reception, Y6 and Year 3 classroom.
<b>Maintaining social distancing - Staff breaks - staff room occupancy</b>	Staff		L	Maximum occupancy 2 staff members. Maintain stringent 2m distancing
<b>Reducing transfer - staff room utensils</b>	Staff		L	Staff to bring and only use their own set of utensils, mugs etc.
<b>Maintaining social distancing - temporary bubble assignment</b>	Staff		M	Rota caters for floating staff available in case staff members need to undertake a different role or work with different bubbles of children temporarily
<b>Insufficient staff available</b>	Staff, Parents		L	Process in place and communicated to parents in case of insufficient staff to cater for bubble
<b>Wellbeing and support of staff working from home</b>	Staff	Existing	L	Support arrangements and work is in place for staff who are working from home.
<b>Communication</b>				
<b>Use different methods of communication</b>	Parents	Use every route available including Teacher2Parents, Email and post where appropriate	L	
<b>Unaware of the schools offering</b>	Parents and staff		L	LMT to make individual phone calls to members of staff before school reopens. Parents advised of school offering via email and text

<b>Unaware of Local authority guidelines</b>	Parents and staff	Local authority letter sent out to all parents and staff NEP letter sent out to all parents and staff	L	Any future communications shared when appropriate
<b>Protective steps being taken by the school</b>	Parents, children and staff		L	LMT to make individual phone calls to members of staff before school reopens. talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful Walk through video to be made available on school website showing protective measures and guidelines Parents provided with guide that includes measures being taken
<b>Changes to school behaviour policy</b>	Parents, children, and staff		L	Children advise in class changes to rules and consequences Parents provided with a guide that includes changes to behaviour policy and consequences
<b>Use of mobile phones by staff</b>	Staff	Currently not allowed during the day	L	Staff will be permitted to use mobile phones if they need to contact others in the school, eg for medical incident
<b>Vulnerable children monitoring</b>	Parents of vulnerable children	Vulnerable children call once per week for those in year 2,3,4,5.	L	Also for children who decide not to attend
<b>Evacuation and social distancing</b>	Staff, pupils	New	L	Staff and pupils have been briefed on new evacuation procedures and locations of muster points.
<b>Curriculum and Learning</b>				
<b>Pupils attainment and progress impacted by time out of school</b>	Pupils		L	Grouping of pupils will be arranged by Spring term attainment

<b>Pupils attainment and progress returning children</b>	Pupils and staff		L	Identify curriculum priorities Lessons and activities will continue to be planned by staff, with children in school completing the same plan as those home learning.
<b>Reduce transmission by using outdoor space - outdoor learning</b>	Staff and Pupils		L	Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible Breaktimes will be extended
<b>Reduce transmission by using pupils own resources</b>	Pupils and Parents		L	Pupils to bring in own stationary resources (except paper) they stay in school.
<b>Marking whilst maintaining social distancing</b>	Pupils and staff		L	Marking will be kept to a minimum – with children self-marking with the class in school time. Predominantly oral feedback from teachers to children.
<b>Reduce transmission and social distancing</b>	Staff		L	Each new activity is assessed on the risk to social distancing and transfer of virus
<b>Transition arrangements - EYFS to KS1</b>	Staff and Pupils		L	School will be sending out transition activities later in the summer term to aid transition to KS1. A whole school transition week.
<b>Transition arrangements - KS2 to KS3</b>	Staff and Pupils		L	The school is in contact with the local highschool. They are sending transition information directly to the Year 6 children over the summer term. Also, the Year 6 teacher sending transition activities to the class over the last half term.

