



OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING

Original Version: January 2021

CHECKS AND BALANCES: RESPONDING TO COVID-19

SUMMER TERM 2021

VERSION 14

V13 based on V12 but reduced any deferred or removed control measures where guidance has changed or further measures have been put into place/adapted based on the changing needs of the school or updated guidance from either the DfE or LA.

Review Dates

V13 – to be reviewed on 07.05.2021

7th May – no updates required. Next review 21.05.2021

21st May – no further updates required. Next review 04.06.2021

10th June – Updates to reflect DfE & LA guidance. Next review 24.06.2021

Version Updates

V14

This risk assessment is to be used in conjunction with the DfE's Schools Coronavirus operational guidance and everyone in school should adhere to the 'system of controls' to minimise the risk of infection.

Further reviews will be planned following the above dates and will be shared with all stakeholders. The risk assessment will be shared on the school website once approved and the latest version will be shared with stakeholders and updated on the school website in line with the above dates.

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 as follows: [Actions for schools during the coronavirus outbreak](#)

Assessment conducted by:	Matt Thompson/Nicola Platt	Job title:	Headteacher/School Business Manager	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of original assessment:	4 th January 2021 Updated: 6 th January 2021	Review interval:	2-3 weeks	Date of next review:	24 th June 2021
Related documents					
School/Trust/Local Authority documents/ :			Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Guidance for full opening: special schools and other specialist settings https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people		

Record of Review

Review Date	Overview of review
22 nd April 2021	All previous control measures that are no longer in place have been removed and the remaining control measures have summarised and reduced where possible. Version 12 will still be available on the school website to ensure that the development of control measures can be seen but everyone in the school community should now follow this versions of the risk assessment.
7 th May 2021	No actions/updates required
21 st May 2021	No actions/updates required
10 th June 2021	Amends in face coverings, educational visits, wrap around care provision & performances.

Risk matrix

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

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
1. Establishing a systematic process of full re-opening, including social distancing						
1.1 Organisation of teaching space						
Classroom sizes will not allow adequate social distancing for the staff	M	<ul style="list-style-type: none"> Schools assess their circumstances and identify distinct groups or 'bubbles' of pupils that do not mix. (These may be small groups, classes or year groups.) Whatever the size of group, pupils should be kept apart from other groups where possible, and older children encourage to social distance within groups. Classrooms re-modelled, with chairs and desks in place to allow for social distancing where appropriate. Adaptations to classrooms should include seating pupils side-by-side and facing forwards. Clear signage displayed in classrooms promote social distancing. Keep classrooms well ventilated If possible, adults should maintain a 2-metre distance from each other, and from children Adults should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Where staff or children cannot maintain distancing, particularly with younger children in primary schools, keep in smaller separated groups. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Class sized bubbles (no more than 30) Minimum staff movement between bubbles. Classroom layouts adapted.</p> <p>Year 1 have been merged into the EY bubble for outdoor provision benefits. Original plan of outside the house poses safeguarding concerns and risks at breaks & lunchtimes. Year 1 are also able to continue with their learning goals.</p> <p>Classroom set up remains in place – forward facing with 1 small group set up per classroom for interventions</p> <p>Classrooms should be ventilated as much as possible where the weather conditions allow. There should always be some form of ventilation in the room that you are working in. External doors and windows should be left open during break & lunch times as an absolute minimum.</p> <p>Staff may wear a mask when working inside 2 metres with children – a visor is NOT sufficient but this is no longer mandatory.</p> <p>Consideration should be made to utilise the class's individual outdoor space or one of the 4 sections on the main playground for lessons that can be taught outdoors.</p>	L	
Use of large spaces such as the hall, sports hall, dining hall and outdoors	M	<ul style="list-style-type: none"> Groups or bubbles should be kept apart meaning schools should avoid large gatherings such as assemblies or collective worship. Large indoor and outdoor spaces can be used, but arrangements should be in place for maximising social distancing between pupils and staff and paying scrupulous attention to cleaning and hygiene. 	<p>YES</p> <p>YES</p>	<p>Plans support social distancing between bubbles.</p> <p>Assemblies to be held in bubbles virtually</p> <p>Outdoor spaces allow for bubbles to keep separate.</p> <p>Cleaning plans in place for equipment when used.</p> <p>Play equipment outdoors can be used but bubbles are not to mix and children should wash their hands after use.</p>	L	

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		<ul style="list-style-type: none"> Maximise use of external areas for outdoor sports, again observing social distancing ensuring sports equipment is thoroughly cleaned between each use by different groups. Contact sports must be avoided. 	YES	<p>Sports Coach to work outdoors where possible, alternatively use the hall.</p> <p>Celebration assemblies held in start time clusters via Teams.</p> <p>Hall timetable for PE slots which can't be held outside</p> <p>Timetable produced by Phase Leader.</p> <p>Playground remains split into 4 areas for bubbles to use weather dependant.</p> <p>Breaktimes don't have to be taken on the main playground, these can be staggered using the immediate space outside each classroom.</p> <p>PE lessons and other activities can be held in the hall but these must be planned and agreed with phase leaders. Each activity should have at least a 5-minute gap between them to allow for groups to return to their classroom and support social distancing.</p> <p>Hall is utilised to serve lunch for some, not all year groups and sports if weather prevents using the outdoor spaces.</p> <p>No assemblies to be held in the hall until the government guidance allows, potentially look at an outdoor assembly later in the Summer Term</p> <p>Music to be taught outdoors where possible & follow the guidance at all times.</p> <p>Staff may wear a mask when working inside 2 metres with children – a visor is NOT sufficient but this is no longer mandatory.</p> <p>Year 5 & 6 lunch to be served in hall to allow for warm dinners to be served rather than being transported over to the portakabins.</p> <p>No bubble is assigned to a 'zone' on the playground, any bubble can use any of the 4 areas on the playground - it would be ideal to rotate so that children can access the different equipment in each zone.</p>		

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				<p>Year 6 performance can go ahead, waiting on further guidance whether we can invite parents in to school/record the performance. Outside will be used where possible or the hall as Year 6 are 1 bubble.</p>		
1.2 Availability of staff and class sizes						
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning if needed</p>	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or with extreme vulnerabilities but who are well enough to plan/prepare/teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. If any school has concerns about staffing capacity, then contact the LA or Trust Board 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>SLT conduct a review of staff availability each day/evening & includes using any staff members working from home as a result of them being at home with their children due to bubble isolation.</p> <p>Where class based staff are unable to attend school, SLT will look at opportunities to include them in lessons ie remote lessons, reading a story, interventions, resource prep etc. Non class based staff to conduct their roles from home where this allows.</p> <p>SLT creating 'clusters' of year groups to minimise the amount of staff moving across bubbles in school.</p> <p>Risk assessment to be carried out daily by SLT. Bubbles/clusters will be closed where staff are not available to reduce staff crossing clusters. Priority will always be for classes to remain open at the expense of CPD etc.</p> <p>The DFE guidance states that staff can be deployed around school beyond their immediate bubbles/clusters to cover – this will only be done if absolutely necessary.</p> <p>Staff have been asked to complete a 'QCal' to obtain a score on the risks associated with COVID-19. Individual risk assessments are being updated by staff & in consultation with NP wc 1st March</p> <p>Staff are invited to take part in the Lateral Flow Testing programme – see separate section towards the end of this risk assessment</p> <p>** (dependent on outcome of individual risk assessments completed with individual staff)</p>	M**	
1.3 The school day						

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<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>M</p>	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Guidance is in place for removing face coverings when pupils and staff who use them arrive at school, and this should be communicated clearly to them. <p>LA Guidance What is the schools' stance on the wearing of PPE and face-coverings? (Consider Gov advice, LA advice, Union advice) This includes the disposal of coverings after wearing. Has school policy guidance been shared? Will: - Visitors to the school will be asked to wear a face-covering? Is there: - A contingency supply of reusable face coverings available?</p>	<p>YES YES YES YES YES YES YES</p>	<p>Plans in place for staggered start and finish times and shared with parents.</p> <p>Posters are in place instead of floor marking due to trip hazards.</p> <p>Staff guidance for face covering shared with staff on 25.08.20 – to be discussed with staff on INSET on 01.09.20</p> <p>Mandatory for all parents/visitors to wear a face mask/covering on school grounds and new signage on the school gates will explain that all parents are required to social distance and wear face coverings.</p> <p>SLT to ensure that parents outside of the school fence are social distancing and challenge those who are not.</p> <p>Start/finish times have been checked with TAs working hours</p> <p>New signs have been put up on the gates to promote social distancing and reiterate our procedures at the start/end of the school day</p> <p>Regular texts and communication shared with parents to reiterate the importance of social distancing. NP emailed highways regarding marking the pavement – awaiting a reply.</p> <p>LA Update guidance: Visitors are required to wear face coverings when in school. Visitors are defined as non-frequent (less than once a week) therefore sports coaches would not be required to wear face coverings in school.</p> <p>NP has received update from highways, each school in Salford will be getting dot markings outside the school grounds installed by the council.</p> <p>NP has requested that all staff are granted access to the Inventory App so that staff no longer have to use the machine at the front of school – this will also allow staff to enter the school grounds via the same entrance as their bubble's.</p> <p>Website update to request that parents wear a mask outside the immediate area of school grounds.</p>	<p>L</p>	

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				<p>Children are no longer required to get changed for PE, ties should be removed & a simple change in footwear is required. SLT will notify parents.</p> <p>SLT to notify parents that we can not accommodate children who are often collected late and measures are to be taken to prevent it happening again in the future.</p> <p>Children that are late in the morning should not come through the main office, the child will be taken to the external classroom door and the staff who has taken the child will send an update in the attendance Teams group.</p> <p>Parents waiting for their next child's bubble to open should wait on the opposite side of the road to help ease social distancing. Headteacher to include this in his update letter.</p> <p>Barriers and cones have been in place since 9th November</p> <p>Text sent to parents to remind parents about wearing masks</p> <p>Reminders on Newsletter linked to COVID – social distancing & wearing face masks whilst around the school site</p> <p>Movement around school to be kept to a minimum and wear possible to travel around the school building. Adults must wear a mask at all times outside of the classrooms</p> <p>Social distancing to be practiced at all times including during staff's breaktimes</p> <p>No visitors should be on site without prior arrangement – site maintenance should continue</p> <p>A visitors agreement should be given out when signing in</p> <p>All visitors must wear PPE & keep a social distance from anyone else</p> <p>Staff on gate duty should wear a mask at all times and a visor if they wish to do so. A visor on its own is NOT sufficient</p>		

