


Scargill Primary School – COVID-19 Primary School Full Opening Autumn 2020

Activity being assessed:	Safe return to school	Location(s) affected:	Whole school	
Person(s) completing assessment:	M Hetherington (MH) Sarah Hallsworth (SH)	Date original assessment completed:	15/7/20	
Date of review:	3/1/21	Review completed by:	MH and SH	
Terminology	SH- Sarah Hallsworth MH- Malc Hetherington PH- Phil Hunt JC – Julie Clutterbuck TR – Tricia Rhodes SFAIRP – So far as is reasonably possible SLT – Senior Leadership Team CS- Clare Smith Reopening Induction- essential staff training to comprehensively brief staff (2 nd September)			

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<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#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p><i>Re-opening after a lengthy closure/ Summer Holiday.</i></p>	<p>Pupils, staff, visitors, and the general public by unsafe equipment, systems, and premises</p>	<p>Servicing of equipment to be completed in accordance with manufacturers requirements. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use. Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment. Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational. <u>Managing school premises guidance</u> Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use.</p>	<p>Flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use.</p>	<p>PH by 4th January</p> <p>Catering Staff (DCC)</p>	

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		Update key holder information.			
Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</p> <p>Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature and a new continuous cough) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to</p>	<p>Re-send clear guidance to all staff and parents/carers of pupils</p> <p>Have a procedure in place to isolate pupils that appear symptomatic on site until collected- Mini-meeting room to be used</p>	<p>SH and MH by 21/7/20</p> <p>SH/MH to host Whole school staff meeting prior to school opening 2/9/20, to inform all staff of procedures and details of isolation area should it be required All staff reissued with risk assessment prior to 4th January</p>	

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		<p>return home.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</p> <p>Government self-isolation guidance</p>		2021	
<p><i>Vulnerable staff or pupils contracting COVID-19 from being in school</i></p>	<p>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</p>	<p>Staff and pupil survey undertaken to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category a individual risk assessment will be put in place to provide adequate controls within school.</p> <p>Any staff who request an individual risk assessment will have one, whether they are categorised as clinically extremely vulnerable or not. Pregnant staff will also have an individual risk assessment.</p> <p>Where pupils health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p>	<p>Seek medical advice where needed.</p>	<p>SH by 21/7/20</p> <p>SH or MH- as and when requested.</p>	

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<p><i>Congestion when accessing or leaving school grounds/controlling mixing of bubbles.</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Start and finish times for Bubbles staggered to reduce congestion. Different entrances and exits used where possible.</p> <p>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>year groups given clear information about gates/times for drop off and collection.</p> <p>Designated areas for each Bubble to be put in place on playground to avoid mixing of bubbles.</p> <p>Parents to be encouraged to drop off and leave as quickly as possible.</p> <p>Parents recommended to wear face masks whilst on site.</p> <p>For collection, parents to wait on playground at designated areas and staff to bring out children to them for collection, once child(ren) and parent/carer</p>	<p>Clear plan to be documented detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils.</p> <p>System to be in place to manage pupils who arrive late or are not collected on time.</p>	<p>MH and SH letter to parents by 21/7/20</p>	

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		<p>reunited, parent/carer requested to leave site immediately by designated gate.</p> <p>Staff advised to arrive by main school entrance and within designated timeframe prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p>			
<p><i>Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Children to enter school via the external door to their classroom in a calm and orderly manner. Staff to walk their bubble in a controlled manner directly from their classroom to the playground. Children to be released by the teacher from the same entry/exit point to be reunited with their parents/carers for collection at the end of the day.</p> <p>Minimal movement of pupils around the school building. Social distancing signage and floor markings displayed.</p> <p>Children and staff to walk on the left hand side of corridors</p>	<p>Parents to be notified of entry/exit points and times via letter.</p>	<p>SH and MH by 21/7/20</p>	

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<i>Ineffective personal hygiene measures</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>at all times.</p> <p>Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and water or sanitiser on arrival at school.</p> <p>Following use of toilet facilities hands must be washed with liquid soap and water.</p> <p>Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play hands must be washed with liquid soap and water or hand sanitiser.</p> <p>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p>	<p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser is available.</p> <p>Children to be reminded regularly about hygiene expectations</p>	<p>TR to ensure purchase of sufficient cleaning materials.</p> <p>PH to ensure all cleaning materials are available.</p> <p>Portable Sinks purchased. 2/9/20</p>	