<b>Transition arrangements - SEND and vulnerable</b>	Staff and Pupils		M	
<b>Social distancing and transfer of virus - School trips</b>	Staff and Pupils	New	L	No extra-curricular activities or trips will take place for the foreseeable future
<b>Safeguarding and arrangements for vulnerable and keyworker children</b>				
<b>Availability of DSL on site</b>	Staff	DSL or deputy on site during class times	L	Rota used to ensure a DSL / DDSL on site
<b>SENDCo availability</b>	Staff	Designated SENDCo and external adviser for the school	L	Special Educational Needs Coordinator is available remotely if not timetabled in school. Also, remote contact can be made with Lesley Wrenshall (external SEND consultant) Star days meetings are happening over the phone for the summer term. Teachers liaising daily via emails so there is that regular contact.
<b>Monitor vulnerable children not in school</b>	Staff	Vulnerable children call once per week for those in year 2,3,4,5.	M	Weekly checks and records of conversations/actions are uploaded onto CPOMS (schools online safeguarding/behaviour system) also children who decide not to attend. Teachers liaising daily via emails so there is that regular contact.
<b>Ensure Free school meal children get one meal a day</b>	Free school meal children	Voucher scheme in place for those not attending	L	Stop vouchers for children attending
<b>Safeguarding issue</b>	Staff and Pupils	safeguarding issues that arise will be addressed using the school's safeguarding policy	L	The same protocol for safeguarding will occur in school, using CPOMS to record any concerns after sharing with the DSL.

<b>Changes to provision for children with an EHCP</b>	Staff and Pupils	Changes to provision for children with an EHCP have been agreed and recorded	L	Regular contact with the children and families, ensuring support and guidance CE guidance also shared. Star days' meetings are happening over the phone for the summer term. Teachers liaising daily via emails so there is that regular contact.
<b>Pupils with more challenging behaviour</b>	Staff, Pupils and Parents	The school has made reasonable adjustments for pupils with more challenging behaviour.	L	The school will follow the update behaviour policy. A system in place for challenging behaviour.
<b>child who may need medication during the day.</b>	Staff and Pupils	Arrangements are in place for any child who may need medication during the day.	L	The Admin bubble to place medication in fridge and leave outside the appropriate classroom for the member of staff who is assigned to that bubble with the child.
<b>Travel to school</b>				
<b>Minimise transfer and maintain social distancing - public transport</b>	Parents and Pupils	New	L	Parents/children have been encouraged to walk, cycle or drive where possible. Information sent out on this on schools social media and website. Information regarding social distancing sent to parents from CE.
<b>Safety and social distancing on paths</b>	Pupils and parents	New	L	No cycling on the School grounds with the exception of the parent car park
<b>Safe bicycle storage</b>	Pupils and Parents	New	L	Arrangements made for safe storage of bikes
<b>Maintain social distancing</b>	Pupils and Parents	New	L	Signage displaying one way system
<b>Lunchtime, Breaks and movement around the school</b>				
<b>Social distancing and transfer of virus</b>	Pupils	New	L	Children are not to be inside the building alone during lunch time or breaks unless they have requested the toilet
<b>Social distancing</b>	Pupils and staff	New	L	Breaks staggered and use of zoned bubble areas.

<b>Social distancing</b>	Pupils and staff	New	L	Outdoor play areas zoned per bubble
<b>Social distancing and transfer of virus</b>	Staff	New	L	Second staff break area provided
<b>Social distancing and transfer of virus</b>	Kitchen staff	New	L	Food delivered to outside of classroom for collection and eating at desk
<b>Social distancing and transfer of virus</b>	Kitchen staff	New	L	Maintain 2m social distance Disinfection of surfaces Wear PPE (face covering and gloves)
<b>External visitors</b>				
<b>Reduce any unnecessary contact</b>	Visitors - All	New	L	Any visitors including delivery drivers who are not critical to teaching individual bubbles should not enter the school building whilst classes are running.
<b>Reduce any unnecessary contact</b>	Visitors - contractors and others requiring access to school	New	L	Visitors for non-class related activities, such as workmen should only access the school building if necessary, and only outside normal class times. They should record all areas they have been into to allow cleaning early morning
<b>Reduce any unnecessary contact</b>	Parent	New	L	Parents should not enter the school building under any circumstances. Any communication should be done via email, telephone or conference call
<b>Reduce transmission</b>	Visitors - All	Existing	L	All visitors asked if they: <ul style="list-style-type: none"> <li>• Show any of the symptoms</li> <li>• Have been asked to self-isolate</li> <li>• Have been in contact with anyone with confirmed coronavirus infection in last 14 days</li> </ul>
<b>Social distancing</b>	Visitors and Staff	New	L	Face to face meetings to be avoided If unavoidable then large room with distance of 2m between people