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				<p>Clusters: A = N, R & 1 B = 2, 3 & 4 C = 4/5, 5 & 6 D = Ruby</p> <p>Gates: Side Gate - N, R & Year 2 Main Gate - 3, 4 & 4/5 Car Park Gate 1, 5, 6 & R</p> <p>Start/End Times: 08:30-08:45 – 1, 2 & 4/5 02:45pm 08:45/09:00 – Rec, 4, 6 & Ruby 3:00pm 09:00-09:15 – Nur, 3 & 5 3:15pm</p> <p>Registration closes 30 minutes after the time of registration ie 09:15, 09:30 & 09:45 after this time, late marks should be given.</p> <p>Breakfast & After School Clubs is now available to all children. Parents must book place via ParentPay/School Office. Children will be kept in their bubbles/clusters.</p> <p>We will be asking all visitors if we can check their temperature prior to being allowed into school this includes external agencies, contractors, parents etc</p> <p>Staff may wear a mask when working inside 2 metres with children – a visitor is NOT sufficient but this is no longer mandatory.</p>		
1.4 Planning movement around the school						
Movement around the school risks bubbles mixing	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. 	YES YES n/a	<p>Daily check cards to be shared with children each morning.</p> <p>Reminder to staff about daily check cards on briefing. Headteacher reminds staff daily and staff have to inform SLT when signing out if anyone isn't practising social distancing in school.</p>	L	

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<p>and/or breaching social distancing guidelines as appropriate (See also section 3.4)</p>		<ul style="list-style-type: none"> • Appropriate signage is in place to clarify circulation routes. • Pinch points, and bottle necks such as entrances and exits are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>n/a</p> <p>YES</p> <p>YES</p>	<p>Pinch points down the side of school (green gates from front of school around past side door through to ASC provision gates) when children are walking to & from the playground – occasionally 2 classes meet as one is coming to the playground & one is leaving the playground. When staff are able to see that this is occurring a class should stay near the house & allow the other to pass or a class stays near the bike store against the wooden fence & allow other class to pass.</p> <p>SLT creating 'clusters' of year groups to minimise the amount of staff moving across bubbles in school, this includes creating extra welfare facilities for staff in the different zones of school.</p> <p>Children should remain in their classroom bubbles interventions</p> <p>S&L and EMTAS interventions will be carried out in SENCO's office</p> <p>Movement kept to an absolute minimum. All movement should be around the perimeter of the building and not through the school hall.</p> <p>Movement around school to be kept to a minimum and wear possible to travel around the school building. Adults must wear a mask at all times outside of the classroom</p> <p>Social distancing to be practiced at all times including during staff's breaktimes</p> <p>Staff on gate duty should wear a mask at all times and a visor if they wish to do so. A visor on its own is NOT sufficient</p> <p>Now that the weather is better, all movement around school should take place externally around the outskirts of the building where possible.</p> <p>TEAMS should be used to communicate all messages beyond your usual working environment.</p> <p>Staff should always wear a face covering when moving around school.</p>		
<p>1.5 Use of resources</p>						

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<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened Ensuring curriculum resources are used safely</p>	H	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Pupils limit the amount of equipment they bring into school each day to agreed essentials. • Bags are allowed. • Staff and pupils have their own pens and pencils and other such frequently used equipment • Classroom based resources such as books and games can be used and shared within the group. These should be cleaned regularly • Shared resources, (between classes or bubbles) such as sports, art and science equipment should be cleaned frequently or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Pupils and teachers can take books and shared resources home although unnecessary sharing should be avoided. <p>LA Guidance Feedback needs to be in line with school policy. Guidance to consider:</p> <ul style="list-style-type: none"> - Follow hygiene guidance re hand washing after contact with books. Staff could wear gloves and then wash or 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>No weekly homework will be sent home, online options to be loaded to class pages</p> <p>Home learning plans now in place, Staff meeting with EG 16/09 dedicated to this</p> <p>Plans in place for MT to send work out for any children isolating. System is effective.</p> <p>If staff wish to wear gloves they should let Katherine Fenna know so that gloves can be ordered. Staff may provide their own gloves if they wish. Washing hands should always be a priority before and after marking books, regardless of whether gloves are worn or not. Homelearning now updated and stored on staff shared drive for easy access.</p> <p>Reading books sent home on a Monday returned on a Thursday for quarantine.</p> <p>Cleaning items are available in shared learning areas The Ocean, The Orchard & The Jungle Room (please use resources in photocopying room)</p> <p>INSET on 4th January 2021 supports this.</p> <p>Communal resources – ie PE equipment, photocopiers, kitchen appliances should be wiped down after each use</p> <p>All communal resources should continue to be cleaned and put back in correct place after use. Housekeeping is important</p>	M	

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		<p>dispose of these but hand washing still essential.</p> <ul style="list-style-type: none"> - Look at alternative means of communicating and giving feedback e.g. visualisers, whole class marking, whiteboards, verbal feedback, online submission and feedback etc 				
1.6 Staff workspaces						
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms, and use is staggered 	<p>YES</p> <p>YES</p>	<p>Tape markers have been installed at the foot of each office door & near the staff toilets to remind staff to social distance.</p> <p>Email from NP sent to staff 23/09 with table of additional steps we can take to continue to protect each other.</p> <p>Email from MT sent to staff 24/09 with updated suggestions from the authority</p> <p>Reminder to staff on this weeks briefing about keeping a social distancing</p> <p>SLT creating 'clusters' of year groups to minimise the amount of staff moving across bubbles in school, this includes creating extra welfare facilities & office spaces for staff in the different zones of school.</p> <p>EMTAS & S&L will now take place in SENCO's office New office structure supports social distancing better. Staff working in offices should remain in there as much as possible and communicate via TEAMS.</p> <p>Staff can utilise staff room and hall for their break/dinner times but MUST practice social distancing at all times. Other welfare stations are available around school to make drinks, warm food – staff room, kitchen & photocopying room. The Jungle Room will no longer be used for welfare.</p> <p>All meetings & training will be held virtually</p>	L	

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				All meetings MUST be held via TEAMS and not in person unless PPE & a suitable risk assessment has been considered.		
1.7 Managing the school lifecycle						
Making progress with the school's autumn term calendar and future work plan considering of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for the autumn term is rationalised and is informed by DFE expectations of a broad curriculum from the start of the Autumn term with the aim of returning to the school's normal curriculum in all subjects by summer 2021 Schools continue to build capacity to educate pupils remotely where this is needed. School recruitment continues as usual. 	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Following Oak National Academy curriculum – to be shared with staff on 03.09.20. This will support home learning should it be needed following outbreak</p> <p>EG has produced a calendar of events for school year that can be celebrated virtually</p> <p>School continues to offer activities to support the curriculum most recently Black History dance workshop and Room on the Broom.</p> <p>Remote learning is effective with great feedback received from parents</p> <p>Swimming Lessons will continue as normal. We will follow the transport and venues's risk assessment.</p> <p>Educational Visits can now commence but MUST take into consideration how to remain covid secure & in keeping with our covid risk assessment control measures.</p>	L	
Pupils joining the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts Induction days for pupils and parents are planned... 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>All staff to be trained on MH awareness for children (DfE webinar form 09.07.20) and SLT are available to support as individual cases require.</p> <p>Social distance Nursery home visits MT/RW</p> <p>RC has been in contact with The Hays High School.</p> <p>Literature/information emails received from high schools are shared with Yr 6</p> <p>Pastoral staff are available – teachers to flag support to SH & LC</p> <p>Plans are already in place with NA in Office for Nursery & Reception Sept intake. NA will work with RW to prepare the necessary paperwork & SIMS process.</p>	L	

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				<p>NA is also working with SSM ready for Year 6 transition to High School.</p> <p>To be updated ahead of transition points and based on latest guidance for summer term 2021.</p> <p>Children in Year 6 can visit their new schools but MUST take into consideration how to remain covid secure & in keeping with our & their new school's covid risk assessment control measures.</p>		
1.8 Governance and policy						
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Meetings (online or face-to-face) held with governors when key decisions need to be made. Governing bodies are involved in key decisions on reopening the school. Governors are briefed regularly on the latest government guidance and its implications for the school. 	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Weekly update meetings and regular contact between HT/CoG to continue.</p> <p>Governors included in all staff correspondence regarding coronavirus.</p> <p>CoG to attend some weekly staff briefings (Friday at 8:30am) with updates.</p> <p>Governors are able to attend school but must wear PPE & keep a social distance from anyone else</p> <p>Governors are kept informed and are involved in key decisions</p> <p>FGB Meetings 6th July 2021 may be able to be carried out in person as a pose to virtually, subject to risk assessment & government guidance.</p>	L	
1.9 Policy review						
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance, visits and visitors and	M	<p>All relevant policies:</p> <ul style="list-style-type: none"> Safeguarding Health and Safety Fire Evacuation Behaviour Attendance Visitors Visits have been revised to take account of government guidance (Guidance for full opening – schools 2 June 2020) Staff, pupils, parents and governors have been briefed accordingly. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>All policies have been updated and will be shared with staff on 01.09.20</p> <p>Safeguarding lead to be class based each morning – caseload to be shared amongst SLT to support team based supervision due to potential demand of role following closure for covid-19.</p> <p>Visitors guide updated.</p> <p>Remote Learning Policy updated 4th Nov & shared with staff and parents on website.</p>	L	

