Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020
Herefordshire Council

Orleton Primary School

Assessment conducted by: Adam Breakwell and Emma Jenkins, supported by all staff	Job title: Headteacher and SBM	Covered by this assessment: **Orleton Primary School**
Date of assessment: 1st September 2020update 10th September	Date of next review: On or before the 1st of october	

The sole purpose of this risk assessment is to support schools in preparing for the full re-opening of Orleton Primary School, **while reducing the risk of coronavirus transmission**.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, https://www.gov.uk/government/latest?departments%5B%5D=department-for-education, including the documents below, issued on the 11 May 2020, 1st June and 28th August 2020:
    - Coronavirus (COVID-19): guidance for schools and other educational settings
    - Details on phased wider opening of schools, colleges and nurseries
    - Coronavirus (COVID-19): implementing protective measures in education and childcare settings
    - Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
    - What parents and carers need to know about schools and other education settings during the coronavirus outbreak
    - https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place **before pupils return to the setting.** Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	HIGH	To ensure that all relevant guidance is followed and communicated: • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, all safety matters and review its risk assessment accordingly. • Information on the school website is updated. • Pupils updated via classroom as necessary. • Parents undated via emails and letter as necessary. • Initial plan for re-opening to be shared with staff for comment, adjusted and then agreed by governing body • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email	**LOW**	**LOW**	**AB /EM/EJ/HA**	**22nd May 20**	**AB / COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, the school has the most recent information from the government, and this is distributed throughout the school community.					
Poor communication with parents and other stakeholders	HIGH	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems, email and whatapp for staff as well as documents all stored in the covid file on the staff shared system. Staff to run specific sessions at the beginning of term and communicated via online assemblies via the headteacher. • Pupils will have an induction on their return and new pupils will only be able to join on a Monday so that consistency of integration is maintained. • Headteacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. • New behaviour rules shared with pupils and staff, parental agreement renewed for any returning children. • Staff guidance emailed to staff and alongside the document managing schools for sickness and infections As a result, all pupils and all staff working with pupils are adhering to current advice.	**LOW**	**MEDIUM (OVER THE FIRST WEEK)**	**AB /EM/EJ/HA** **TEACHERS WORKING WITH CHILDREN**	**22nd May 20** **WITH PUPILS 1ST JUNE THEN ONGOING**	**AB / COG**
Lack of awareness of policies and procedures	HIGH	• School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy	**LOW**	**MEDIUM**	**AB /EM/EJ/HA** **TEACHERS WORKING WITH CHILDREN**	**22nd May 20** **WITH PUPILS 1ST JUNE THEN ONGOING**	**AB / COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- First Aid Policy - Intimate care policy - Behaviour policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary documentation that helps minimise the spread of infection, • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via email – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell. This will be based around the materials already referenced in our 'master plan document' and the rules within the document itself					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Electronic briefing issued to staff as and when needed by at least once per week. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Poor hygiene practice in school - **general**	• HIGH	• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) The additional day to day information document and toilet map provides details of which toilets and sinks are to be used. Eeach class has a sink in it and is always stocked with hand sanitiser Hand sanitizer is to be used on entry to the building by every adult and child including visitors. • Pupils and staff to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin we have large new pedal bins throughout school - To avoid touching eyes, nose and mouth with unwashed hands. - The government lessons will be used in the first day to reiterate this • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors	**Medium**	**Medium**	**AB /EM/EJ/HA** **TEACHERS WORKING WITH CHILDREN**	**22nd May 20** **WITH PUPILS 1ST JUNE THEN ONGOING**	**AB / COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins which are foot operated.are supplied in all toilets and kitchen areas • Hand washing facilities are overseen by staff when pupils are washing their hands to avoid overcrowding in hand washing areas, maxium of one child per sink and two children in each toilet area at a time • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Classroom staff are deployed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly, pupils should notify their teacher if these are needed and the teacher will email to office to rectify this. Staff have agreed to doing this on a voluntary basis and have been informed they do not have to agree to it. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission. This would also apply to visitors although we expect to keep this to an absolute minimum.					
Poor hygiene practice – **specific – school entrance**	HIGH	• Clear signage in place regarding social distancing • New rules for children reflect social distancing rules • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors	**LOW**	**LOW**	**OFFICE STAFF**	**ONGOING**	**AB**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Areas touched to be wiped down • Discourage parents from entering the school building • Rearrange furniture in reception area to facilitate social distancing. • Reception will sit two metres apart as much as possible. • PPE is available when needed to include mask, gloves, visors and aprons. Each class has a supply and the office can replenish supplies as needed on request. As a result, reception staff are protected.					
Poor hygiene practice – **specific – office spaces**	HIGH	• Start and end times for administrative staff are staggered to support social distancing • Tissues/hand sanitiser to be available in office locations along with a pedal bin • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Phones to be wipes if others are having to use them although staff have individual phone and keyboards As a result, office practice in office spaces limits the risk of the spread of any infection.	**LOW**	**lOW**	**OFFICE STAFF**	**ONGOING**	**AB**