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		<p>Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Catch it, kill it, Bin it posters displayed around the school.</p> <p>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>Where pupils are to use hand sanitiser this should be done under adult supervision.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>Non-essential items not to be brought into school by pupils or staff.</p>			
<p><i>Possible contamination in reception areas and office</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Parents are not currently allowed into reception area without an appointment.</p> <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of</p>	<p>Meetings with parents only to take place in large, well ventilated rooms- Classrooms or the meeting room.</p>	<p>All staff to be reminded by SH/MH at the briefing on 2nd September.</p>	

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		<p>SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building. Staff to pass through reception maintaining appropriate social distancing.</p> <p>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</p> <p>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</p> <p>Hand sanitiser to be made available at visitors signing in area.</p> <p>If teaching and support staff need resources printed in the office this should be managed by the office staff and collected from designated point.</p>	<p>If staff currently share desks, a cleaning regime must be introduced to sanitise desks between "shifts"</p>	<p>Staff - ongoing</p>	
<p><i>Possible contamination within classroom/teaching</i></p>	<p>Pupils, staff, visitors, and the general</p>	<p>Classrooms with external door direct to the outside to be used where possible.</p>	<p>Set up classroom environments</p>	<p>Class teachers by 2/9/20</p>	

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<i>and learning spaces</i>	public becoming infected with COVID-19:	<p>Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing the same direction as far as is practicable. Staff are to maintain social distancing from other members of staff and pupils where possible. Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Where appropriate, pupils to be given their own designated space at a desk to minimise any potential cross contamination. Use of communal equipment between bubbles will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p> <p>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the</p>	<p>Staffroom should only be used by staff when a safe distance can be maintained. Staff should use an alternative space if the staffroom is too crowded.</p> <p>The class teacher and any support staff will be responsible for the cleaning of equipment and resources used in each bubble</p>	<p>Staff - ongoing</p> <p>Staff on a daily basis Class teachers to oversee - ongoing</p>	

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		<p>classroom.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p>			
<p><i>Possible contamination from use of toilet/welfare facilities</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Staff to access welfare facilities maintaining appropriate social distancing.</p> <p>Pupils may be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaning staff or designated staff member and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school.</p>	<p>Ensure that there are sufficient stocks of soap available</p>	<p>Premises team led by PH by 2/9/20</p>	

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		<p>Hand drying will be by air hand drier or disposable towels only. Additional cleaning of toilet and sink facilities to be implemented throughout the school day. Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>	<p>Consider what additional cleaning is required in your setting and specify.</p>		
<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Break times staggered with staff and pupils allocated specific break times and areas to be accessed "within Bubbles". Fixed external play equipment to be frequently cleaned. Only hard equipment that can be sanitised prior and after use to be available to pupils. If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours. Specify zones, times and supervision ratios for each bubble. Staffing ratios assessed and determined in "Bubbles"– see plan If pupils are eating, hands to be</p>	<p>Decide who will be responsible for the cleaning of equipment and resources used in each bubble</p>	<p>PH to ensure outside play equipment is cleaned frequently. Staff in bubbles to access to adequate cleaning materials. On a daily basis from 2/9/20</p>	

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		<p>washed (see handwashing). After external activities – staff and pupils to wash hands (see handwashing). All visiting sports coaches and peripatetic music teachers to review their risk assessments in light of the move to level 4 restrictions.</p>		To be submitted to SLT before entering school.	
<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed. Areas used for eating to be set up to maintain social distancing eating (SFAIRP) Pupils supervised to lunch areas, one “Bubble” group at a time. No self-service food facilities available including salad bars. Reception, Year 1 and Year 2 to eat in the dining hall at specified tables. ‘Hot to go’ menu used. All other pupils to eat in classrooms. Pupils to wait in lunch areas until all of “class group” finished before going either out to their designated play areas or back to</p>	<p>Plan for staffing and organisation of lunchtimes produced, depending on number and size of eating areas, playgrounds, fields etc. designate/zones/times and supervisions ratio’s and “Bubbles” <i>(I moved this bit to in here)</i> Adequate cleaning materials available in each room. Hoovers made available to staff.</p> <p>Additional midday</p>	<p>SH By 2/9/20</p> <p>PH by 2/9/20</p> <p>SH by</p>	