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<p>other policies are no longer fit for purpose in the current circumstances</p>		<ul style="list-style-type: none"> Safeguarding Leads (and deputies) are designated extra time during the first few weeks of term to support staff and pupils regarding new safeguarding and welfare concerns 	YES	<p>SLT continue to review policies as they come up for renewal & are shared with staff</p> <p>No visitors should be on site without prior arrangement – site maintenance should continue</p> <p>A visitors agreement should be given out when signing in</p> <p>All visitors must wear PPE & keep a social distance from anyone else</p> <p>Policies continue to be updated as review dates occur</p> <p>SLT have conducted a full review of the school's bank of policies, this is being discussed in governors & all policies will continue to be shared with staff as they are approved.</p>		
1.10 Communication strategy						
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	M	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Professional associations Other partners including visitors 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Staff Handbook updated to cover all aspects of changes for September.</p> <p>Regular contact with parents via letter, text, website updates and newsletter</p> <p>Teams has been implemented which all staff have access to.</p> <p>All software updates have been carried out to reflect new pupil year groups ie Text to Parents & are ran weekly.</p> <p>COVID-19 Teams group set up.</p> <p>Website is updated as soon as we receive any guidance & texts are sent to parents & staff to alert them</p> <p>SLT to inform parents via letter, website, in person of the government's rules outside of school e.g no one to enter another household, no visiting friends for tea, sleep overs, parties etc</p> <p>Children are no longer required to get changed for PE, a simple change in footwear is required. SLT will notify parents.</p>	L	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
				<p>Staff should always have Teams open on their laptops.</p> <p>Self-Isolation summary poster from Local Authority will be sent home if a child is sent home to isolate with the standard letter.</p> <p>SLT continue to review policies as they come up for renewal & are shared with staff</p> <p>Reminders on Newsletter linked to COVID – social distancing & wearing face masks whilst around the school site</p> <p>Staff are kept informed by email as changes occur & the weekly bulletin and whole school staff update via Teams each Friday</p> <p>Parents are notified of changes via text, website & by class email account</p> <p>Weekly welfare calls are carried out by either a teacher or Teaching Assistant</p> <p>Governors receive the weekly bulletin and are in regular contact with SLT as updates arise/decisions are to be made</p> <p>SLT continue to work with external agencies & send any updates as necessary</p> <p>MT updating parents & staff regularly ahead of re-opening to all children on 8th March.</p> <p>MT continues to update parents as guidance/information changes.</p> <p>MT has been in contact with staff isolating or on maternity leave.</p> <p>MT has spent time with all staff ahead of the Spring Term ending.</p> <p>CYPAD will be used to order dinners for the kitchen.</p> <p>TEAMS should be used to communicate all messages beyond your usual working environment.</p> <p>Staff to ensure that they have read the NHS App information section towards the bottom of this risk assessment.</p>		

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
1.11 Staff induction and CPD						
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> An updated staff handbook is issued to all staff prior to full reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control including hand hygiene, respiratory hygiene and enhanced cleaning regimes Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	YES YES YES YES YES YES YES	<p>All to be shared with staff during final week of holidays and covered during INSET/training days w/beg 31.08.20.</p> <p>All documents will be updated following this and finalised by 04.09.20</p> <p>Staff returning from maternity/long term sick leave will be given an induction</p> <p>Any updates are shared with staff in weekly bulletin</p> <p>Online training opportunities are utilised when anyone is isolating.</p> <p>Staff INSET on 4th January 2021 will update staff on latest version of risk assessment.</p> <p>All staff will be emailed and updated as required – the expectation that staff check their emails at least once a day.</p> <p>Induction continues for student teachers</p> <p>CPD opportunities are shared as they arise.</p> <p>This risk assessment is shared with any new member of staff or supply covering. We will ensure that they follow the same social distancing & face covering policy like our staff do and offer the opportunity to take part in the LFT.</p>	L	
New staff are not aware of policies and procedures	M	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The updated staff handbook is issued to all new staff prior to them starting. 	YES YES	<p>Induction policies updated</p> <p>Staff signature sheets to obtain confirmation that policies/Staff Handbook have been read.</p>	L	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
prior to starting at the school when it reopens				<p>Policies continue to be shared with staff as they are written</p> <p>Email from NP sent to staff 23/09 with table of additional steps we can take to continue to protect each other.</p> <p>Email from MT sent to staff 24/09 with updated suggestions from the authority</p> <p>Induction checklists completed by EG for students & temp staff</p> <p>EG to be responsible for all new induction for adults</p> <p>RC responsible for induction of new children,</p> <p>This risk assessment is shared with any new member of staff or supply covering. We will ensure that they follow the same social distancing & face covering policy like our staff do and offer the opportunity to take part in the LFT.</p> <p>Plans are in place to conduct a full induction for staff returning from maternity leave.</p>		
1.12 Free school meals						
Pupils eligible for free school meals do not continue to receive vouchers if they are unable to attend (e.g. due to self-isolation or following clinical advice)	M	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	YES	<p>Task to be delegated to SLT/Business management staff in September.</p> <p>FSM boxes to be ordered as required. SSA will be responsible for this and RC to be responsible for the same day delivery of the boxes once they have arrived in school.</p> <p>FSM boxes are in place for eligible families</p> <p>Consent has been obtained from parents for Aldi FSM holiday scheme for Easter.</p> <p>FSM boxes are ordered for families that are isolating.</p>	L	

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1.13 Risk assessments						
<p>Risks are not comprehensively assessed in every area of the school considering COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies / additional controls are put in place and communicated to staff covering: Delivering aspects of the curriculum, especially for practical subjects and especially where shared equipment is required to be used External visits Managing visitors 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Lone working risk assessment reviewed, updated & cascaded to Site Manager, Head & DHT</p> <p>Classroom risk assessments carried out by teachers</p> <p>Risk assessments obtained from Sports Coach and for Year 4 swimming lessons</p> <p>MT requested risk assessments for TA tutors & University students</p> <p>SH obtained risk assessment from EMTAS & Speech & Language</p> <p>Risk assessments have been obtained for future events - Chicks in EY, Dance Days, PAT Testing</p> <p>Risk assessment received from Sales Sharks</p> <p>Risk assessment review of vulnerable staff completed by RC</p> <p>H&S audit completed by Salford LA Tues 8th Dec & everything was satisfactory</p> <p>No visitors should be on site without prior arrangement – site maintenance should continue</p> <p>A visitors agreement should be given out when signing in</p> <p>All visitors must wear PPE & keep a social distance from anyone else</p> <p>Risk assessments are in place for premises, curriculum, EHCP children, student teachers and vulnerable staff</p> <p>School to request risk assessments for any visitors to site ie contractors, external agencies</p> <p>Staff have been asked to complete a 'QCal' to obtain a score on the risks associated with COVID-19. Individual risk assessments are being updated by staff & in consultation with NP wc 1st March</p>	M	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
				<p>We will be asking all visitors if we can check their temperature prior to being allowed into school this includes external agencies, contractors, parents etc</p> <p>Risk assessments will be conducted for staff returning from maternity leave & any other staff members/activities that require one.</p> <p>Risk assessments have been received for swimming lessons & coach company.</p> <p>Risk assessment received from Electoral Office for the use of the school site in May.</p> <p>Risk assessment to be carried out for flu vaccinations in Autumn term</p>		
1.14 School transport						
<p>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines, Plan parents' drop-off and pick-up protocols that minimise adult to adult contact Guidance is in place regarding the removal of face coverings on arrival at school <p>LA Guidance What is the schools' stance on the wearing of PPE and face-coverings? (Consider Gov advice, LA advice, Union advice) This includes the disposal of coverings after wearing. Has school policy guidance been shared?</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>SENCo in regular contact regarding transport for ASC provision children</p> <p>No changes to ASC transport</p> <p>LA Update guidance: Visitors are required to wear face coverings when in school. Visitors are defined as non-frequent (less than once a week) therefore sports coaches would not be required to wear face coverings in school.</p> <p>Transport staff should be wearing face coverings.</p> <p>There is a supply of disposable face coverings in school</p> <p>The minibus that brings some children to school has been changed to reflect capacity. Plans have been adjusted so that the vehicle is able to drive up the path onto the playground & drop the children near their classroom.</p> <p>Some children attending school arrive by minibus – the normal plans & COVID procedures are in place</p> <p>** (dependent on families following guidance issued)</p>	M	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
		Will: <ul style="list-style-type: none"> - Visitors to the school will be asked to wear a face-covering? Is there: <ul style="list-style-type: none"> - A contingency supply of reusable face coverings available? 		<p>Children are able to travel on transport/minibuses for the purpose of educational visits. COVID secure measures must be taken and the control measures outlined within our risk assessment are to be followed</p>		
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19						
2.1 Cleaning						
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all frequently touched surfaces and welfare areas. • More frequent cleaning of rooms that are used by different groups • Regular cleaning of toilets • Pupils encouraged to clean hands after use of toilets • Working hours for cleaning staff are increased. • Develop a culture of shared responsibility for keeping areas clean. • Ensure 3rd Party risk assessments (e.g. from cleaning companies) are shared with the school. 	YES YES YES YES YES YES n/a YES	<p>Hours reviewed so that cleaner on-site all day to support spot cleaning.</p> <p>Citywide risk assessment to be shared with staff on 01.09.20</p> <p>Resources distributed so that only 1 bubbles uses or cleaned before putting back for communal use.</p> <p>NP reiterated to Craig that frequently touched surfaces are to be cleaned at regular intervals and continued by Shirley & Janice.</p> <p>Additional cleaning resources have been made available in The Ocean, The Orchard & Jungle Room to be used inbetween intervention groups</p> <p>Additional resources available in EY to allow for the different zones in their classroom to be cleaned each evening/equipment sterilised.</p> <p>Site Manager to replenish back up supplies each evening.</p> <p>Staff to utilise 'Site Manager' request Teams group for any additional cleaning supplies that you don't have and any cleaning required. CH now has access to this group.</p> <p>Staff are reminded to wipe down the photocopier, door handles of fridge etc after use.</p>	L	