Poor hygiene practice – **specific - spread of potential infection at the start of the school day**	high	In line with government advice: • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • a new continuous cough. • a high temperature.	**medium**	**medium**	**Teachers and SLT**	**1st June**	**AB /COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• a loss of, or change in, your normal sense of taste or smell (anosmia) • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival • Pupils to be given hand gel on arrival and then be supervised in accessing hand-washing facilities once in class, ensuring that pupils queue while maintaining social distancing as they wait for facilities • All staff to wash hands for a minimum of 20 seconds on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Issue information to pupils in relation to restrictions on their movement around the site to be done during induction on Mondays • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice **– specific –**	High	• Staff to wear additional PPE if supporting pupils with toileting routines – mask, gloves, apron, visors	**LOW**	**LOW**	**SLT and STAFF**	**ONGOING**	**AB/COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
toilet/changing facilities		• All changing surfaces to be cleaned before and after each use • Staff to wear PPE if undertaking intimate care in accordance with the staff briefing • Any soiled clothes are put into a plastic bag after being rinsed (double bagged) and sent home. As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – **specific - end of the school day.**	HIGH	• Issue information to parents about departure procedures, including safe pick-up • Inform pupils and parents of their allocated times for the end of their school day • Inform pupils and their parents of the allocated exit points and pick up points • Make it clear to parents and pupils that they cannot congregate at the front of school and should remain in cars and park safely until allocated time • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. As a result, the risk of infection is reduced as pupils and staff leave school.	**MEDIUM**	**MEDIUM**	**SLT AND PARENTS**	**1ST JUNE**	**AB/ COG**
Ill health in school.	high	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a new persistent cough, difficulty in breathing	**MEDIUM**	**LOW**	**ALL STAFF**	**1ST JUNE**	**AB / SLT**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Loss of taste and smell has now been added. • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to a member of SLT, child to wait in the library area before being sent home. Area to be cleaned before being used again. • Any staff member who displays signs of being unwell immediately refers themselves to a member of the SLT and is sent home. • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the library whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • Staff in this situation to use PPE • If a pupil needs to use the bathroom, they should use a the staff male toilets which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained along with additional PPE should they choose although this is not specified in the guidance.					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in the library where they can be at least two metres away from anyone else and if not distressing the children to door should be closed which is acceptable as there is a glass panel. • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • PPE to be removed, double bagged and stored for 72 hours As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	• High	• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend • Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain as far apart as is practicable. • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and teachers to remain as far as possible in their 'bubble'.	**LOW**	**LOW**	**SLT CLASS TEACHERS**	**1ST JUNE**	**AB/COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Teachers to consider whilst planning lessons that do not necessitate them working in close proximity. As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.					
A pupil is tested and has a confirmed case of coronavirus and this has exposed others	High	In line with government advice. • The Headteacher will contact PHE and outbreakcontrolhub@herefordshire.gov.uk . Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. As a result, school leaders have taken appropriate action in the event of a confirmed case of coronavirus.	**MEDIUM**	**LOW**	**SLT / TEACHERS**	**ONGOING**	**AB/COG**
Insufficient staff to run face-to-sessions for pupils.	high	• Protocols for staff to inform leaders if they need to self-isolate are clearly in place. Staff to call and email AB immediately • If needed supply staff will be brought in As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.	**LOW**	**LOW**	**SLT**	**1ST JUNE**	**AB/COG/EM**
Pupil movement at breaktime and lunchtime increases the risk of infection.	high	• Staggered starts to be put in place for breaktime and lunchtime • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime • Lunchtime to be staggered for different year groups and children eating in class.	**MEDIUM**	**HIGH**	**CHILDREN, CLASS TEACHERS SLT**	**1ST JUNE**	**AB/COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited • Pupils to be supervised in washing hands for a minimum of 20 seconds before and after lunch • Children must bring in own snacks and they must not be shared, all rubbish should be taken home • Tables to be cleaned by child before and after their lunch using antibac wipes. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Pupils having packed lunches should take rubbish home with them • Catering staff to follow Orleton school guidance As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	high	• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • All soft furnishings and items that are hard to clean to be removed • Classes to be set up in rows facing towards the teacher • Teachers to have a 2m space at the front of the classroom • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to all have lids and be foot operated	**LOW**	**LOW**	**SLT AND TEACHERS**	**1ST JUNE**	**AB /COG/EM**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Contact with communal surfaces, such as door handles etc to be minimised and cleaned at least twice during the day. Doors to be kept open excluding fire doors. • Where possible, windows to be opened to provide ventilation. • Children to only bring, lunch box, coat, hat and water bottle into school. Children will be allowed to bring sun cream if they can self apply. • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources to be cleaned prior to and after use • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area. Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Photocopier moved to main hall along with wipes to clean areas that are touched • Staff must wash and dry their own cups, plates and utensils, using disposable towels disposed of in the lidded bin provided As a result, the risk of infection to staff and pupils in classrooms is reduced.					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor pupil behaviour increases the risk of the spread of the infection	MEDIUM	• Pupils are reminded of the behaviour policy on their return to school, teachers to refer to new policy behaviour document • Sanctions will remain the same but will take place in classes. Parents will be communicated with through email • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. GB will be the one child we need to do this for and this will be available on a separate plan/ As a result, pupils and staff understand the behaviour policy/individual plans in context.	**LOW**	**LOW**	**SLT CLASS TEACHERS**	**1ST JUNE**	**AB / COG**
Pupils with complex needs are not adequately prepared for a return to school or safely supported	high	• Leaders and staff should review individual pupils' handling plans, including the use of PPE • Plans should be understood, shared and followed consistently by all staff working with those pupils • GB has already been in school and will continue to attend. Risk assessment for behavioural difficulties at present time is low and will continue to be as we maintain his classroom support and the care he receives is child minding and not a full curriculum. As a result, pupils with complex needs are well supported.	**MEDIUM**	**LOW**	**TA'S TEACHERS SLT**	**1ST JUNE**	**AB / COG**
Vulnerable pupils and pupils with SEND do not receive appropriate support	MEDIUM	• Appropriate planning is in place to support the mental health of pupils returning to school including the recovery curriculum and presentation send out from Kameron Kahn • Continue support for SEND children where it is possible at a social distance	**LOW**	**LOW**	**TA'S TEACHERS SLT**	**1ST JUNE**	**AB / COG**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown	MEDIUM	• DSL continue remote meetings for those not yet back in school and feed results into school system • Agree safeguarding provision to be put in place to support returning pupils • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.	**Low**	**low**	**Staff dsl/ddsl**	**1ST JUNE**	**AB / COG**
Emergency evacuation due to fire etc	low	• In the event of a lockdown, fire or emergency evacuation our priority is to get the children out of the building safely and social distancing does not apply in this context. Once outside and children all safely accounted for children should be spaced out to enable social distancing where practical.Leaders to communicate procedures to all staff via this document • Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. As a result, social distancing is maintained in the event of an emergency evacuation.	**LOW**	**LOW**	**STAFF**	**1ST JUNE**	**AB/SLT/COG**
Cleaning is not sufficiently comprehensive.	HIGH	• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening	**LOW**	**LOW**	**CLEANERS, OTHER STAFF SLT**	**1ST JUNE**	**AB EJ**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. Emma Jenkins to do this • Cleaning staff will clean tables daily with a mixture of soap water and bleach • Adults have agreed to clean high use areas during the day and been told they do not have to it is purely vountaryand children to clean desks with antibac wipes. • Whilst pupils are at breaktime/lunchtime, staff should clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Disposable gloves/wipes/spray etc will be given to each class and should be disposed of in the pedal bins provided • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). • Children to be given a toilet per year group for girls or in bubbles for boys (due to number of available toilets) As a result, high standards of cleanliness are maintained in school.					
Contractors, deliveries and visitors increase the risk of infection	medium	• Contractors should be reduced as much of this work has been done during lockdown • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to santise ither prior to or on entry to the school site	**low**	**low**	**Office staff and contactors**	**1st JUNE**	**AB / EJ**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. • If possible contractors should not enter the building, if they have to it should be for the minimum amount of time and if possible outside the hours pupils attend. As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					

Please see the risk assessment daily plan

Useful links:

- https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june

- Safeguarding: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers
- Remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19
- Attendance: https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings
- Premises: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Prevention and control- https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- Advice: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance
- Vulnerable: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- Extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
- SEND - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance
- Home learning support: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
- Remote support: https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19
- Accountability measures: https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability
- Pupils' mental health support/pastoral care at home: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stressParents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19
- Parents with pupils with SEND: https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19
- Supporting parents: https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents
- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care
- Exceptional costs: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020
- Reducing burdens: https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- PPE: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe

- Public health England https://www.gov.uk/government/organisations/public-health-england
- NHS: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/
- Government advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
- DfE https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested