

Hazard/Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information)</i>	Additional Control Measures <i>(To take account of local/individual circumstances)</i>	By Whom	Risk Score Impact x Likelihood
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	All	See current policy	Ensure there are sufficient fire marshals to operate the school safely.	IR/JB	Yellow
Fire – Staff not knowing what to do in an emergency	All	See current policy	Conduct a fire drill soon after re-occupation.	IR/JB	Yellow
First Aid - Insufficient number of 1 <sup>st</sup> aiders - Unable to provide 1 <sup>st</sup> aid to staff	All	See current policy	Check the school has sufficient number of 1 <sup>st</sup> aid trained staff to operate safely.	TOC/JB	Green
General health, safety, welfare and fire safety - Has the school completed an inspection / assessment of the premises fabric, layout, mechanical / electrical systems and other features?	All	See current policy and practice	Premises Manager to continue to conduct daily and weekly walk arounds	SP/JB	Green
Lateral Flow Device Testing	Staff	See current risk assessment	Share risk assessment with all staff as well as relevant guidance videos and handout	JB/MP	Green
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	All	In Place		UK Govt. poster	JB
Spread of Covid-19 through School and wider community	Pupils, Pupils from vulnerable oups, staff, staff from vulnerable oups, visitors, wider community	Establish a Coronavirus SLT following Critical Incident Plan for a Pandemic	Follow latest guidance on protective measures at <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> ENGAGE WITH TRACK AND TRACE - taking all contact details from visitors. Details of visitors and staff would be shared in relation to track and trace. We need to know the outcome of any test a.s.a.p. to ensure that we can do our statutory requirements and contact relevant authorities. Please note that in the event of a positive Covid-19 test being confirmed to the school, confidentiality will not be able to be fully maintained and pupils, staff, visitor details, due to Track and Trace measures the Government have put in place, will be shared with the appropriate agencies. School will inform anyone impacted. Staff are welcome to wear facemasks in communal areas if they would feel more comfortable doing so. During Lockdown 3, staff who are contracted to work beyond 3:30pm are welcome to leave from 3:30pm to work from home. Increase PIMS hours to allow for additional cleaning of communal areas throughout the day.	IR	Yellow

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		<ul style="list-style-type: none"> <li>Provide staff and pupils with suitable training, instruction, and guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Parents may wish to send their hand wipes and sanitisers into the School with pupils. Staff bringing in own sanitiser to keep it locked away during day. Pupils bringing in hand sanitiser - to be treated as an emoliant and will need to be signed in and locked away.</li> </ul>	IR	
		<ul style="list-style-type: none"> <li>Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, ab rails.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to parents the importance of the government advice on catch it, bin it, kill it. Additional cleaning in place - especially focusing on surfaces</li> </ul>	IR	
		<ul style="list-style-type: none"> <li>Observe social distancing requirements of 2 metres wherever possible and where it is not, 1m+</li> </ul>	<ul style="list-style-type: none"> <li>Visiting (inc. parents and escorts but not therapists or cover staff) kept to absolutely essential visits only unless exceptional circumstances and risk assessed by SLT. Virtual meetings only. No assemblies. No lunchtime clubs. Corridors marked to ensure walking on left. Use of 2 staff room spaces and spread staff lunches from 11:30 start to 1:30 finish (4 slots) to support fewer staff being on breaks at the same time. No unnecessary transitions. Staggered lunch and playtimes. Table service only in dining hall. Wipe down dining hall between sittings. All packed lunches to eat in classrooms. Staggered entry to the building. Staff from class out to pick up and drop off pupils at beginning and end of day - impact of timings to be monitored. Promotion of back to back/side by side working. Marked spaces in dining hall and in classes. Consistent pairings for toileting. Maximise time outside for all. Reconfigure classroom spaces to allow for maximum social distancing. Minimise numbers in smoking area. Remind everyone re. self isolation regime. Clear process for drop off and pick up communicated to all - staggered disembarkment for buses and clear markings on path for parents. Reduce pupils possessions coming into school. TAC/PAC or close play will need to be risk assessed can it be managed safely/alternatives offered? Is it crucial for the pupil - if so, we may not be able to meet needs at this time. Bubbles (class oups) to be maintained as much as is possible. <b>Atomise specialist rooms between use.</b> Gov have stated school transport is safe and needn't impact on organisation of bubbles but school will share bubble info with transport to support organisation of bus oups. Therapist and Health professionals will all be refered to RA and may also have to follow their own organisations guidelines re. PPE <b>Return to staggered start and finish times for buses and parents - bus 8:30 and 2:45, parents 8:45 and 3:00</b></li> </ul>	IR/SLT/All staff	