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				<p>Year 6 classroom no longer used for staff meetings, these are held virtually.</p> <p>NP/CH conducted a review of the cleaning arrangements and supplies in school ahead of the new year.</p> <p>Cleaners hour to remain the same for the spring term in agreement with CITYWIDE.</p> <p>Site manager responsible for ensuring supplies are well stocked and that orders are placed well in advance to ensure delivery prior to stocks running low.</p> <p>A cleaner is on site all day</p> <p>Risk assessments in place from Citywide</p> <p>Frequently touched surfaces are cleaned at regular intervals – mid morning, after lunch at the end of the school day</p> <p>Cleaning products are available in classroom storage areas away from children and available from Site Manager's store</p> <p>Site Manager responsible for ensuring supplies are well stocked, don't run low and available around school</p> <p>Staff to use Site Manager group in Teams for any requirements</p> <p>Frequently touched surfaces around school will be cleaned regularly. Staff should wipe down photocopier, kitchen equipment as they use it.</p>		
2.2 Hygiene and handwashing						
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their</p>	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Intimate care policy reviewed & updated by EB</p> <p>Adequate stock in school. Staff will be issued with their own personal gel for use during the day, that should be left in school labelled with their name on it.</p> <p>Site Manager Teams group set up so that any requests can be actioned each day via NP.</p>	L	-

Brentnall Community Primary School - Operational risk assessment for school reopening – version 14 – w/effect from 10th June 2021

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
hands with sufficient frequency		<ul style="list-style-type: none"> Handwashing is built into the daily routine and is supervised by staff. Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. <p>LA Guidance Alcohol based hand sanitisers are not used in lab settings and advice issued to ensure all liquid has evaporated before touching surfaces.</p>	<p>YES</p> <p>YES</p>	<p>Regular audit of supplies held with CH/NP/KF</p> <p>Back up supplies – paper towels, soap, hand gel, toilet roll & bin bags to be available in each classes store room so that they don't need to leave the classroom. Site Manager to replenish back up supplies each evening.</p> <p>Site Manager now has access to Teams and can therefore see any requests that come into the 'Site Manager' requests group.</p> <p>NP/CH conducted a review of the cleaning arrangements and supplies in school ahead of the new year.</p> <p>Timetable in place for children washing hands at regular intervals throughout the day, including visits to the toilet & at lunchtime</p> <p>Antibac gel available in classrooms and at various stations across school site</p> <p>Clean hands thoroughly and more than other than normal remains a key prevention control method along with 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> When arrive at school Return from breaks Change rooms Before & after eating 		
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after breaks and after using any shared equipment Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>All planned for September INSET.</p> <p>Reminder to staff to use the check card on briefing 18/09</p> <p>Reminder to staff about daily check cards on briefing. Headteacher reminds staff daily and staff have to inform SLT when signing out if anyone isn't practising social distancing in school.</p> <p>Routines are in place & working effectively</p> <p>Hand washing/use of sanitizer to be high priority for all.</p>	M	

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		<ul style="list-style-type: none"> Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths. 		<p>Timetable in place for children washing hands at regular intervals throughout the day, including visits to the toilet & at lunchtime</p> <p>Antibac gel available in classrooms and at various stations across school site</p> <p>*reliance on children washing hands at times when in toilet – posters at all sink stations</p>		
2.3 Clothing/fabric						
Not wearing clean clothes regularly may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Uniform is worn and washed regularly as normal Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks Expectations and guidance are communicated to parents. Uniform that cannot be machine washed should be avoided. Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it. 	YES YES YES YES YES	<p>Spare uniform supplies in school – washed and kept for 72 hours before being handed out.</p> <p>Ties and blazers can be worn</p> <p>Ties and blazers can be worn.</p> <p>Y5/6 uniform checks. Challenge to be now in place for incorrect school uniform unless otherwise circumstances are known.</p> <p>Children to wear school uniform as normal & change footwear for PE</p>	L	
The use of resources and equipment may not be cleaned frequently enough	M	<ul style="list-style-type: none"> Students and staff to have their own pens and pencils etc. Classroom resources to be shared only within the bubble and cleaned regularly Resources that are shared between bubbles to be cleaned frequently and always cleaned or rotated and out of reach for a period of 48 hours (72 hours for plastics) between each bubble's use. Outdoor equipment to be regularly cleaned Limit equipment that pupils bring to school to lunch box, hat, coat, books, stationery and mobile phones. Limit unnecessary sharing of resources as much as possible. 	YES YES YES YES YES YES	<p>Cleaning plan in place for equipment and equipment to be distributed between classes based on current topic in PE.</p> <p>Systems in place for cleaning equipment & keeping reading books for 72hrs before reissuing is working well in school</p> <p>Reminder to staff to wipe equipment after use such as photocopier, laptops. Site Manager & cleaners regularly clean frequently touched areas such as door handles, taps etc</p> <p>Only staff in Early Years should use the photocopier in the provision. Other copiers are available in school the main copier, school office and administration offices.</p> <p>Additional resources available in EY to allow for different zones to be cleaned each evening.</p>	L	

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				Communal resources – ie PE equipment, photocopiers, kitchen appliances should be wiped down after each use		
2.4 Testing and managing symptoms						
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Health and Wellbeing support is available through the LA https://myzone.salford.gov.uk/people-zone/health-and-wellbeing 	YES YES YES	<p>SLT react to the updates</p> <p>Regular letters to parents</p> <p>Barriers to current situation with testing in Salford</p> <p>Home-testing Kit Policy written and shared with staff 18/09</p> <p>COVID-19 log is in place & updated by SLT.</p> <p>New COVID-19 Teams group created to ensure that staff are aware of which children are isolating</p> <p>Updated Covid step by step guide issued to staff 12th Oct & steps for SLT to take.</p> <p>Currently not experienced an issue in arranging testing for the school community.</p> <p>New guidance sought from Public Health & shared with staff 3rd Nov regarding COVID symptoms & when to send a child home with 2 or more symptoms that aren't the key 3 COVID symptoms</p> <p>Letter has been sent to parents informing them that a child with any illness can now arrange a test</p> <p>Updated guidance on COVID testing from LA communicated to all staff 19.01.21</p> <p>Staff are aware of the expectations should anyone in school – child or adult display symptoms</p> <p>COVID log in place including lateral flow testing and vaccination records for staff</p>	L	

Brentnall Community Primary School - Operational risk assessment for school reopening – version 14 – w/effect from 10th June 2021

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				<p>Staff are invited to take part in the Lateral Flow Testing programme – see separate section towards the end of this risk assessment.</p> <p>Parents of primary school children can take part in lateral flow testing however school must not provide parents with the kits in school, these are to be ordered/collected from a local hub.</p>		
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms (no one with symptoms should attend a setting for any reason). This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. Local Authority process is followed when anyone displays symptoms A record of any COVID-19 symptoms in staff or pupils is reported to the trust and local authority. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Advise sought air conditioning can be used in the portakabins</p> <p>New COVID-19 Teams group created to ensure that staff are aware of which children/staff are isolating</p> <p>Guidance poster from local authority for pupils who have been asked to self isolate has been loaded to the website and a copy will go home with any child that is sent home from school in the future</p> <p>SLT continue to report any COVID symptoms amongst staff and pupils to the LA via phone or online form.</p> <p>Letter has been sent to parents informing them that a child with any illness can now arrange a test. Copy shared with staff on bulletin 11th Dec</p> <p>National lockdown restrictions</p> <p>Natural ventilation is a preference over the use of the air conditioning units in the portakabins.</p> <p>COVID-19 section of school website has been updated with testing information & government guidance which is available in a number of languages.</p>	M	
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing)</p>	M	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance and local authority process on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. 	<p>YES</p> <p>YES</p>	<p>Regular updates to parents via letter, newsletter, text & Tweets</p> <p>Updated Covid step by step guide issued to staff 12th Oct & steps for SLT to take.</p> <p>Currently not experienced an issue in arranging testing for the school community.</p> <p>Full review of the COVID information tab on the school website undertaken 3rd November - shared with staff via email, a text sent to parents and a Tweet.</p>	L	

Brentnall Community Primary School - Operational risk assessment for school reopening – version 14 – w/effect from 10th June 2021