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		<p>classroom</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>Supervised hand washing of pupils prior to lunch (see handwashing).</p> <p>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place.</p>	<p>hours allocated to cover the longer lunch session.</p> <p>SLT to receive a copy of Risk assessment from DCC catering.</p> <p>Catering team to review risk assessments</p> <p>SLT to discuss with catering team how break and lunch periods will be managed</p>	<p>2/9/20</p> <p>DCC catering by 2/9/20</p> <p>DCC catering daily</p> <p>MH by 2/9/20</p>	
<i>Possible contamination from inadequate social distancing in other communal gatherings - assembly</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>No full school assemblies to take place to reduce mixing of bubbles.</p> <p>Consider virtual assemblies.</p>	Worship to be conducted in class	All staff	
<i>Insufficient access to first aid</i>	Pupils, staff, visitors, and the general public may sustain	<p>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.</p> <p>Minor incidents of first aid may be</p>	<p>Review first aid risk assessment – with reception, and yr. 1 pupils in school there</p>	<p>KC – by 2/9/20</p>	

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	greater injury through inadequate support and treatment	<p>managed within designated bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess.</p> <p>All incidents of first aid must be recorded with HT or member of SLT reviewing on a daily basis.</p> <p>Significant injuries a trained first aider to be called and deal with the incident in designated area or to attend to the child in their bubble if not possible.</p>	<p>must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)</p>		
<i>Possible contamination by close contact when providing first aid or care to pupils</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Standard universal hygiene measures should be followed in line with first aid training at all times.</p> <p>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.</p> <p>It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government Guidance.</p> <p>Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained.</p>	<p>Goggles/visors are available if supporting a child who is symptomatic and for all first aid, should staff require it.</p> <p>Reminder of health & safety guidance of wearing & removing PPE issued</p>	<p>TR to ensure adequate supply.</p> <p>by MH/SH on 2/9/20</p>	

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		(see contaminated waste)			
<i>Inadequate management of essential pupil medication</i>	Pupils health may suffer if not managed	Robust medication management procedures within school. Essential medication will be managed within "Bubble" by key member of staff following the school's standard procedures. Where there is specific training required for essential medication, where possible a trained member of staff will be within "Bubble", if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.	IHCP for pupils with ongoing medical needs to be reviewed– it may be necessary to update responses i.e. for seizures face masks and visors/goggles as a standard precaution.	KC by 2/9/20	
<i>Possible contamination from a symptomatic person on site</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a	Communicate information regarding how to obtain a COVID-19 test Make googles/visors available in case required	Exec Headteacher / Head of School – ongoing School Business Manager –	

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		fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands. Government guidance will then be followed		01/09/20	
<i>Insufficient or inappropriate PPE available or misuse of PPE</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required. Where PPE is identified as required for a task it must be worn. Staff are encouraged to wear face shields when working with children for general teaching. If 2m distance cannot be achieved, it is strongly recommended. Staff will be shown how to safely don and doff PPE.	(Suggest WHO video for masks) WHO video Nb caretaker in video is someone caring for ill persons (Suggest NHS video for handwashing) NHS video Reminder of health & safety guidance above	Executive Headteacher / Head of School – 01/09/20 From 4/1/21	
<i>Inadequate management of circulation areas</i>	Pupils, staff, visitors, and the general public	The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times,	Movement around the school is minimal. Staggered break times are in place.	All School staff - daily	

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	becoming infected with COVID-19	lunch times and when accessing other areas with unnecessary movement around the school restricted. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.	Movement is on the left of the corridor. Classroom doors to be wedged open if possible. Doors to be wedged open each morning.	PH Daily	
<i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Appropriate Social distancing must be attempted at all times. Staff not to enter offices without invite/prior planning. <i>Staff must wash hands on entering staff room before preparing and food or making drinks</i> Within staffroom chairs to be positioned/moved to promote social distancing. Staff to wash hands prior on entering staff room before preparing and food or making drinks. Hand sanitiser to be available in	Reminder issued to all staff Checked and set up following summer holiday clean Reminder issued	SH/MH – 2/9/20 PH by 2/9/20 SH/MH on 2/9/20 Then staff to monitor each other & report any breaches to a member	

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		<p>staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p> <p>Staff must not be in close contact with another member of staff.</p> <p>All staff meetings/briefings to be conducted remotely if possible.</p>		of SLT All staff - ongoing	
<i>Insufficient or ineffective cleaning</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Cleaning regimes are increased. Cleaning of toilets, washrooms and touch points will be cleaned at the end of the school morning in addition to usual cleaning</p> <p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes have been adapted and updated to</p>	<p>Staff to have easy access to cleaning products.</p> <p>PH to monitor the need for further cleaning rounds.</p>	<p>PH daily.</p> <p>PH & discuss with TR and/or SLT</p>	

