

St Thomas Becket Catholic Primary School
Specific Risk Assessment for Covid-19 Reopening of school to all pupils March 21

<p>Specific individuals at risk:</p> <ul style="list-style-type: none"> • Pregnant staff • Individuals who are clinically vulnerable and extremely clinically vulnerable or living with family who are clinically vulnerable and extremely clinically vulnerable • Individuals who are shielding or living with someone who is shielding
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RISK RATING	Slightly harmful	Harmful	Extremely harmful
Highly Unlikely	Low Risk	Low Risk	Low Risk
Unlikely	Medium Risk	Medium Risk	Medium Risk
Likely	High Risk	High Risk	High Risk

Activity	Significant hazards	Control measures – reducing the risk	Risk rating
Reopening school to children	<p>Limited understanding of risk to children from covid</p> <p>Unknown risk of children transmitting virus- vectors</p> <p>Risk of another spike or rise in R rate of virus either locally or nationally</p>	<p>School will apply, where possible and as appropriate, guidance as set out by LA and Gov.uk key documents</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_co</p>	Medium

		ronavirus_operational_guidance.pdf https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment	
Parents/pupils travelling from abroad.	Potential for exposure to COVID19 variants	<p>Page 44 of guidance Anyone who is not a British or Irish national, or who does not have the right to reside in the UK, who has travelled from or through a ‘red list’ country in the previous 10 days, is not permitted to enter the UK and should be told not to travel.</p> <p>Where pupils (and their parents or guardians or family member) meet the UK entry requirements and have travelled from or through a ‘red list’ country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days.</p> <p>Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK’s genomic sequencing programme.</p>	Low
Staff travelling from Abroad	Potential for exposure to COVID19 variants	<p>Page 42 Staff will need to be available to work in school during term time. Discuss leave arrangements with staff to inform workforce planning taking into account their individual contractual arrangements. There is a risk that where staff travel abroad for a legally permitted reason, their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions and they may need to quarantine on their return. Guidance on how to self-isolate when you travel is available.</p>	

	Missing out on more time in the classroom risks pupils falling further behind.	<p>School attendance will be mandatory from children's return on 8th March 2021. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • School's responsibilities to record attendance and follow up absence • Availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct 	
	Anxiety of some parents about sending children back to school	If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures in place to reduce the risk in school.	Low
Parents coming on to school site	Drop off and picking up children	<p>Protocols/ procedures for start and end of school day-</p> <p>Dedicated areas to pick up classes with spaces for parents to social distance</p> <p>Staggered times but with flexibility for families with multiple children (Just 1 drop off and pick up)</p> <p>Drop off- 3 gates to be in use- parents to drop at gate and leave</p> <p>See Drop off / Pick up protocols</p>	Medium
	Parent / school staff meetings	<p>Only by pre-arranged times – appointment, E Mail to be sent to admin@thomasbecket.croydon.sch.uk -giving details of why meeting is required.</p> <p>In order of priority:</p>	Medium

		<ol style="list-style-type: none"> 1. Email 2. Phone call 3. Face to Face <p>Dedicated room for meetings that cannot be done remotely (music room)</p> <p>Seating organised to ensure safe distances (2 metres)</p>	
Access to school office	<p>Access to school office by parents / visitors may not fulfil social distancing guidelines</p> <p>Access to school office by staff may not fulfil social distancing guidelines</p>	<p>Parents</p> <ul style="list-style-type: none"> • Screen to be installed in Foyer to admin office • Only 1 family in foyer at any one time • Parents to come into school buildings only when strictly necessary, by appointment, and only one at a time (or family group) • Visitors to queue outside using garden area if foyer occupied (2 metre lines will be marked out) • School has moved to a cashless system of payment using Parentpay and Card machine. <p>Staff</p> <p>Non-office staff should enter the school office unless absolutely necessary / use window if appropriate</p> <p>See revised guidelines for staff</p>	<p>Low</p> <p>Low</p>
Set up of classrooms	<p>Set up of class does not allow for safe seating of children</p>	<p>Class set up:</p> <p>Infants: as it is not often practicable to have infants facing away from each other, we will revert to normal classroom setup for infant classes.</p> <p>Juniors: Children seated side by side and facing</p>	<p>Medium</p>