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should anyone display symptoms of COVID-19		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	YES	<p>Updated guidance on COVID testing from LA communicated to all staff 19.01.21</p> <p>Staff are aware of the expectations should anyone in school – child or adult display symptoms</p> <p>COVID-19 section of school website has been updated with testing information & government guidance which is available in a number of languages.</p>		
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders 	YES YES YES	<p>Full review of the COVID information tab on the school website undertaken 3rd November - shared with staff via email, a text sent to parents and a Tweet.</p> <p>Headteacher has updated parents throughout the term, during our school isolation over half term & will continue in Autumn 2.</p> <p>Letter has been sent to parents informing them that a child with any illness can now arrange a test. Copy shared with staff on bulletin 11th Dec</p> <p>Updated guidance on COVID testing from LA communicated to all staff 19.01.21</p> <p>Staff are aware of the expectations should anyone in school – child or adult display symptoms</p> <p>COVID-19 section of school website has been updated with testing information & government guidance which is available in a number of languages.</p>	L	
2.5 First Aid/Designated Safeguarding Leads						
The lack of capacity / availability of designated First Aiders and Designated Safeguarding Leads	H	<ul style="list-style-type: none"> Ensure staff First Aid training is booked and accessed if First Aid Certificate has expired. Where there is a good reason why this is not possible, First Aid certificates to be extended till 30th December 2020 A programme for training additional staff is in place. 	YES YES YES YES	<p>DSL is not responsibility of the HT/DHT as well as pastoral manager. PM is class based due to aiming to reduce social distancing and reduce mixing between bubbles with staff.</p> <p>Compelte MHWB questionnaire about the children and re-assess to identify gaps in mental health</p> <p>DHT/HT training on current safeguarding issues</p> <p>Safeguarding audit carried out 29-9-20</p>	M	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
puts children's safety at risk		<ul style="list-style-type: none"> • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. • All relevant staff are aware of all pupils in school with relevant health conditions • DSL and Deputy DSL to be given more time at start of term to provide support to staff and pupils • Ensure good communication with school nurses. 	YES	<p>12/13 first aiders currently able to treat anyone who requires their support</p> <p>First aiders to check & replenish supplies regularly. Disposable ice packs have been ordered</p> <p>Each first aid box will have their own accident book (2 part copy book) which will replace the yellow accident book. Any additional notes necessary to the slip sent home to parents should be made on the reverse of the slip retained at school.</p> <p>Class teachers/TAs responsible for ensuring that FA packs in classes are re-stocked. JJa to ensure that the unit in the entrance is well stocked to support this.</p> <p>Staff briefing reminded staff to update CPOMS with any concerns</p> <p>MT or RC to be onsite</p> <p>Updated guidance from government emailed to first aiders</p> <p>First aider should remove their face covering & change to a PPE face mask prior to administering first aid.</p> <p>NP emailed all first aiders with a specific risk assessment for a supply member of staff that has a health need.</p> <p>** (unaware of the severity of need)</p>		
2.6 Medical rooms						
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> • Social distancing provisions and PPE where needed for personal care are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	YES YES YES	<p>Same procedures as summer – staff have flow chart and response sheet attached to classrooms.</p> <p>First aider should remove their face covering & change to a PPE face mask prior to administering first aid.</p> <p>Anyone assisting a child/staff member who is showing symptoms of Coronavirus should wear full PPE – gloves, apron, and face mask – please note they will need to remove their face covering & change to a PPE face mask.</p>	L	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
				<p>A deep clean should be conducted after anyone has been sent home, please note Site Manager is unable to do so please seek assistance from a cleaner or MT/NP</p> <p>Where possible, anyone displaying symptoms should isolate outside, the disabled toilet is not fit for purpose due to limited ventilation, please use bike shed for cover if necessary.</p>		
2.7 Communication with parents						
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in Section 1, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks created. Risk assessment to be published on school website (unless staff group is less than 50) 	YES YES YES YES	<p>Language barriers prove an issue for parents – more letters to be put on school website that parents can translate using the google translate facility.</p> <p>Key Messages section of the website has been updated to inform parents about how to translate messages</p> <p>To prevent a staff member delivering letters to each classroom whole school letters will now be loaded to the school website & letters specific to a class will be loaded on that class's class page on the website.</p> <p>SLT to inform parents that no personal items other than coat/water bottle/lunch box can come into school. Comforters, toys, show & tell items must not come into school.</p> <p>The website continues to be updated with any information and text messages alert parents to check the latest information</p> <p>Parents are notified of changes via text, website & by class email account</p> <p>COVID-19 section of school website has been updated with testing information & government guidance which is available in a number of languages.</p> <p>MT regularly updates parents as updates/guidance are received.</p>	M	
Parents and carers may not fully understand	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	YES	<p>All update emails received to HT email and shared on through weekly bulletin</p> <p>Regular texts, letters, newsletters & Tweets shared with parents</p>	L	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
their responsibilities should a child show symptoms of COVID-19				<p>Any updates are made to COVID section of website & key focuses are highlighted in the weekly newsletter/emails sent from class email accounts.</p> <p>Parents are notified of changes via text, website & by class email account</p> <p>COVID-19 section of school website has been updated with testing information & government guidance which is available in a number of languages.</p> <p>Welfare calls will be made to any families isolating after 8th March</p>		
2.8 Personal Protective Equipment (PPE)						
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Ensure that 3rd party employers (e.g. catering and cleaning companies) have shared risk assessments with the school. <p>LA Guidance What is the schools' stance on the wearing of PPE and face-coverings? (Consider Gov advice, LA advice, Union advice) This includes the disposal of coverings after wearing. Has school policy guidance been shared? Will:</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Visitors to school to wear a face covering</p> <p>PPE is readily available in school & stock levels are good.</p> <p>LA Update guidance: Visitors are required to wear face coverings when in school. Visitors are defined as non-frequent (less than once a week) therefore sports coaches would not be required to wear face coverings in school.</p> <p>There is a supply of disposable face coverings in school.</p> <p>Supplies of PPE grab bags for SLT have been replenished</p> <p>PPE grab bags to be made up for staff who offer intimate care, these are regularly available in the cube unit in the female staff toilet.</p> <p>Reminder to staff to wear PPE, especially when on gate duty & moving around school.</p> <p>Staff will be advised to wear a face coverings at all times when not in base room.</p> <p>All visitors must wear PPE & keep a social distance from anyone else</p> <p>Staff on gate duty should wear a mask at all times and a visor if they wish to do so. A visor on its own is NOT sufficient</p>	M	

Areas for concern	Risk rating prior to action	Control measures	In place?	Further actions/Control measures in place at the end of the Spring term that will continue at the start of the Summer term	Residual risk rating	Changes/Updates for Summer term 2021
		<ul style="list-style-type: none"> Visitors to the school will be asked to wear a face-covering? Is there: <ul style="list-style-type: none"> A contingency supply of reusable face coverings available? 		<p>When dealing with anyone who is showing coronavirus symptoms, you must wear a face mask provided by school as a pose to a face covering which differs somewhat. Please use the PPE packs that have been made up around school.</p> <p>We will be asking all visitors if we can check their temperature prior to being allowed into school this includes external agencies, contractors, Fask parents etc</p> <p>A staff member who administers intimate care or first aid, should remove their face covering & change to a PPE face mask prior to administering first aid.</p> <p>Anyone assisting a child/staff member who is showing symptoms of Coronavirus should wear full PPE – gloves, apron, and face mask – please note they will need to remove their face covering & change to a PPE face mask.</p> <p>Staff must wear PPE when assisting anyone who is unwell (including non COVID symptoms), first aid or intimate care. This includes swopping face covering for a face mask.</p>		

3. Maximising social distancing measures

3.1 Pupil behaviour

Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> Where appropriate, clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently Between adults; adults and pupils (where possible); and between bubbles. The movement of pupils around the school is minimised. 	YES	<p>Reinforcement of expected rules.</p> <p>Staff/SLT presence when transferring from one space to another.</p> <p>Systems in place working effectively</p> <p>Behaviour incidents have been lower than anticipated & systems continue to be effective.</p>	M	
			YES	<p>Behaviour incidents remain low.</p>		
			YES	<p>Children to be reminded on behaviour expectations on first morning back in assembly. (virtual)</p>		

	<ul style="list-style-type: none"> • Large gatherings that break bubbles are avoided. • Break times and lunch times are staggered and structured to support maintenance of bubbles and social distancing where appropriate and are closely supervised. • The school's behaviour policy has been revised to include Supportive inclusive guidance, trauma informed compliance with social distancing communicated to staff, pupils and parents. - • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards. • All pupils and staff understand this is now part of how school operates. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>All behavioural incidents should be reported to MT or RC in his absence.</p> <p>A member of SLT will be assigned to each cluster to assist with de-escalation</p> <ul style="list-style-type: none"> • N, R & 1 = RW • 2, 3 & 4 = AG & RC • 4/5, 5 & 6 = EG • Ruby = SH <p>MT & NP will be on call to assist all clusters, in the 1st instance social distancing but will assist as necessary.</p> <p>If time allows, staff members assist in behaviour/Team Teach should remove their face covering & change to a PPE face mask</p>		
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3.2 Classrooms and teaching spaces

The size and configuration of classrooms and teaching spaces does not support compliance with bubble model and social distancing measures	H	<p>LA Guidance</p> <p>Meeting the needs of learners who are not on site- quality remote learning has to be in place. Follow EEF and DfE guidance. Should be high quality remote learning and accessible for all. Consideration of feedback to be given.</p> <p>Schools need Contingency Plans encompassing remote learning by the end of September.</p>	<p>EY to be split into smaller groups as currently a bubble of 47 due to one room. SD measures to be promoted in these spaces.</p> <p>PPA time to be taken at home or 1 person in The Orchard</p> <p>Children should remain in their classroom bubbles interventions</p> <p>EMTAS & S&L interventions being carried out in SENCO office. Clusters to be reviewed and classes based in clusters to support movement for ASC provision children.</p> <p>Classroom set up remains unchanged</p> <p>Same staff will remain in each classroom with the exception of PPA which will be covered by a member of staff from the class's</p>	M	
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				<p>extended cluster or supply. If there isn't sufficient staff to keep a class bubble open, we will notify parents accordingly.</p> <p>Cluster A = N, R & 1 Cluster B = 2, 3 & 4 Cluster C = 4/5, 5 & 6 Cluster D = Ruby</p>		
3.3 Movement in corridors						
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> See section 1..4: <i>Planning Movement around the school</i> 	YES	<p>All classrooms have external doors and external paths used for movement</p> <p>Movement around school to be kept to a minimum and where possible to travel around the school building. Adults must wear a mask at all times outside of the classroom</p> <p>Social distancing to be practiced at all times including during staff's breaktimes</p> <p>Masks must be worn when moving around school.</p>	L	
3.4 Break times						
Pupils may not observe maintaining bubbles and social distancing where appropriate at break times	M	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas including all drop off and collection points. Supervision levels have been enhanced, to support social distancing. All pupils and staff clean their hands when they return from breaks 	YES YES YES YES YES YES	<p>Water bottles can now be sent home each evening for parents to clean and send in the following day with their child.</p> <p>Staff police breaktimes</p> <p>Social distancing to be practiced at all times</p> <p>Break times can be taken in the class's individual outdoor space or within one of the 4 sections on the main playground.</p> <p>Ruby Class will use the main playground at certain times.</p>	L	
3.5 Lunch times						

Brentnall Community Primary School - Operational risk assessment for school reopening – version 14 – w/effect from 10th June 2021

<p>Pupils may not observe maintaining social bubbles and social distancing where appropriate at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Rotas are in place to prevent bubbles mixing • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing and maintaining bubbles. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches • Eating areas are cleaned after lunch and between groups <p>LA Guidance The bringing of a full personal water bottle each day is encouraged and water fountains can be used with additional control measures in place.</p>	<p>YES YES YES YES YES YES YES YES</p>	<p>SLT presence throughout lunchtime to ensure SD/Hygiene routines are followed. Built into monitoring plan.</p> <p>Staff should use their own water bottle each day. Wherever possible, hot drinks should be in staff's own mugs/cups so as to reduce the sharing. Washing of cups/bottles is the responsibility of individual members of staff.</p> <p>SLT creating 'clusters' of year groups to minimise the amount of staff moving across bubbles in school, this includes creating extra welfare facilities & office spaces for staff in the different zones of school.</p> <p>Staff fed back that they would prefer to cover dinnertimes than have an additional member of staff enter their bubble. SLT working on this.</p> <p>Children are now able to bring their packed lunch in a box/bag instead of a plastic carrier bag.</p> <p>The hall is to be used to serve lunch</p> <p>Staff police breaktimes</p> <p>Social distancing to be practiced at all times</p> <p>Staff must wear masks whilst covering lunchtimes indoors, it isn't compulsory to wear outdoors unless a 2m distance can not be met</p> <p>Break times can be taken in the class's individual outdoor space or within one of the 4 sections on the main playground.</p> <p>Ruby Class will using the main playground at certain times.</p>	<p>M</p>	
<p>3.6 Toilets</p>						
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues and school policy is amended to reflect this • The toilets and sinks are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. 	<p>YES YES YES YES YES</p>	<p>Each bubble has their own set of toilets bar 2 bubbles who share one larger set but children only using 1 cubicle from each bubble to allow SD and non-crossing of bubbles.</p> <p>SLT creating 'clusters' of year groups to minimise the amount of staff moving across bubbles in school, this includes creating extra welfare facilities & office spaces for staff in the different zones of school.</p> <ul style="list-style-type: none"> - EY, Year 1 & Ruby – own toilets in classrooms - Year 2 & 3 (cubicle per year group in toilets next to classrooms) 	<p>L</p>	<p>-</p>

		<ul style="list-style-type: none"> • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. - building these routines into school culture 	YES YES	<ul style="list-style-type: none"> - Year 4 & year 4/5 own toilets across the hall - Year 5 & 6 (cubicle per year group in toilets next to classrooms) 		
3.7 Medical Rooms						
The configuration of medical rooms may compromise social distancing measures	M	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	YES YES YES	Disabled toilet now being used for anyone isolating as it was too cold onboard Bertie Bus Where possible, anyone displaying symptoms of Coronairus should isolate outside or the disabled toilets. See 2.6	L	
3.8 Reception area						
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Any essential visitors asked to comply with all required control measures. • All visitors sign in with contact details – to be used in the event of a local outbreak Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). • Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable). <p>LA Guidance Clear advice and procedures are communicated to visitors and contractors</p>	YES YES YES YES YES YES	New floor markings to remind staff of social distancing Where parents need to drop an item or deliveries are made to school, office staff only to let 1 person in at a time Deliveries can be made Any parent who has a query at the start/end of day should leave a message with the SLT member on duty and a call back will be made to them, this is to promote social distancing. Uniform orders are to be made via ParentPay and items will be delivered to classrooms. New system in place to aid social distancing outside of the school grounds with barriers at 2 gate entrances. Pre-planned visitros will now be booked in via Inventry. NP to share with staff how to do this. Parents will NOT be allowed to the school office and told they must contact school via email and/or telephone. No visitors should be on site without prior arrangement – site maintenance should continue A visitors agreement should be given out when signing in	M	

				<p>All visitors must wear PPE & keep a social distance from anyone else</p> <p>All meetings will be held via Teams</p> <p>We will be asking all visitors if we can check their temperature prior to being allowed into school this includes external agencies, parents etc</p>		
3.9 Arrival and departure from school						
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	H	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Removing face coverings when pupils and staff who use them arrive at school is communicated clearly to them Pupils and staff clean hands on arrival and departure to school Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Face coverings guidance shared with staff</p> <p>Any parent who has a query at the start/end of day should leave a message with the SLT member on duty and a call back will be made to them, this is to promote social distancing</p> <p>Website & HT update to request that parents wear a mask outside the immediate area of school grounds.</p> <p>SLT to remind and challenge those parents who are not conforming to social distancing measures.</p> <p>MT to speak to individual repeat offenders via telephone/letter.</p> <p>Clusters: A = N, R & 1 B = 2, 3 & 4 C= 4/5, 5 & 6 D = Ruby</p> <p>Gates: Side Gate - N, R & Year 2 Main Gate – 3, 4 & 4/5 Car Park Gate 1, 5, 6 & R</p> <p>Start/End Times: 08:30-08:45 – 1, 2 & 4/5 02:45pm 08:45/09:00 – Rec, 4, 6 & Ruby 3:00pm 09:00-09:15 – Nur, 3 & 5 3:15pm</p> <p>A face mask must be worn whilst on gate duty. A visor on its own is not suitable.</p>	M	

3.10 Transport

<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings for pupils over the age of 11 Survey parents on their typical routes to school and potential alternatives. 'Safer travel guidance for passengers' is shared with families using public transport. Settings should also consider ways to minimise use of public transport to get to and from school at peak time, e.g. 'walking buses' Guidance is in place for dedicated school transport – social distancing does not apply from the autumn term if systems are in place to minimise risk of transmission Removing face coverings when pupils and staff who use them arrive at school is communicated clearly to them <p>LA Guidance What is the schools' stance on the wearing of PPE and face-coverings? (Consider Gov advice, LA advice, Union advice) This includes the disposal of coverings after wearing. Has school policy guidance been shared? Will:</p> <ul style="list-style-type: none"> Visitors to the school will be asked to wear a face-covering? <p>Is there:</p> <ul style="list-style-type: none"> A contingency supply of reusable face coverings available? <p>LA Guidance Staff sharing cars is to be avoided if at all possible. If essential, risk assessments need to be in place considering:</p> <ul style="list-style-type: none"> travelling to work during work 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Currently reviewing staff who come on public transport to minimise where possible.</p> <p>LA Update guidance: Visitors are required to wear face coverings when in school. Visitors are defined as non-frequent (less than once a week) therefore sports coaches would not be required to wear face coverings in school. Transport staff should wear face coverings.</p> <p>This should now be avoided unless a risk assessment has been completed. Joint travelers should wear face coverings and have ventilation in vehicles at all times. SLT should be made aware prior to car sharing taking place for authorisation and completion of risk assessment.</p> <p>There is a supply of disposable face coverings in school.</p> <p>The minibus that brings some children to school has been changed to reflect capacity. Plans have been adjusted so that the vehicle is able to drive up the path onto the playground & drop the children near their classroom. Some children attending school arrive by minibus – the normal plans & COVID procedures are in place</p> <p>Educational visits can now take place COVID secure measures must be taken and the control measures outlined</p> <p>Staff members should not be car sharing unless they work in the same cluster, this measure is in place to prevent closing additional bubbles. Please see NP if you wish to car share so a risk assessment can be completed.</p> <p>SH to relay to parents that children in Ruby Class should not board the minibus if they or a member of their household has had a positive test of has symptoms of Coronavirus.</p> <p>A face mask must be worn whilst on assisting pupils off transport.</p> <p>The school minibuses can be used to take children to swimming lessons, walking is however preferred.</p> <p>Children are able to travel on transport/minibuses for the purpose of educational visits. COVID secure measures must be taken and</p>	<p>M</p>
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				the control measures outlined within our risk assessment are to be followed		
3.11 Staff areas						
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Plan how shared staff spaces are used to help staff distance from each other Use of staff rooms minimised. 	<p>YES</p> <p>YES</p>	<p>Email from NP sent to staff 23/09 with table of additional steps we can take to continue to protect each other.</p> <p>SLT creating 'clusters' of year groups to minimise the amount of staff moving across bubbles in school, this includes creating extra welfare facilities & office spaces for staff in the different zones of school.</p> <p>Social distancing to be practiced at all times including during staff's breaktimes</p> <p>Staff can utilise staff room and hall for their break/dinner times but MUST practice social distancing at all times. Other welfare stations are available around school to make drinks, warm food – staff room, kitchen & photocopying room. The Jungle Room will no longer be used for welfare.</p>	L	
4. Continuing enhanced protection for children and staff with underlying health conditions						
4.1 Pupils with underlying health issues						
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>SH has conducted risk assessments for children</p> <p>SH to review risk assessments especially those with CEV conditions</p> <p>SH to update risk assessment for children w/beg 4/1/21</p> <p>Risk assessments are in place for premises, curriculum, EHCP children, student teachers and vulnerable staff</p>	L	

4.2 Staff with underlying health issues					
<p>Staff with underlying health issues (extremely vulnerable, vulnerable or at heightened risk) are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or those with extreme vulnerabilities have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with extreme vulnerabilities are working from home, Those who are vulnerable are working from home or in work following an individual risk assessment, and those with heightened risk factors (page 9 of the individual risk assessment) have had a risk assessment. . • Current government guidance is being applied. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Followed up OH referrals</p> <p>School to follow guidance from LA/NHS & manage risks accordingly.</p> <p>Risk assessments are in place for premises, curriculum, EHCP children, student teachers and vulnerable staff</p> <p>Staff have been asked to complete a 'QCaI' to obtain a score on the risks associated with COVID-19. Individual risk assessments are being updated by staff & in consultation with NP wc 1st March</p> <p>Risk assessments are in place for all staff members & will be updated when staff return from sick or maternity leave.</p>	<p>M</p>
4.3 Staff at higher risk of developing more severe complications					
<p>Employees with additional risk factors and measures have not been put in place to protect them.</p> <p>(Additional risk factors are BAME,</p>	<p>H</p>	<ul style="list-style-type: none"> • Employees have had discussions with their line managers and provided with clear guidance specific for their needs. • Employees have been asked to make their line manager aware of any underlying health conditions and the manager has sought to ensure that the appropriate guidance has been acted upon. • The service is clear about the definitions and associated mitigating strategies relation to people who have any additional risk factors. The following are classed as additional risk factors; BAME, smoking, high blood pressure, obesity, age, disability, pregnancy 	<p>YES</p> <p>YES</p> <p>YES</p>	<p>As above</p> <p>School to follow guidance from LA/NHS & manage risks accordingly.</p> <p>Risk assessments are in place for premises, curriculum, EHCP children, student teachers and vulnerable staff</p> <p>Staff have been asked to complete a 'QCaI' to obtain a score on the risks associated with COVID-19. Individual risk assessments are being updated by staff & in consultation with NP wc 1st March</p> <p>Risk assessments are in place for all staff members & will be updated when staff return from sick or maternity leave.</p>	<p>M</p>