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		<ul style="list-style-type: none"> <li>Purchase and maintain stocks of PPE and Chemicals for cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to JB. PPE available in the event of someone presenting as symptomatic. PPE available in the event of seizure activity. Aprons and gloves to be worn during toileting. Increased ventilation with system where premises open windows. Avoid using shared equipment. Temps taken for adults on entry to building. Disinfectant mat at entrance to building. No desk sharing. Reduced use of key pad to enter the building. Keep surfaces clear for easy cleaning. Avoid sharing of resources between rooms and ensure cleaning if this can't be avoided. Outdoor equipment to be cleaned between uses. PE equipment to be cleaned at start and end of sessions to ensure it is safe for classes to use. Reduced use of specialist rooms - new timetable in place to allow for single bubble use only and increased cleaning between sessions, including use of new atomiser</li> </ul>	IR/JB/All staff	
			<p>Actions for classroom spaces to manage infection control/ guidance on use of resources:</p> <p>Use resources that are able to safely be cleaned (i.e. wiped clean or cleaned through submerging in Milton solution). Where toys are put in mouths – remove and put into cleaning solution.</p> <p>Wet textures sensory play including general access playdough not available (where pupils have individual pots this is fine). Dry texture sensory play that is easily overseen such as pasta play where can be removed if pupils eat and thrown once explored available. Risk assess the exploratory habits of pupils, if they are going to explore resources with having hands in mouth then this play remains unavailable. Provide individual packs of pens/ pencils per child in a wallet and limit use to that pupil. Class based resources such as books and games, can be used and shared within the bubble, these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between bubbles should be kept to a minimum (e.g. PE equipment) and should be cleaned between bubbles using (at the start and end of every session). Although gov. guidance says equipment can be taken home, Herons Dale will not do this except in exceptional circumstances. Dry teeth brushing only to be undertaken</p>		
		<ul style="list-style-type: none"> <li>Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</li> </ul>	<ul style="list-style-type: none"> <li>Close liaison between School Business Manager and all lettings to ensure appropriate and safe use of building. Lettings to provide their own cleaning products and PPE. They will follow their risk assessment in conjunction with their own and this will be reviewed regularly. They will clean any areas they use and in some cases operate a one way system.</li> </ul>	IR/JB/All staff	
		<ul style="list-style-type: none"> <li>Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures.</li> </ul>		IR/JB/All staff	
		<ul style="list-style-type: none"> <li>Suitable and sufficient signage on prevention and rules in all internal or external areas, such as classrooms, corridors, toilets, Reception areas, access gates etc.</li> </ul>	<ul style="list-style-type: none"> <li>Additional crib sheets produced for ease of use re. PPE etc. Laminated signs in all key areas (sinks, toilets etc.) to support reminders and appropriate techniques.</li> </ul>	JB/SLT	
		<ul style="list-style-type: none"> <li>Inform parents of hygiene expectations and for the need to communicate this message in the home environment.</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate PPE - full kit when dealing with symptomatic person (that person to then clean down area whilst in kit) and full kit when dealing with seizure. Apron and gloves for toileting. Social stories and posters will go home to returning pupils to support their expectations from school and the expectations of them - hand washing, walking on left, staying in class gps etc.</li> </ul>	IR/All	

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		· All children to wash their hands before coming to the School, before going home, during the School day and when they get home.	Laminated signs in all key areas (sinks, toilets etc.) to support reminders and appropriate techniques.	All	
		· Classes to teach children hand washing techniques.	· Additional cleaning throughout day of all surfaces and equipment	All/SLT	
		· Children to wash hands before and after eating.	· Reduced transition around school. Mark corridors to support use of left hand side. Social distancing during staggered lunch sessions. Table service only in the dinner hall.	All/SLT	
		· Contact made to external oups who may have community use of the School building for the need to adhere to handwashing techniques.	· Review access and eess for emergency evacuation allowing for social distancing measures	JB/IR	
		· Teachers and Teaching/classroom assistants monitor the visible health of pupils, ensure parent emergency contact numbers are kept up to date.	· Review associated risk assessments impacted by Covid-19 such as First Aid (appropriate use of PPE.), and Cleaning Known staff working with known pupils whenever this is possible.	IR/SLT	
		· Pupils with existing medical conditions should already be known to the School:	Continue to RAG rate and risk assess all pupils re. their safety in school	SLT/EK	
		· Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat	Continue to RAG rate and risk assess all pupils re. their safety in school	SLT/EK	
		· Discuss with parents the initial steps and aee key actions re. isolation/seclusion.	Ongoing	SLT/EK	
Monitor staff arrival times to ensure no overcrowdng and socal distancing can be observed	Consider staggered start and finish times if it is not possible to observe social distancing or staff aren't able to get in to the building ahead of pupil start times. Staff to enter via 3 points - Castles and Windmills to use the side gate, Barn, Farmhouse, Pyramid, Firestation and Skyscraper use the entrance gate by the pool and all other classes enter via main reception. Use of new inventory app to allow remote signing in, reducing bottle neck at reception and reduces contact with the signing in screen.	AOD/TOC/HLTAs			
Suspected or confirmed case in staff member or pupil or staff with a family connected to the School. No symptoms of Covid-19 displayed within the School or later that day.	Pupils, Pupils from vulnerable groups, Staff, Staff from vulnerable groups, Visitors, Wider Community	Whole family to self-isolate for a period of 10 days in line with Government guidance follow link <a href="https://www.gov.uk/coronavirus?gclid=EAlaIqObChMlh7Xz34Sx6QIVYoBQBh12XQwSEAAyASAAEgKIRPD_BwE">https://www.gov.uk/coronavirus?gclid=EAlaIqObChMlh7Xz34Sx6QIVYoBQBh12XQwSEAAyASAAEgKIRPD_BwE</a> .	· Reminder to parents. Continue to share details re. testing with staff and families in order to reduce isolation times where possible. <b>All staff are able to test twice weekly in order to try and prevent covid from being brought in to the building. We have a seperate Testing Risk Assessment. All staff have had the opportunity to be vaccinated should they wish to have been.</b>	IR/SLT	
		· Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, ab rails.	· Follow additional Local Authority guidance document- Guidance on <i>general cleaning of premises to minimise the spread of covid-19 (corona virus)</i> . Additional cleaning to be undertaken. PIMs taking on additional cleaning responsibilities	JB/SLT	
		· Observe social distancing requirements wherever possible.	As above	IR/SLT/All staff	
		· Next of Kin/Emergency Contact details for all staff	· Follow Local Authority PPE Flowchart and updates consistently shared	JB/IR	
Shortage of Staff, Teacher, Classroom Assistants. Absence of School Leadership	Pupils	· Text/email alert service to parents to notify them of any exceptional closures due to insufficient staff cover.	Staff will follow hygiene protocols if working between bubbles.	IR/SLT	