		forwards, rather than face to face or side on. Remove unnecessary furniture to allow for more space.	
	Sharing of school resources	Identify individual pupil equipment such as pens and pencils. School to provide a zippy bag which is named for each child and this remains in school. School to provide resources to go inside.	Medium
	Transmission of virus through soft materials	Remove soft furnishings/ soft toys / dressing up clothes from classes Limit resources in each classroom – items to be washed/wiped down with anti-bacterial spray/soap by the bubble staff at the end of each day Sand trays removed form play areas	Low
	Sharing of reading books	Returned Reading Scheme books are placed in quarantine box for 72 hours before being available for reuse.	Low
Use of outdoor areas	Mixing of children between ‘bubbles’ when playing outside	Designate discrete play areas outside- Year groups Delineate with grass markings (field), tape/cones, barriers Timetable – staggered plays and lunchtimes Staff of each bubble to monitor children within their group to prevent mixing of bubbles	Low
	Sharing of play equipment between groups	Play Equipment- Box for each year group bubble	Low
Possible	Security of site-	Revised morning and after school duty rotas	

<p>contact between different groups of children, and between adults,</p>	<p>restricting who comes on site</p>	<p>Staff to ensure parents do not enter the classroom / children to enter classrooms immediately on arrival.</p> <p>Drop off by only one parent/carer. Siblings are not to be brought on site unless no other alternative available for parent/carer. If siblings do come on site they are to remain with the adult and not run around the site, use equipment etc</p> <p>Parents directed to pick up areas as per pick up procedures at end of day / no conversations with teachers.</p> <p>Drop off- 3 gates to be in use- parents to drop at gates and leave</p> <p>Where adults work across bubbles- number of bubbles they work with will be limited.</p>	<p>Low</p>
	<p>Direction of flow</p>	<p>Inside: UP carpark stairs / DOWN Hall stairs Hall: IN pond door OUT door to Christy's Garden</p>	<p>Medium</p>
	<p>Transmission of virus on door handles- people opening doors</p>	<p>Cleaning of door handles, door plates and other areas identified as potential high cross contamination areas daily/twice a day/etc</p> <p>Cleaners to use anti-viral products / greater focus on 'touch' areas- handles / surfaces</p>	<p>Low</p>
<p>Social distancing within school day</p>	<p>Current school practices may increase contact as people move around school / people coming together -lead to higher risk of virus transmission</p>	<ul style="list-style-type: none"> • No school assemblies in hall larger than a year group • Class registers done electronically- no need to bring registers • Becket Room to be used as additional staffroom to 	<p>Low</p> <p>Low</p>

		<p>allow more space and tables to eat at. Staff to adhere to social distancing.</p> <ul style="list-style-type: none"> • Toilets to be monitored at playtime and lunchtime to limit number of children using them at any one time. Handwashing protocol to be share with children / staff. • Children to eat packed lunches in their classrooms. Children under the supervision of the staff in the bubble to wash their hands prior to eating and to remain at their desk (far enough apart to ensure no touching of each other’s food). 	<p>Medium</p> <p>low</p> <p>Medium</p>
Sharing health messages	Adults and children evidence poor practice that heightens risk of virus transmission	<p>Help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice.</p> <p>Display posters: (Annex C)</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters</p>	Medium
Suspected Covid cases	Children or staff become unwell during school day with symptoms of Covid-19	<p>SLT to identify and follow:</p> <ul style="list-style-type: none"> • Procedures if someone becomes unwell with suspected Covid-19 • Procedures if case of Covid-19 is confirmed <p>Refer to: <i>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</i></p> <p>Response to any infection:</p> <ul style="list-style-type: none"> • engage with the NHS Test and Trace process 	<p>Low</p> <p>Low</p>

		<ul style="list-style-type: none"> • manage confirmed cases of coronavirus (COVID-19) amongst the school community • contain any outbreak by following local health protection team advice <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>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</p> <p>Stay at home and self-isolate</p> <p>If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have symptoms, stay at home and self-isolate as soon as you receive the results. Your household needs to isolate too.</p> <p>Arrange to have a PCR test for COVID-19 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result. You can leave your home in certain circumstances, but do not go to work, school, or public areas and do not use public transport or taxis. Only leave your home to get to your test if you need to, observe strict social distancing advice and return immediately afterwards.</p>	Low
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	<p>Infections may indicate larger outbreak</p>	<p>Contain any outbreak by following local health protection team advice:</p> <p>Contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2</p>	