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		<p>ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc)</p> <p>in addition to standard cleaning regimes.</p> <p>Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</p> <p>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area.</p> <p>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</p> <p>Where non disposable</p>	<p>Ensure cleaning staff have information fully communicated to them with training as required – during reopening induction in September</p>	<p>Executive Headteacher / Head of School – 01/09/20</p>	

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		<p>cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).</p> <p>All internal bins will be emptied daily to external secure bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning of additional cleaning will be followed.</p>			
<i>Ineffective management of potentially contaminated waste</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting</p>		Site staff-ongoing	

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		collection.			
<i>Use of third-party facilities</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Overnight will not take place. Any off-site activity be thoroughly risk assessed in line with the educational visit policy and visits will only take place with students from individual bubbles.	Edale & Lea Green residential ^s in November to be reviewed.	SLT by end of September	
<i>Inadequate social distancing and contaminated surfaces on public transport</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport face mask should be carefully doffed to avoid contamination into a sealed plastic bag. On arrival at school hands to be sanitised in line with standard arrival procedures. It is strongly advised that wherever possible the use of public transport should be a last resort.	School to establish who this applies to	SH to contact staff and parents by 3/9/20	
<i>Behaviour and wellbeing of Pupils</i> <i>SEND Behaviour</i>	Pupils and staff may be affected by physical, mental, and emotional injury/distress	Review of current risk assessments that individual pupils may have. Consider risk assessments for other pupils who may not previously have been risk assessed in view of current	Review of behaviour policies to ensure COVID- 19 related incidents are covered Consider PPE needs as part of risk assessments as	KC, JC & SH by 3/9/20	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils. SENDCO available in school.	appropriate. If SENDCO not in school, Head of School or Exec Head available		
<i>Ineffective safeguarding measures</i>	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to "normal" behaviours of pupils and report any concerns immediately	One of 4 DSLs in school and available at all times. Covered during Safeguarding Induction 3/9/20	DSLs SH and MH	
<i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and	Review procedures and support available to staff Display Mental Health Week Poster and share where to access support	SH by 3/9/20 & regular reminders	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).			
<i>Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	<p>Parent & pupil questionnaire responses shared with relevant staff & used to plan Recovery Curriculum</p> <p>Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious)</p> <p>Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.</p>	Communicate with parents' information of providers who can support pupils and parents/carers with anxiety/mental and emotional health needs – on the school website & Twitter	SH and MH SH & JC – add any further updates by 2/9/20	
Signature of Senior Leadership Team:			Date:		
Date review required: 18/1/20					

<i>Consultation method</i>	<i>Who has risk assessment been consulted with:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>Staff Meetings – Remote</i>	<i>DDAT Local Governing Body SLT</i>	<i>13/07/20 – 02/09/20</i>			
<i>Staff Meetings – INSET / Specific Training</i>	<i>Teaching Staff Support Staff School Business Manager</i>				
<i>Parents – written communication</i>	<i>Administration Teams Premises and cleaning teams Catering Staff</i>				
<i>All stakeholders - School Website</i>	<i>Parents/Carers TU Reps: Staff encouraged to speak to Trade Union Representatives if there are any concerns. DDAT conducting consultation with Regional TUs through JCC meetings.</i>				

<i>Communication/training of risk assessment and controls following consultation:</i>	<i>Communicated to:</i>	<i>Date communicated:</i>
<i>SLT Consulted on development of RA</i>	<i>SLT</i>	<i>08/07/20 – 14/07/20</i>
<i>RA and Reopening Plan submitted to DDAT</i>	<i>DDAT</i>	<i>14/07/20</i>
<i>RA and Reopening Plan submitted to LGB</i>	<i>Governors</i>	<i>17/9/20</i>
<i>Letter on arrangements for September provided to parents/carers</i>	<i>Parents/Carers</i>	<i>21/07/20</i>
<i>Reminder letter sent to parents/carers</i>	<i>Parents/Carers</i>	<i>17/9/20</i>
<i>RA and Reopening Plan provided to staff</i>	<i>Staff</i>	<i>21/07/20</i>
<i>Training for staff on reopening arrangements and RA</i>	<i>Staff</i>	<i>01/09/20</i>
<i>RA available on school website</i>	<i>All stakeholders</i>	<i>17/9/20</i>
<i>Pupils supported to adhere to measures in place</i>	<i>Pupils</i>	<i>From 03/09/20</i>