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		<ul style="list-style-type: none"> <li>Notify the Local Authority in the event of an exceptional closures.</li> </ul>			
Short- and longer-term effects on Staff Wellbeing	staff	<ul style="list-style-type: none"> <li>Put in place measures to check on staff wellbeing (including for leaders) – for both those who will be working on site and those who are working from home</li> <li>Regular KIT meetings</li> <li>One to ones</li> <li>Access to Local Authority Welfare support package</li> </ul>	<ul style="list-style-type: none"> <li>Line Manager team briefings. Wellbeing newsletter. Recognition from Management Committee. Updates to staff to ensure they feel informed and invite feedback. Be available. Virtual meetings. Share useful resources which can reduce workload. Clear expectations. Increased working from home opportunities. Disseminate guidance with pertinent bits highlighted to reduce need for staff to wade through it.</li> <li>School led team briefings</li> <li>Recognition of staff commitment and flexibility</li> <li>Provide contact details for Local Authority HR Wellbeing specialist</li> </ul>	SLT/IR	
Shortage of support service staff such as:	Pupils	<ul style="list-style-type: none"> <li>Teaching/ Classroom Assistants to provide temporary cover for essential Admin roles.</li> </ul>	Staff will follow hygiene protocols if working between bubbles. 1:1 work and interventions will resume.	SLT/IR	
Facilities Manager, Supervisor/Cleaning, Admin Staff, First Aiders, Learning Support	All	<ul style="list-style-type: none"> <li>Identify key post holders such as first aiders or learning support and create a rota system with deputies to maintain minimum staff numbers.</li> </ul>		SLT/IR/EK	
				SLT/IR/EK	
Contractors, Visitors, Volunteers	Pupils, Staff	<p>Number of contractors on site will be minimal as is normal during school time. All contractors to provide a revised set of Risk Assessments and Method Statements specific to Covid-19 before work commences on site.</p> <ul style="list-style-type: none"> <li>Contractors and Visitors to not be allowed access beyond reception areas without suitable handwashing and any relevant PPE.</li> </ul>	<ul style="list-style-type: none"> <li>Designate a Contractor and Visitor toilet for handwashing</li> <li>Ensure that all track and trace information is gathered and all visitors are logged through Inventory</li> </ul>	JB	
		<p>Volunteers to be allowed back at school. Will need to follow all aspects of the risk assessment in order to return to school. School to request further DBS where individuals have not been in school for over 3 months.</p>	<ul style="list-style-type: none"> <li>Provide barriers for Reception areas to minimise transmission.</li> </ul>	JB	
			<ul style="list-style-type: none"> <li>Provide clear advice and rules when access is required that includes a signed declaration of instructions and or a handout to support the message.</li> </ul>	JB	
High use contact point activities	Pupils, Staff	<ul style="list-style-type: none"> <li>Consider reducing contact situations such as: Assemblies. Sports activities and swimming.</li> <li>Disinfecting of toys and other play equipment which pupils are in regular contact with.</li> </ul>	See Above re. assemblies, class merging, atomising specialist rooms between uses, transitions, classroom resources.	All	
National guidelines are updated daily and School lapses in following advice	Staff, Pupils, Parents	<p>The School has the most recent information from the government, and this is distributed throughout the School.</p> <ul style="list-style-type: none"> <li>Headteacher to ensure daily checks are made with Government updates</li> </ul>		IR/JB/AI	
		<ul style="list-style-type: none"> <li>Any changes in information to be shared with SLT and passed on to parents</li> </ul>			
		<ul style="list-style-type: none"> <li>Website information is updated</li> </ul>			
		<ul style="list-style-type: none"> <li>Pupils updated via assembly/form time as necessary/appropriate</li> </ul>			
Precautionary measures are not being followed in School	Staff, Pupils	All students and all staff working with students are adhering to current advice.		SLT/All	