<b>Cleaning and waste disposal</b>				
<b>Reducing transfer - general</b>	All	New	L	Detailed plan of what is cleaned, by whom, when and how often
<b>Reducing transfer - Toilets</b>	All	New	L	Toilets will be deep cleaned at the end of each day. Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.
<b>Reducing transfer - furniture</b>	All		L	Tables and contact points must be cleaned regularly.
<b>Reducing transfer - classroom equipment</b>	All		L	Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over
<b>Reducing transfer - personal items</b>	All		L	No toys can be brought from home
<b>Reducing transfer - ICT equipment</b>	All		L	Tablets / laptops should be wiped several times daily between use. If possible, avoid children sharing tablets. Teachers to bring to charger station in staffroom when required. Class bubble colours to identify tablets/computers

<b>Reducing transfer - contact points</b>	All		M	Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. Staff will be required to clean surfaces and touch points when used
<b>Reducing transfer - bins</b>	All		L	Bins must be emptied before they are full and at least once daily Tissue bins to be emptied regularly.
<b>Reducing transfer to external agencies</b>	external agencies		M	Tissue and ppe waste to be double bagged and stored for 72hrs before placing in external waste bins
<b>Protecting cleaning staff - no contact with bubbles</b>	Cleaning staff		L	Cleaner to only enter the building when all staff and pupils have exited. Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day
<b>Protecting cleaning staff - ppe</b>	Cleaning staff		L	Cleaner to wear long gloves and apron Eye protection must be worn if there is a risk of splash
<b>Reducing transfer</b>	Cleaning staff and staff		L	Recommended soap / detergent / disinfectant should be used
<b>Stock levels</b>	Staff		L	Sufficient supplies are in place throughout the school
<b>Hygiene and handwashing</b>				
<b>Staff need to be updated on current advice and guidance</b>	Staff		L	Staff to receive H&S training in regards to the COVID19.
<b>Reduce transmission - soap</b>	Cleaning staff		L	Cleaner to check soap supply regularly Reporting process in place to refresh supplies

<b>Ensure children observe good hygiene practice - dress</b>	Pupils		L	Two members of staff assigned to each bubble. No school uniform, and children asked to wear clean clothes each day
<b>Ensure children observe good hygiene practice - toilet and hand washing</b>	Pupils and staff	Regular hand washing	L	Two members of staff assigned to each bubble. Signage for 'Class Bubble' toilets and hand washing facilities. Create hand sanitiser station posters and ensure toilets have washing hands posters Regular reminder (eg video) on how to wash hands Regular hand washing
<b>Ensure children observe good hygiene practice - eating</b>	Pupils		L	Two members of staff assigned to each bubble. Bring in water bottles and disposable sandwich bags.
<b>Ensure children observe good hygiene practice - physical contact</b>	Pupils		L	Physical contact such as handshakes and hugs should be avoided between children, staff or others
<b>Children mixing outside the bubble</b>	Pupils		M	Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet
<b>Children not following social distancing advice</b>	Pupils		M	Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet Two members of staff assigned to each bubble.
<b>Personal Protective Equipment (PPE)</b>				
<b>Stocks of PPE</b>	Staff	New	L	monitor supplies of PPE and re order

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<b>Incorrect usage of PPE equipment</b>	Staff and Pupils	New	L	Staff to have training about safe removal and application of PPE masks and other equipment.. Children to be taught how to safely remove and apply face coverings.
<b>Inappropriate use of PPE</b>	Staff and Pupils	New	L	Staff should not wear gloves unless directed to do so in medical emergencies Staff to only wear facemask when in contact with suspected or proven case of coronavirus Children only to wear face coverings
<b>Storage and disposal of PPE equipment</b>	Staff and Pupils	New	L	Information given about how to store masks when not in use. Information provided regarding safe disposal of PPE
<b>Testing and managing symptoms</b>				
<b>Awareness of what the symptoms are</b>	<b>Parents, pupils and staff</b>		L	Staff to receive H&S training in regards to the COVID19. Signage around school and along path describing symptoms Include in the parent guide Teachers to explain symptoms to children regularly
<b>Awareness of what to do if one or more symptoms felt</b>	<b>Parents, pupils and staff</b>		L	Staff to receive H&S training in regards to the COVID19. Signage around school and along path describing symptoms and what to do Include in the parent guide
<b>Reduce contact in case of symptoms</b>	<b>Staff, pupils</b>	<b>Person with symptoms immediately placed in isolation room</b>	M	Temperature checked 3 times Staff member to wear PPE

<b>Routine temperature checks not effective</b>	<b>Staff</b>		L	Routine temperature checks will not be used at the school
<b>Removal of symptomatic individual</b>	<b>Staff, parents</b>	<b>Parents to be called immediately to pick up their child Staff member to immediately return home if able to</b>	M	
<b>Test and trace to be followed</b>	<b>All</b>		L	As per current government guidelines
<b>Reduce further spread in case of positive test result</b>			M	If any children or staff test positive, the rest of their bubble should be sent home and advised to isolate for 14 days rest of family only self isolate if child develops symptoms
<b>Governance</b>				
<b>Governing board meetings</b>	Governing board and committees	continue on an online/virtual basis	L	
<b>Involvement of GB in school wider opening</b>	SLT, Governing board and committees		L	Governing board, while trusting their professional leaders to carry out the risk assessment, will test its robustness. The assessment will need to be kept under review
<b>Staff consulted on opening</b>	Governing board		L	The Governing Body has ensured that staff have been consulted on the wider opening arrangements.
<b>Updated policies</b>	Governing board	Any policies updated that are not delegated will be reviewed and signed off by the Governing board at its convenience	L	
<b>Staff wellbeing and mental health</b>	Governing board	Governing board while trusting their professional leaders to monitor staff wellbeing and mental health, will test its robustness	L	

<b>Impact on budget of school closure and reopening</b>	Finance committee		L	Arrangements are in place to log all additional cost pressures as a result of governments response to the coronavirus epidemic.
<b>Safeguarding</b>	Governing board		L	The board will take note of the Department for Education (DfE) published interim safeguarding guidance for the COVID-19 period
<b>Child protection policies</b>	Governing board	The school has revised their child protection policies to accurately reflect new arrangements in response to COVID-19	L	

<p><b>Response to bereavement</b></p>	<p>Governing board, SLT</p>	<p>New</p>	<p>L</p>	<p>The board will encourage the school to develop its approach to dealing with bereavement, including:</p> <ul style="list-style-type: none"> <li>• school communicates to the wider community that it wants to know about any bereavement that has taken place</li> <li>• ensure school's pastoral policies cover bereavement support, and promote and prioritise relevant CPD throughout the school</li> <li>• ensure the school is sensitive to issues such as delayed grief, how different people, different cultures and different communities deal with bereavement, and especially the impact COVID-19 has had on funeral arrangements</li> <li>• Governing boards will seek assurance from the headteacher that the COVID-19 pandemic will be incorporated appropriately into the school's curriculum, building pupils' understanding of all its implications</li> <li>• Governing boards will encourage the school to collaborate with faith-based community networks and pastoral contacts and utilize their support.</li> </ul>
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**FOLLOW UP ACTIONS (IF REQUIRED)**

<b>No.</b>	<b>Potential Hazard</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Date Action Completed</b>