<p>smoking, high blood pressure, obesity, age, disability, pregnancy)</p>		<ul style="list-style-type: none"> Records are kept of this and regularly updated. Members of staff with additional risk factors have been asked to seek and act on the advice of their GP/consultant/midwife/occupational health or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as having an additional risk factor. All staff with additional risk factors that put them at increased risk from COVID-19 are working in line with national guidance and the services' risk assessment. Current government guidance is being applied. 	<p>YES YES YES YES YES</p>			
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5. Enhancing mental health support for pupils and staff

5.1 Mental health concerns – pupils

<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided 	<p>YES YES YES YES</p>	<p>Survey to be completed on children regarding mental health and identify support available for identified children.</p> <p>Assemblies will be held virtually via Teams & small year group clusters ie N, R & 1. 2,3 & 4. 4 4/5, 5 & 6</p> <p>Wellbeing boards in each classroom</p> <p>Ad-hoc supplies as needed</p> <p>Resources have been available online throughout the pandemic. Reminder will be added to briefing & newsletter</p> <p>Regular reminders on support available on letters & website updates</p> <p>Staff should alert SLT of any concerns over any child, adult or family</p> <p>Mental Health First Aiders available for support</p> <p>Teachers to identify children during week commencing 8th March for support</p> <p>Welfare calls will be made to any family isolating after full reopening on 8th March</p>	<p>M</p>	
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				Teachers & TA continue to report any concern to Pastoral Manager/SENCO		
5.2 Mental health concerns – staff						
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. (e.g. Salford Wellbeing Programme) 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Staff wellbeing is a key priority and every comms to staff starts with this and support available.</p> <p>Reminder of staff bulletin of resources available on Your Zone</p> <p>Whole Staff Teams discussion on risk assessment 3rd Nov & asked staff to come forward on ideas to keep our team strong.</p> <p>Regular support offered.</p> <p>Seek opportunities for staff to access some mental helath/wellbeing training.</p> <p>Staff are encouraged to focus on their wellbeing & utilise the resources shared in school and available on Your Zone</p> <p>SLT links have been created to support staff</p> <p>Mental Health First Aiders available for support</p> <p>Staff should seek support or suggest support for colleagues from other colleagues/Phase Leaders/SLT</p>	M	
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catchups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>WFH policy to be shared with staff. Some staff allocated one day per week to work from home if role allows. Any staff working form home to follow school systems for contact with line manager throughout the day.</p> <p>Staff will be assigned a SLT 'key contact' when working at home when isolating.</p> <p>Regular reminders on support available on email from HT 26/10</p> <p>Whole Staff Teams discussion on risk assessment 3rd Nov & asked staff to come forward on ideas to keep our team strong.</p> <p>Staff to be mindful of staff working from home, it shouldn't be 'out of sight, out of mind'</p> <p>When any member of staff is WFH they will be linked to a member of SLT who they should contact throughout the day.</p>	M	

				<p>Staff are encouraged to focus on their wellbeing & utilise the resources shared in school and available on Your Zone</p> <p>SLT links have been created to support staff</p> <p>Mental Health First Aiders available for support</p>		
5.3 Bereavement support						
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	<p>YES</p> <p>YES</p>	<p>Training accessed</p> <p>Resources linked to bereavement available online AMK to share.</p> <p>Additional support available on Your Zone & support email from HT 26/10</p> <p>Staff should alert SLT of any concerns over any child, adult or family</p> <p>OH support is available for any staff member that require additional specialised support</p>	L	
6. Operational issues						
6.1 Review of fire procedures						
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Possible absence of fire marshals Maintenance of bubbles and Social distancing measures during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. New arrangements are tested and amended if necessary 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Guidance on fire doors sought from Fire Brigade.</p> <p>Fire drill held was effective & successful.</p> <p>Change of date for FRA, now being conducted in December</p> <p>Latest guidance from the LA states that internal fire doors should not be propped open. External fire doors can still be used to obtain ventilation</p> <p>PEEP required for new child in Early Years – SH completing</p> <p>Fire Risk Assessment completed by LA 8th Dec 2020 & satisfactory Premises checks continue to be carried out including fire drills, compliance checks and policy updates</p> <p>Whole school fire drill will take place during 1st full week back from 8th March</p>	L	NFA

				NP updating fire evacuation policy as additional Fire Warden SSm trained on 25 th Feb.		
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place for early in the autumn which are in line with maintaining bubbles and social distancing measures. 	YES	<p>Bubbles can be kept just 2 metre apart when in fire drill places – new marking on playground to support this.</p> <p>Fire drill held was effective with social distancing measure & was successful – no concerns.</p> <p>Whole school fire drill will take place during 1st full week back from 8th March</p> <p>Fire Drill conducted 26th March went smoothly in an amazing evacuation time.</p>	M	
Fire marshals absent due to self-isolation	M	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	YES	<p>Fire drill held was effective & successful. NP to keep up to date records to ensure compliance</p> <p>Premises checks continue to be carried out including fire drills, compliance checks and policy updates</p> <p>NP updating fire evacuation policy as additional Fire Warden SSm trained on 25th Feb.</p>	L	
6.2 Managing premises on reopening after closure during the school holidays						
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	YES YES	<p>To be supported by HT as and when needed</p> <p>Premises checks continue to be carried out including fire drills, compliance checks and policy updates</p> <p>Full termly checks in place</p> <p>All checks completed for Spring Term</p>	L	
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	YES YES	<p>H&S audit on 8th Dec found all compliance checks have been carried out inline with expectations & as required</p> <p>Premises checks continue to be carried out including fire drills, compliance checks and policy updates</p> <p>All compliance checks are up to date</p> <p>All checks completed for Spring Term</p>	L	

6.3 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>M</p>	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). <p>LA Guidance Clear advice and procedures are communicated to visitors and contractors</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Inspections will be planned outside of the school day.</p> <p>Visitors guide has been updated and, in the unavoidable situation that a contractor has to attend during the school day, they will be briefed prior to the visit via email and asked to sign to acknowledge the school's procedures upon arrival. If an emergency visit is needed then visitors will be briefed by MT/RC/NP on arrival of the key aspects of the risk assessment.</p> <p>No visitors should be on site without prior arrangement – site maintenance should continue</p> <p>A visitors agreement should be given out when signing in</p> <p>All visitors must wear PPE & keep a social distance from anyone else</p> <p>All compliance checks are up to date therefore no additional contractors are expected until later in the summer term unless required.</p> <p>We will be asking all visitors if we can check their temperature prior to being allowed into school this includes external agencies, contractors, parents etc</p> <p>Maintenance was carried out during May Half Term – fire and intruder alarm, light replacements, drainages and boiler works.</p>	<p>L</p>

7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places, the school in financial difficulties	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. 	YES YES YES YES YES	<p>All completed in summer term and will be complete again in autumn term.</p> <p>KF & MT continue to monitor budget.</p> <p>MT & KF continue to review any additional cost pressures as a result of COVID</p> <p>Governors meeting 6th July 2021</p>	L

8. Governance

8.1 Oversight of the governing body

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>M</p>	<ul style="list-style-type: none"> • The governing body continues to meet when key decisions need to be made via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The headteachers report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	<p>YES YES YES YES YES</p>	<p>All meeting dates set for this academic year.</p> <p>See previous section on governance</p> <p>Governors are able to attend school but must wear PPE & keep a social distance from anyone else</p> <p>Governors are kept informed and are involved in key decisions</p> <p>Govenors receive the weekly bulletin and are in regular contact with SLT as updates arise/decisions are to be made</p> <p>Next meetings 6th July 2021</p>	<p>L</p>	
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The following sections need updating when advice is received from Salford LA.

9. Direct transmission of COVID-19 virus - Use of the NHS COVID-19 app in Schools and Further Education Colleges

<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

The NHS COVID-19 APP <https://covid19.nhs.uk/pdf/introducing-the-app.pdf> is available to download for anyone aged 16 or over if they choose.

App features:

- Trace – alerts the individual if they were in close contact with a confirmed case
- Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter
- Check in – allows the individual to check in to locations via the app and official NHS QR codes
- Symptoms – allows the individual to check symptoms against government guidance and to get advice
- Test – allows the individual to order a free test and to receive results and advice via the app
- Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice
- Bluetooth must be enabled for the app to work
- If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted.
- The tracing function can be paused
- A reminder can be set to switch the app back on
- The app does not work if the phone is switched off

<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p> <p>Risk to: School employees parents, pupils and the general public Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>H</p>	<ul style="list-style-type: none"> • Schools may want to discuss the use of the app with their students. • Schools may want to communicate the use of the app with parents/carers. • For some young people (SEND) parents will need to decide whether this is appropriate for their child. • Staff will also be able to use the app. • Guidance and further information for Students and parents https://covid19.nhs.uk/ is shared. • Schools advise students that any notifications are communicated to a member of staff so the process around the student beginning self-isolation can be put in place. • Schools consider how and when students are able to access their mobile device to check for notifications. • If devices are in lockers, the Tracing app should be paused to avoid picking up contacts when the owner is not near their phone – reminders to switch back on can be set). • If devices stay with students during the day, they must be on silent and in pockets or bags. • If students phones are confiscated they should be asked to pause the Contact Tracing App. • All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a student. • ® 	<p>N/A</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>N/A</p> <p>N/A</p> <p>Y</p> <p>N/A</p> <p>N/A</p> <p>Y</p> <p>Y</p>	<p>New item added to risk assessment 7th Oct 2020 Added to newsletter</p> <p>Added to newsletter</p> <p>Staff Bulletin – 28/09, 12/10 On Website</p> <p>Staff Bulletin – 16/10</p> <p>Staff Bulletin – 28/09, 12/10 & on website</p>	
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			<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p>	<p>The app does not replace the COVID social distancing procedures & reporting measures</p>	
<p>Direct transmission of COVID-19 - Schools or Further Education colleges where members of the public may take part in activities or make use of your premises</p> <p>The app has a check-in feature which enables a venue to register for an official NHS QR code and allows users to 'check-in' to participating venues on their app by scanning that code. https://covid19.nhs.uk/pdf/user-qr-guide.pdf</p>					
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p> <p>Risk to: School employees parents, pupils and the general public Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>		<ul style="list-style-type: none"> • If the Schools/FE premises comes within the scope of the current guidance for maintaining records of staff, customers and visitors to support the NHS Test and Trace we will display an NHS QR poster in line with the 'working safely during coronavirus (COVID-19) outbreak' https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace • When needed create an NHS QR code posters online for free: https://www.gov.uk/create-coronavirus-qr-poster and display it. • Use the NHS QR codes and the app for recording external visitors (and providing those visitors' details to NHS Test and Trace in the event of a positive case) if it is more effective than the existing system. • Use NHS QR check-in if hosting an event, e.g. Nativity or student art show for visitors (not students or staff). • Use NHS QR check-in if premises are being let out during evenings, weekends or holidays to external providers. 	<p>Y</p> <p>Y/N/ NA</p> <p>Y/N/ NA</p> <p>Y/N/ NA</p> <p>Y/N/ NA</p> <p>Y/N/ NA</p>	<p>QR poster created & on display</p>	

Lateral Flow Testing

Risk Assessment for:	Primary School Staff LFD Testing	Date:	27 th January 2021	Assessor:	MT & NP	Review Date	As guidance is updated
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Sources:	GOV.UK, DHSC, SOP
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Lateral Flow Antigen test -Lateral Flow Antigen testing involves the processing of human nasal and throat swab samples with a Lateral Flow device. The device detects a protein (antigen) produced by the virus at its most infectious stage. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes.

Target population: Primary school staff

Testing regime: Bi-weekly Lateral Flow Device (LFD) tests spaced 3-5 days apart for primary staff, from (28th January 2021), with confirmatory Polymerase Chain Reaction (PCR) test carried out where a LFD is positive to confirm a COVID-19 Positive cases.

What are the Hazards?	Who might be harmed and how?	Risk Rating prior to action	Current Control Measures	Risk Rating with Controls	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
Direct or Indirect transmission of COVID -19 virus from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body). Or from contact with contaminated surfaces.	Employees, individuals presenting for test (subjects), pupils, volunteers and the general public Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)	H	<p>GENERAL MEASURES APPLICABLE TO ALL</p> <ul style="list-style-type: none"> The test process is following DHSC Clinical Standard Operating Procedure (SOP) for staff self-testing with Lateral Flow Antigen Testing Devices in primary schools and school-based nurseries. It has been made clear to all staff that all existing covid-19 control measures within the main school risk assessment continue to be in place and should be adhered to at all times. Kits are to be used only by the person to whom they are assigned, they are not for use by family members. Staff have the option to opt into the testing programme – it is not compulsory 	M	<p>All supporting documentation is available on the sharing platform Primary Schools Document Sharing Platform - Google Drive</p> <p>All staff participating sign to say all documentation has been read</p>	All staff taking part in the testing	Ongoing
		M	<p>STORAGE OF TESTING KITS</p> <ul style="list-style-type: none"> On receipt of the test kits the school will record the lot number Kits will be stored securely at room temperature 	L		MT	Ongoing
		M	<p>DISTRIBUTION OF TESTING KITS</p> <ul style="list-style-type: none"> The distribution of kits in school is managed by; Covid-19 Co-ordinator (Matt Thompson) Registration Assistant (Nicola Adshead) (The same person can undertake both of these roles) Face coverings will be worn during the distribution of testing kits 	L		MT	Ongoing

			<ul style="list-style-type: none"> • 2m social distancing will be maintained during the distribution of testing kits • The distribution of test kits will be recorded on a test kit log • Staff will sign for receipt and record the lot number of their kit against their name. • The updated 'Instructions for use' are distributed with each testing kit and staff are advised of the correct version to follow. 				
	M	<p><u>MEASURES FOR STAFF SELF ADMINISTERING TEST AT HOME</u></p> <ul style="list-style-type: none"> • Content from the document sharing platform has been made available for all staff as a means of training; <ul style="list-style-type: none"> - An introduction to rapid self-testing - An NHS video demonstrating how to carry out a test - A step-by-step visual guide on how to do the test • Training records to be maintained. • All staff have signed to say sharing platform documents have been read, and videos watched. • All staff have been advised to read the privacy notice. • All staff have signed when read the privacy notice. • The staff member will store the kit at room temperature • The correct version (v1.3.2) of the instructions for use have been provided with each kit. • There are no hazards associated with the extraction solution however, as a precautionary measure, staff are advised to take care with its use and in the vent of spillage to clean it up immediately and in the event of contact with the skin to rinse. • Tests will be carried out at home, in the morning before leaving for work, twice weekly (3 or 4 days apart) • The staff member will leave at least 30 minutes after eating/drinking before taking the test. • Each time they complete a test staff will; <ol style="list-style-type: none"> 1. Report the results online 2. Advise their school of the result so it can be recorded and any relevant actions taken • Staff members are responsible for reporting incidents relating to the testing and will report as follows; <ul style="list-style-type: none"> - Report any clinical issue (eg bleeding, allergic reaction) https://coronavirusyellowcard.mhra.gov.uk - Report any non-clinical issue via 119 (eg items missing from their kit) - Inform their school of any ongoing test related problems 	L	<p>Webinars are available to view on the DfE YouTube page;</p> <ol style="list-style-type: none"> 1. Overview 2. How to do a test and recording 	MT	Ongoing	
	M	<p><u>ACTIONS FOR THE STAFF MEMBER TO TAKE IN THE EVENT OF A VOID RESULT</u></p> <ul style="list-style-type: none"> • In the event that the result of the LFD test is void the staff member will take another test. 	L		Staff taking part in the testing	Ongoing	

Brentnall Community Primary School - Operational risk assessment for school reopening – version 14 – w/effect from 10th June 2021

			<ul style="list-style-type: none"> If the staff member has two void tests in a row they will book a PCR test. If a staff member is consistently receiving void results they will be asked to review the training information on carrying out the test to ensure they are following the correct process. 				
		H	<p><u>ACTIONS FOR THE STAFF MEMBER TO TAKE ON RECEIPT OF A POSITIVE TEST RESULT</u></p> <ul style="list-style-type: none"> On receipt of a positive LFD test the staff member will advise the school, begin to self-isolate immediately and book a PCR test. Existing guidance should be followed. 	M	In the event that the PCR test is negative they can return to work and cease self-isolating	Staff taking part in the testing	Ongoing
		M	<p><u>SCHOOLS LOGGING TEST RESULTS</u></p> <ul style="list-style-type: none"> A test results register/log will be maintained by the school All staff are advised that they must inform their school of their test result so it can be recorded and any relevant actions taken. 	L	Ensure that for GDPR reasons the results register is a separate document to the test kit log	MT/NA	Ongoing
		H	<p><u>SCHOOLS REPORTING INCIDENTS</u></p> <ul style="list-style-type: none"> Repeated issues will be reported by the school/nursery to the DfE helpline (e.g. multiple repeated void results, leaking/damaged tubes/unclear results) 	M	DfE coronavirus helpline 0800 046 8687	MT	Ongoing
Mental health and wellbeing of staff involved in testing	Staff	M	<ul style="list-style-type: none"> Educate and raise awareness of testing activities, provide reassurance Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) COVID-19: guidance for the public on mental health and wellbeing - GOV.UK (www.gov.uk). -Staff have been provided with COVID-19 mental health link COVID-19 mental health campaign launches - GOV.UK (www.gov.uk) All existing control measures within the whole school covid-19 risk assessment remain in place and are adhered to in addition to the PHE Guidance 	L		MT	Ongoing
Low take up of the voluntary LFD testing process	Subjects and their contacts Increased risk of asymptomatic transmission	M	<ul style="list-style-type: none"> All existing control measures with the whole school covid-19 risk assessment remain in place and are adhered to in addition to the use of LFD asymptomatic testing 	L		MT/NP	Ongoing
Incorrect storage of test kits components	Subjects and their contacts Inaccurate test result potentially leading to asymptomatic individuals believing themselves to have been confirmed with negative result	H	<ul style="list-style-type: none"> The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing. 	L		MT/CH	Ongoing
Incorrect waste separation and disposal	Contamination of the waste stream	M	<ul style="list-style-type: none"> After use the staff member will bag all components of the kit in the waste bag provided and put it in their general household waste. 	L		Staff taking part in the testing	Ongoing

10. Additional site-specific issues and risks

- Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

Parents social distancing & congregating on metal pedestrian barrier immediately outside school gate	<ul style="list-style-type: none"> • 	<p>Continue to remind parents our expectations verbally, via text, newsletter</p> <p>Contact Highways to implement markers on footpaths Text has been sent to parents & NP chased highways</p> <p>Highways department have confirmed that all schools will be getting markings installed by the council soon – no exact date provided</p> <p>Barriers and traffic cones are in place to help aid social distancing</p> <p>Staff to remind parents to social distance if they aren't doing so</p>	<ul style="list-style-type: none"> • 		
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School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	Matt Thompson (Headteacher) Shared with LA/CoG on 25.08.20	Date of Approval	03/09/2020
Date Provided to Unions	03/09/2020	Date of Review	04/09/2020