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		<ul style="list-style-type: none"> <li>Set up a second area in staff room with microwave and kettle to aid social distancing</li> <li>· Posters around School including Reception, dining hall and in corridors</li> <li>· <b>Teachers</b> to reiterate message during class time:               <ul style="list-style-type: none"> <li>o Covering your cough or sneeze with a tissue</li> <li>o Then throwing the tissue in a bin</li> <li>o Avoid touching your eyes, nose, mouth with unwashed hands . <b>Wash hands, make space, where appropriate cover face</b></li> </ul> </li> <li>· Coronavirus information is on the School website               <ul style="list-style-type: none"> <li>o Website documents in place and updated accordingly</li> </ul> </li> <li>· <b>Premises Team</b> to follow advice from NHS/Local Authority on the cleaning products we should be using in School to ensure that these meet necessary standards <i>Follow additional Local Authority guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></li> <li>· <b>Cleaning Staff:</b> Follow additional Local Authority guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)               <ul style="list-style-type: none"> <li>o Ensure that all toilet/bathroom facilities are well stocked</li> <li>o Ensure that cleaners’ resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</li> <li>o To provide hand sanitizer for reception area.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Disinfectant mat at entrance. Temp taken for all adults entering building.</li> </ul>	<ul style="list-style-type: none"> <li>JB</li> <li>JB</li> <li>All</li> <li>JB</li> <li>JB</li> <li>JB</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>
Specific guidelines regarding School trips aren't followed	Staff, Pupils	<ul style="list-style-type: none"> <li>National guidelines state that in after school activities – students must wash hands after any travel on public transport - this is adhered to by all staff.</li> <li>· Usual risk assessments apply</li> <li>· Staff follow updated national guidelines on travelling to busy places</li> <li>· School can provide hand sanitizer for students and adults to use after travelling on public transport</li> </ul>	<ul style="list-style-type: none"> <li>· Gov guidance states that from Sept 20 uk, non residential trips can now take place, however, as is always the case for Herons Dale in Autumn Term (1st half term crucially) - `All trips are cancelled for the time being. From Half term Oct, Beach school will take place. All off site trips have been cancelled during lockdown 3</li> </ul>	IR/AOD/SW/EI/JB	
Staff do not report sickness	Staff	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting. Follow-  <a href="https://www.gov.uk/coronavirus?gclid=EAlaIqObChMI6KLqzoWx6QIVQuDtCh0bpg-JEAYASAAEgLjCvD_BwE">https://www.gov.uk/coronavirus?gclid=EAlaIqObChMI6KLqzoWx6QIVQuDtCh0bpg-JEAYASAAEgLjCvD_BwE</a></p>	<p>Temperature check for all staff entering building ENGAGE WITH TRACK AND TRACE - taking all contact details from visitors. Details of visitors and staff would be shared in relation to track and trace. We need to know the outcome of any test a.s.a.p. to ensure that we can do our statutory requirements and contact relevant authorities. Please note that in the event of a positive Covid-19 test being confirmed to the school, confidentiality will not be able to be fully maintained and pupils, staff, visitor details, due to Track and Trace measures the Government have put in place, will be shared with the appropriate agencies. School will inform anyone impacted. Twice weekly testing in place and encouraged (see separate Testing RA. All staff have been able to have vaccine should they wish to.</p>	SLT/All	

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Staff are unwell but attend School	All	<ul style="list-style-type: none"> <li>· <b>Headteacher will:</b></li> <li>o Communicate to staff the importance of following national guidelines in updates and provide copies of risk assessments to staff</li> </ul>	Temperature check for all staff entering building ENGAGE WITH TRACK AND TRACE - taking all contact details from visitors. Details of visitors and staff would be shared in relation to track and trace. We need to know the outcome of any test a.s.a.p. to ensure that we can do our statutory requirements and contact relevant authorities. Please note that in the event of a positive Covid-19 test being confirmed to the school, confidentiality will not be able to be fully maintained and pupils, staff, visitor details, due to Track and Trace measures the Government have put in place, will be shared with the appropriate agencies. School will inform anyone impacted. All staff with positive case results will post them to covid19@heronsdale.co.uk	IR/JB/All	
Staff absence increases	All	<ul style="list-style-type: none"> <li>o Remind staff of the sickness policy during any lockdown period or staff self-isolation</li> </ul>		IR/SLT	
		<ul style="list-style-type: none"> <li>· Staff to inform SLT immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice.</li> </ul>		IR/SLT	
		<ul style="list-style-type: none"> <li>· In an event of teaching staff absence:</li> <li>o Evaluate if safe to make alternative arrangements or whether some pupils will have to stay at home</li> <li>o If appropriate, classes will be split. This will be reviewed in the event of changing guidelines from DfE.</li> <li>o In the event of significant staff absence, the Headteacher supported by the Local Authority will review the viability of the School remaining open. The Headteacher will consult with the Local Authority. If the School is to be closed then this will be communicated to staff and parents via email, letter and the school website.</li> <li>· Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc.)</li> <li>· If the Headteacher is sick, the Deputy Headteacher supported by the Local Authority will lead the School</li> <li>· In the event of a School closure with staff and students at home who are not ill and still able to access education, work will be set electronically. Students will be expected to complete tasks at home.</li> <li>· Staff wellbeing to be supported by one to ones calls from SLT. Line Managers to diarize regular and appropriate contact.</li> <li>· Line Managers to offer a message of general support and discussion opportunities to allay concerns and maintain moral.</li> </ul>		IR/SLT	
			All members of SLT have now undertaken DSL training (emergency only) and 2 members of SLT will be on site at all times. Appendix to Safeguarding policy has been produced and ratified.	IR/SLT	
			Contingency plans in place for pupils shielding, partial closures/bubble closure and for in the event of a local lockdown	IR/SLT	
				IR/SLT	
				IR/SLT	
Staff not following travel guidance	All	<ul style="list-style-type: none"> <li>· <b>Headteacher will:</b></li> <li>o communicate to staff the importance of following national guidelines in weekly Briefings</li> <li>o remind staff to follow the sickness policy during lock down period/staff self-isolation</li> </ul>		IR	
Siblings at another School report unwell and family confused as to appropriate action	Parents, Pupils	The School has the most recent information from the government, and this is distributed throughout the school community	Maintain weekly welfare calls for first two weeks in Sept to all families with SLT monitoring workload	IR/SLT	

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		<ul style="list-style-type: none"> <li>Headteacher will:               <ul style="list-style-type: none"> <li>obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately</li> <li>communicate with families and reiterate the message of gaining advice from NHS 111</li> </ul> </li> </ul>			
Vulnerable students & adults in the School are exposed to illness	Staff, Pupils	<p>School communicate appropriately with their most vulnerable students; Health care plans are updated and instruction from GPs followed.</p> <ul style="list-style-type: none"> <li>SLT to identify the most vulnerable students and staff from current medical information</li> </ul>		IR/SLT/EK	
Child or adult shows symptoms whilst at School	Staff, Pupils	<p>All staff understand the symptoms of COVID-19 and follow School process.</p> <ul style="list-style-type: none"> <li>Staff report to SLT</li> <li>Staff to get advice from NHS 111 immediately and PHE team. Advice on cleaning spaces will be given by PHE – await advice. PHE contact information - <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a></li> <li><b>Premises Team:</b> Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. See further Local Authority guidance document - <i>Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i> If no test is taken then it is safe to dispose of the double bagged waste into general rubbish after it has been kept separate for 72 hours.</li> <li>Staff to self-isolate – journey home by car</li> <li>Child reported to the SLT and taken to designated area (any available room where a child/student can be isolated until further notice)</li> <li>Parents informed immediately and asked to collect immediately and contact NHS on 111</li> <li>A designated Isolation room used until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 meters away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue.</li> <li>Headteacher to get advice from NHS 111 and Inform the Local Authority</li> </ul>	<p>Pupils to be advised stay at home for 10 days and until all symptoms have passed. Pupils may return to school if they test negative for CV19, but only if all of their household are well and have tested negative. This must be a PCR test that is completed at a test centre or posted off. It can not be a negative LFD test.</p> <p>Supporting staff to wear full PPE kit following all guidance shared around save use. When symptomatic person has left site then person wearing PPE to clean all areas where contact was made before disposing off kit safely and in accordance with guidelines.</p> <p>Wear PPE</p> <p>Nurses room to be used</p>	<p>IR/All</p> <p>JB</p> <p>All</p> <p>ALL</p> <p>SLT</p> <p>All</p> <p>IR</p>	
Catering staff absent – lunch no longer	Staff, Pupils	Catering team to share their risk assessment with School.		DD/IR	



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available		<ul style="list-style-type: none"> <li>· <b>Cook Supervisor</b> to work with the School to ensure precautions are in place for all staff on site</li> <li>o Washing hand</li> <li>o Use of sanitizer</li> <li>o Wearing gloves and hair nets and uniform</li> <li>o Thorough cleaning of kitchen at the end of every service</li> </ul> <p>Ensure 2m distance is kept from school staff when serving food with school staff staying back until food is ready to take.</p> <ul style="list-style-type: none"> <li>· Ensure the kitchen space and lavatory for staff are being cleaned as appropriate.</li> <li>· Inform Headteacher of any staff off sick with associated symptoms.</li> <li>· If no kitchen staff available contact County Catering in the first instance.</li> <li>· Parents informed to bring in packed lunch for their students</li> <li>· Adjust meals service to reflect social distancing measures of 2m.</li> </ul>	<p>Staggered lunch reinstated with planned places to adhere to social distancing and delivery to tables</p>	<p>DD/IR</p> <p>DD/County</p> <p>DD</p> <p>IR</p> <p>IR/AI</p> <p>IR/SW</p>	
Cleaning staff absent – cleaning no longer available	Staff, Pupils	<ul style="list-style-type: none"> <li>· <b>Cleaning Team</b> to ensure precautions are in place for all staff on site</li> <li>o Washing hands</li> <li>o Use of sanitizer</li> <li>o Wearing gloves, hair nets and uniform</li> <li>· <b>Premises Team</b> to inform Headteacher of any staff off sick with associated symptoms.</li> <li>· Ensure contact from agency</li> <li>· If no cleaning staff are available – the Headteacher, consider School closure.</li> <li>· Make contact with local employment agencies to ascertain availability of agency staff to provide cover and likely lead in time for cover to be available.</li> <li>· Outsourced cleaning company to be contacted to explore cover options and provide Covid-19 cleaning plan RA and control measures</li> </ul>		<p>JB/Agency</p> <p>JB</p> <p>IR/SLT</p> <p>JB</p> <p>JB</p>	
Pupils struggle to reintegrate into school routines and adapt to the changes implemented	Pupils, Staff	<ul style="list-style-type: none"> <li>· Review of behavior policy to reflect current guidance and restrictions</li> <li>· Review of individual behavior plans to reflect current guidance and restrictions</li> <li>· Clear sharing of expectations and reasoning – identifying a oup 'charter' for behavior</li> <li>· Flexible approach to learning, routines and use of outside space in order to encourage pupils to adapt to new structures</li> </ul>	Implement new curriculum - Recovery. Discussion with parents of all returning pupils for sept to identify ways of supporting the transition back to school. Use of nurture plp for all pupils	TOC/CF/All	
A broad and balanced curriculum cannot be delivered or is not appropriate	Pupils, Staff	<ul style="list-style-type: none"> <li>· School staff identify an appropriate curriculum that meets the needs of the pupils in the School</li> <li>· Consider which aspects of the current curriculum are appropriate – with a focus on PSHE/ emotional needs</li> </ul>	Recovery curriculum introduced. Topic overviews to reflect both recovery curriculum and other curriculums.	TOC/AOD/CF	SLT

Hazard/Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	By Whom	Risk Score Impact x Likelihood
		<ul style="list-style-type: none"> <li>· Consider curriculum areas that may need to be adapted considerably, such as PE</li> <li>· Where possible, learning to be delivered in School site outside areas (implementation or review of other risk assessments to ensure that this can be done safely)</li> <li>· Reconsider expectations of staff with regards to marking/feedback (review feedback policy)</li> <li>· Consider safe use of resources – including asking pupils to bring their own pencil-cases, etc.</li> </ul>	<p>Cleaning of PE equipment between uses</p> <p>Make informal annotations but no emphasis on assessment at this time.</p> <p>Actions for classroom spaces to manage infection control/ guidance on use of resources:  Use resources that are able to safely be cleaned (i.e. wiped clean or cleaned through submerging in Milton solution). Where toys are put in mouths – remove and put into cleaning solution.  Wet textures sensory play including general access playdough not available (where pupils have individual pots this is fine). Dry texture sensory play that is easily overseen such as pasta play where can be removed if pupils eat and thrown once explored available. Risk assess the exploratory habits of pupils, if they are going to explore resources with having hands in mouth then this play remains unavailable. Provide individual packs of pens/pencils per child in a wallet and limit use to that pupil. Class based resources such as books and games, can be used and shared within the bubble, these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between bubbles should be kept to a minimum (e.g. PE equipment) and should be cleaned between bubbles using (at the start and end of every session). Although gov. guidance says equipment can be taken home, Herons Dale will not do this except in exceptional circumstances.</p>	<p>SLT/MP/RM</p> <p>SLT</p> <p>SLT</p>	<p>Yellow</p> <p>Yellow</p> <p>Yellow</p>
The pupils still at home are disadvantaged due to school re-opening	Pupils	<p>School makes best endeavors to provide suggested learning activities for year ups that are not on-site (whether due to year ups or parental preference not to return to school).</p> <ul style="list-style-type: none"> <li>· Teachers to see how this can be maintained and is sustainable when considering staff workload</li> <li>· Communication regarding home learning with parents to set clear expectations</li> <li>· Scheduled staff/parent communication slots</li> </ul>	All pupils expected to be in school. Parents will be supported re. attendance. Contingency plans in place for pupils shielding, partial closures/bubble closure and for in the event of a local lockdown. SEESAW app will be used to share bespoke planning and children for children that are home learning.	SKT/All	Yellow
Parents do not fully understand expectations of behavior, ouplings and curriculum adaptatpions, or adhere to parental requests	Pupils, parents, staff	<p>Clear and transparent communication with parents including:</p> <ul style="list-style-type: none"> <li>· Expectations of behavior, including any charters that have been completed with the children</li> <li>· Intentions for the curriculum upon return to the School</li> <li>· The elements of the School day/ routines that will be very different and why they are necessary</li> <li>· The ways in which the children will be ouped and that some will, inevitably, not be taught by their usual class teacher</li> </ul>	Continue to RAG rate and risk assess individual pupils as necessary i.e. Positive Behaviour Support Plans and communicate this clearly with parents. Weekly reminders to all about immediate testing if displaying symptoms	IR/SLT	Green

Hazard/Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	By Whom	Risk Score Impact x Likelihood
Pupils with Education, Health and Care Plans' needs are not met effectively and those from BAME community returning following period of unrest in community	Pupils, staff	<ul style="list-style-type: none"> <li>Risk Assessments are already in place for these children and should be adapted should the children return to school</li> <li>Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs</li> </ul>	<p>Discuss changes in child's wellbeing with parents before their return to school allow a personalised approach. Revisit assessment tools such as Boxhall profiles, Strengths and Difficulties Questionnaire or with advice from specialist teams (ASCT, LBAT, EPS and others) to help identify pupils health and wellbeing needs which have changed due to experiences both at home or- if they have been in school- with the increase of children returning to school. Discuss with family how recent global discussions about race have impacted on pupil's mental health and emotional wellbeing.</p>	SLT/All	
Pupils externalising and using anti-social behaviour			Updated policies understood and consistently applied. Review and update existing individual behaviour plans in line with how you are going to manage physical interventions if needed. Are there proactive measures that can be put in place (timetabling, environmental, social load, academic expectation, sensory arousal) to reduce the need for physical interventions. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.		
Pupils internalising anxieties.			Set up reporting systems so that all staff and parents can share any form of concern quickly. Be alert to any changes in behaviour and smaller signs such as a change in eating or digestive habits, sleep, repetitive behaviours such as hair twiddling or picking of cuticles. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.		
Pupil anxiety about return to school:			Plan transition support for those returning to school, explain how school will be safe and how the team is ensuring everyone's safety and how social and emotional needs are being met through a progressive, inclusive and diverse curriculum.		
Parental anxiety about children allocated a place going back to school.			Clear transparent communication with parents about how the risks have been managed and how they'll be regularly reviewed		
Bereavement support for staff and pupils.			Access online resources eg Winstons wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support form SLT and others and that they are personally resilient enough to provide this support to the pupils. Contact the EPS if significant level of concern remains.		
Staff anxieties or diagnosed conditions preventing returning to school.			Use ideas outlined in the framework to support staff on their return to school. Liaise with HR as usual and plan out ratios to be safe. Maintain open communication with all staff and refer to EAP and Occupational Health if appropriate. Use ES Welfare box for specific and additional questions.		
Anxieties from staff and pupils escalate rather than reduce.			Ensuring all measures are regularly reviewed to ensure wellbeing of the school community is sustained, alert appropriate bodies of support and guidance proactively rather than reactively.		
Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk	Pupils, staff	<p>School staff to make expectations very clear to all pupils:</p> <ul style="list-style-type: none"> <li>Communication to parents prior to re-opening and frequently when re-opened</li> </ul>		SLT	

Hazard/Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	By Whom	Risk Score Impact x Likelihood
		<ul style="list-style-type: none"> <li>· Reminders given each day to all pupils regarding expectations</li> <li>· Signage around the School</li> <li>· Individual behavior plans/ provision maps to be updated</li> <li>· Compilation of social stories to support some pupils</li> </ul>			
Pupils with individual behavior plans require positive handling to keep themselves, staff and other pupils safe USE OF TEAM TEACH RESTRAINT	Pupils, staff	<p>Positive Handling should only ever be used as a last resort in order to keep pupils and staff safe. This is more important than ever, as social distancing should be in place for all pupils.</p> <ul style="list-style-type: none"> <li>· Review of Behavior Policy taking account of significant needs</li> <li>· Review risk assessments and individual behavior plans</li> <li>· Ensure that staff maximise use of de-escalation strategies</li> <li>· Consider location of children in the School building in order to provide a safe space where possible</li> </ul>	<p>Risk assess to consider whether PPE is needed. The RA should address how the likelihood of needing to use restraint can be mitigated (as outlined in their PBSP), measures to be taken to ensure staff and pupils safety in the event of TT needing to be used (e.g. staff to be swapped in immediately following incident to allow for individual to wash, long sleeves to be worn if pupil is likely to lick, bite, review of whether pupils needs can be safely met in school during this time).Handwashing!</p>	CF/BC/SLT	
Use of Pool	Pupils, staff	<ul style="list-style-type: none"> <li>Wipe down radio and key when collecting from office with disinfectant wipe</li> <li>Wipe down high touch areas on entering pool area (railings, handles, switches)</li> <li>Check that personal bag is stocked with PPE (apron, mask, goggles, face shield)</li> <li>Clean handle of pool cover before opening</li> <li>Get out one box for each session - ensure anything in box can be easily cleaned (remove any broken bits)</li> <li>Look to see what equipment can not be easily cleaned between sessions and remove from rotation</li> <li>Ensure have access to lifesaving equipment (buoy) and that this has been cleaned before use</li> <li>Wipe down pool hoist before and after use.</li> <li>Wipe down bed at start of time and poolside and after use.</li> <li>Disinfect slings after use and hang to dry separately.</li> <li>Remove all equipment from pool between sessions and allow for cleaning before returning to use.</li> <li>Clean all areas of pool when leaving pool area.</li> <li>Ensure regularly cleaning of pool changing facilities</li> <li>Look at alternative storage for swimming clothing (dressing gowns)</li> </ul>		JB	
<b>GOVERNANCE</b> The non-compliance with statutory duties, currently, during lockdown and / or in re-opening phases from 1st September 2020	Whole School Community		Ensure all statutory duties are met <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</a>		

Hazard/Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	By Whom	Risk Score Impact x Likelihood
The non-compliance with strategic functions currently, during downtime, and / or during re-opening from 1st September 2020			Ensure all strategic functions are fulfilled in a pragmatic way		
<p>The governing board (GB) are being operational and not strategic</p> <p>The governing board failing to act within the legal framework</p> <p>Due to a lack of availability, risk of all governors not having equal status and rights</p> <p>The governing board is not acting as a corporate entity with individual governors acting on their own without being delegated to do so.</p>			<p>Effective leadership and management of the GB by the chair</p> <p>Ensure virtual meetings are timely. Virtual meetings are safe. Ensure GB is confident that all meetings remain confidential. Ensure governors have been able to hear all aspects of the meeting and decisions are understood.</p>		
Governors not having sight of ongoing risk assessments			Being aware and monitoring risk assessments in a timely manner.		
Effective communication			Ensure safe forms of communication and transference of documentation.		
Effective duty of care to leaders and staff			Improved communication. Devise means of monitoring workload.		
Effective duty of care for governors			Improved communication by the chair.		
<b>POLICIES</b> Re-opening risk assessment ( eg "open door" adjustment) does not take account of this plan.			Accessibility Policy		
Staff from other schools working in your school are unaware of these policies			Child protection policy and procedures		
Relief staff not fully aware of these or inducted on entering premises.			Children with health needs who cannot attend school		
Decision making by leaders is not informed by these policies.			<p>Designated teacher for looked-after and previously looked-after children</p> <p>Early years foundation stage (EYFS)</p> <p>Special educational needs and disability</p> <p>Supporting pupils with medical conditions</p> <p>Sex and relationships education</p> <p>Behaviour in schools</p> <p>Behaviour principles written statement</p> <p>School exclusion</p> <p>Health and safety</p> <p>First aid in schools</p> <p>Premises management documents</p> <p>Equality information and objectives (public sector equality duty) statement for publication</p>		

Hazard/Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	By Whom	Risk Score Impact x Likelihood
<p><b>SAFEGUARDING</b> No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation</p>			To have DSL cover available at all times.		
<p>Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance</p>			Clear implementation plan shared with all staff and volunteers (where applicable)		
<p>Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.</p>			Effective safeguarding activity to monitor children remotely, including with partner agencies where applicable.		
<p><b>STAFFING</b> Is the staff member showing symptoms of COVID-19?</p>			Staff member must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. They can only return after the 10 days or when a negative test is received.		
<p>Does staff member live with someone showing symptoms of COVID-19?</p>			Staff member must stay / work at home for minimum 10 days from when the symptomatic person first had symptoms.		
<p>Is the staff member in the 'clinically extremely vulnerable' category?</p>			Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is aed. They must be especially careful and be diligent about social distancing and hand hygiene by washing their hands regularly, avoiding touching their face and keeping 2m away from people outside of their household or bubble wherever possible and in any case at least 1m with protective measures in place (e.g. wearing a face covering, installing screens, making sure people face away from each other, providing extra handwashing or hand sanitising facilities).		
<p>Is the staff member in the 'clinically vulnerable' category?</p>			Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is aed. However they must be especially careful and be diligent about social distancing and hand hygiene.		
<p>Does the employee have any of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes: Black or Asian ethnicity Dementia?</p>			Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is aed. However they must be especially careful and be diligent about social distancing and hand hygiene.		
<p>Is the staff member able to travel to work safely?</p>			Line manager and staff member must either explore options to stay safe during commute to work . Options for travelling to work control measures can be found in Govt. guidance.		
<p>Will the staff member require an induction or re-induction to the school (especially if school routines have changed)?</p>			Line manager must arrange a re-orientation / re- induction to the school for the staff member.		
<p>Does the staff member require a Personal Emergency Evacuation Plan (PEEP)? that details the escape plan for a staff member who may have difficulties being able to quickly reach a place of safety unaided in the event of an emergency</p>			Line manager should review existing PEEP's / complete a PEEP with the staff member to consider the options. Refer to guidance on fire risk management for further information on completing a PEEP (if you have access to WSSFS - H&S pages).		
<p>Does the staff member have any genuine concerns about coming back into the workplace?</p>			Line manager must discuss staff member's concerns and options and, if necessary, consult with head teacher on possible alternatives for remote working for that staff member.		
<p>If the staff member is to work at home will they be properly supported?</p>			Line managers must check-in with home working staff regularly to enquire about their wellbeing. Staff members must follow the guidance on Home Working, Lone Working and Display Screen Equipment (on WSSFS - H&S pages). 24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP).		

Hazard/Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	By Whom	Risk Score Likelihood x Impact
Does the line manager have concerns about the staff member's mental health?			Line manager and staff member should undertake a stress risk assessment. Refer to guidance on stress management on WSSFS - H&S pages.		
Will staff member have to work with another employer's staff?			Line manager must consult with other employer to ensure that their infection control measures are either equal to or better than the school's infection control measures.		
PREMISES			<p>All school - all the usual pre-term building checks must be undertaken to make the school safe</p> <p>Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 - see 'School building assessment' tab</p> <p>Arrangements to manage ventilation including air conditioning</p> <p><b>Note: Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.</b></p>		