		<p>metres for more than 15 minutes) with an infected individual</p> <p>travelling in a small vehicle, like a car, with an infected person</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>CONTINGENCY PLAN for disrupted learning if Year group or whole site is closed.</p> <p>In this case the school will revert to delivering learning to pupils remotely using our established Gsuite of resources and Google classroom- using same format as agreed during lockdown.</p>	
	Outbreak of Covid-19	<p>Deeper clean by specialist team- Westgate Cleaners to advise</p> <p>Refer to: Cleaning of non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Low
Travel to school	Families more exposed	Provide on-site storage for bikes / scooters	Low

	by having to use public transport	(to encourage families not to use cars or public transport)	
	Large gathering of parents at start and end of day	Staggered timetables for drop off and pick up times	Low
Hygiene Protocol	Insufficient cleaning stock	Ensure adequate stock (soap, hand towels, tissues, disposable cups, sanitiser, disinfectant sprays etc) with additional reserves in case of delays in deliveries	Low
	Pupils unclear about hygiene expectations	<p>Ensure children are familiar with and follow practice set out in school document: <u>Routines for hygiene throughout the day</u></p> <p><u>Children arriving wearing face masks</u></p> <p>Process for removing face coverings: Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	Medium
	Adequate cleaning regime	<p>Clear protocol developed-</p> <p>Who cleans outside areas between plays? How often / who cleans classrooms during day? How often cleaning toilets? Frequently touched surfaces, corridors / bannisters / office foyer- cleaned regularly by who?)</p> <p>School Doc- 'Cleaning Protocols'</p>	Low

		<p>Consider:</p> <ul style="list-style-type: none"> • the availability of soap and hot water in every toilet (and if possible in classrooms) • the location of hand sanitiser stations, for example at the school entrance for adults passing into the school to use, and their replenishment • the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying • ensuring you have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly <p>List of things to consider acquiring This may include:</p> <ul style="list-style-type: none"> • Posters (for example, to encourage consistency on hygiene and keeping to own group) • Soap for sinks • disposable paper towels • cleaning products • sanitising wipes for wiping some equipment • tape for cordoning off areas and marking floors <p>See school document: Principles for staff</p>	
	Water supply	<ul style="list-style-type: none"> • Outside water fountains to be turned off and black bags taped over the fountains once they have been deep cleaned • Class taps may be used with disposable cups. Disposable cups only to be used in an emergency if a child does not have a water bottle. • Children to use their own (labelled water bottles) which must be brought home each day for 	<p>Low</p> <p>Medium</p> <p>Low</p>

		washing.	
	Transmission of virus by sharing of resources	<p>Classroom based resources: Books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Sports, art and science equipment should be cleaned frequently or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment: each year group will have own play resources.</p> <p>Trim trails: these will not be in use until further notice.</p>	Low
	Resources/ equipment travelling between home and school	<p>Limit the amount of equipment children bring into school each day:</p> <ul style="list-style-type: none"> • Essentials such as lunch boxes, hats, coats, books and bags. • Pupils and teachers can take books and other shared resources home 	Low
	Groups sharing toilets increases risk of virus transmission	<p>Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>See school document- 'Cleaning Protocols'</p>	Low
Staffing	Inadequate staff to run school and keep children and adults safe	<p>What to consider when working out staff ratios</p> <ol style="list-style-type: none"> 1. How many staff do you have available to work in school? 2. How many teachers do you have available to work in school? 3. How many support staff including teaching assistants do you have available for work in 	Medium

		<p>school?</p> <ol style="list-style-type: none"> 4. At least one person with paediatric first aid training available for work in school? 5. Do you have at least one person with up to date Designated Safeguarding Lead (DSL) training available to work in school? 6. Do you have your special educational needs coordinator available for work, or an alternative staff member who could take on this role? 7. Do you have a caretaker and/or cleaning staff, and if necessary at least one office staff member available during the school day? <ul style="list-style-type: none"> • Draw up list of staff who will lead teaching groups and in what rooms they will be based • Draw up temporary supervision policy and identify staff to supervise playtime and lunchtime groups. • <p>Lateral Flow Testing introduced Monday 2nd January 21 Staff training carried out and recording logs established. Test kits issued to staff on request.</p> <ul style="list-style-type: none"> • Separate risk assessment written for COVID testing. 	
	<p>Unacceptable risk to staff members from Covid-19</p>	<p>Initial questionnaire was carried out to identify staff who are required to shield and staff who are vulnerable or live with family who are vulnerable.</p> <p>Identify staff who can attend but may need increased social distancing measures / revised role / blended working week</p> <p>Guidance on shielding and protecting extremely vulnerable persons: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Low</p>

<p>Principles for staff</p>	<p>Staff not aware of principles they need to follow to keep themselves and others safe</p>	<p>See School Document: <i>Guidance for staff</i></p> <p>Share key principles / actions required of staff during this Covid period</p> <ul style="list-style-type: none"> • Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible. • Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Use the ‘catch it, bin it, kill it’ approach. • Avoid touching your mouth, nose and eyes. • Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). • Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary. • Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters. • As much as possible prevent your class from sharing equipment and resources (like stationery). • Keep your classroom door and windows open if possible for air flow. • Limit the number of children from your class using the toilet at any one time. 	<p>Low – clear and detailed information to all staff regarding procedures and policies to be adopted upon return to school</p>

		<ul style="list-style-type: none"> • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. • Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take. 	
Pupil Numbers	Medical needs of children returning to school in September have changed	School admin to collate up to date medical information of all children via (Google forms- online).	Low
	Mixing between groups of children in school heightens risk of larger numbers of children being infected.	<p>Agree the maximum safe group size. To reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19) and to ensure we can offer an inclusive curriculum while managing the practical logistics within and around school- we will consider each Year Group to be a separate 'bubble'.</p> <p>We accept that within 'bubbles' primary age children cannot be expected to social distance.</p> <p>Therefore we will put into place the following protective measures for children:</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 	Medium

		<p>'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Posters displayed to help children and staff to understand importance of measures.</p> <p>While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p>	
Teaching Groups	Number of pupils returning exceeds capacity of school to keep children and adults safe within teaching groups	<p>In event of shortfall of teachers for temporary teaching groups:</p> <p>Possible solutions-</p> <ul style="list-style-type: none"> • Bring additional teachers in to help, who may be supply teachers • Ask suitably teaching assistants who are willing to do so to work with groups under the supervision of a teacher • Reduce adults in each bubble where safe to do so 	Low/Medium
Curriculum	Educational Visits	As the prevalence of the virus is still uncertain and will possibly rise, all school trips are suspended until further notice.	Low

	Supply staff and peripatetic teachers such as sports coaches	<p>All supply staff and peripatetic teachers, will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>To minimise the numbers of temporary staff entering the school premises, we will aim to use regular staff on repeat timetables.</p> <p>See school document_ 'Advice for agency staff'</p>	Medium
	Specialist Intervention	<p>This includes 1:1 support (e.g. as part of an EHCP) as follows:</p> <ul style="list-style-type: none"> • Staff wash hands before and after working with a pupil • A space is identified for the intervention to take place, • All equipment needed for the child is set up in the space before the start of the session • Staff go to the child's classroom, standing at the entrance to collect the pupil • The intervention is provided at a distance if possible • Any equipment that needs to be used by another pupil is cleaned or replaced. <p>See school doc: Guidance for delivering interventions and 1:1 reading</p>	Low
	Assemblies	<ul style="list-style-type: none"> • Groups will be kept apart, meaning that assemblies will be no bigger than 1 group. • Online recorded assemblies will continue to be used for whole school collective worship. 	Low
	MUSIC	<p><i>Music, dance and drama in school</i></p> <p><i>You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing.</i></p>	

		<p><i>There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place</i></p> <p><i>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</i></p> <p><i>Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the music education hubs, including contact details for local hubs, is available at music education hubs published by the Arts Council England.</i></p>	
<p>External support for SEND and behaviour</p>	<p>Availability of specialist support services</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual from September.</p> <p>For pupils with education health and care (EHC) plans, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements if some of the support services are not available in their usual form from the start of September. If this is the case we will work with the local authority and parents, and confirm what special provision can reasonably be provided.</p> <p>Protocol</p> <p>Visiting professionals to our school will be based in one room which has good ventilation and cleaning equipment supplied.</p> <p>When collecting a child from a classroom the visiting professional will be asked to stand at the door while a</p>	<p>Low</p>

		<p>member of the teaching team collects the child.</p> <p>If it is necessary to carry out a classroom observation the visiting professional will be positioned in the room to maintain social distancing.</p> <p>A visiting professional should not leave an LSA any interventions to deliver, where PHE have advised them not to carry these out themselves.</p> <p>A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.”</p> <p>Any outside visitor must sign in and inform office which children or adults they have come into contact with to facilitate Track and Trace.</p> <p>It is the responsibility of the visiting adult to ensure they inform the school if they have a positive test.</p>	
Catering	Increased number of children at lunchtime will compromise ability to socially distance year groups if school hall is used for dispensing and eating school dinners.	<p>Harrison Caterers will continue to provide packed lunches (with hot options) for whole school.</p> <p>Lunches will be eaten in classrooms or on field (weather permitting).</p> <p>School hall will remain out of service for school dinners until further notice.</p>	Low
Premises	School site may present H&S issues due to having been closed for a significant period of time.	<p>Undertake a health and safety check of the building and site in light of school being closed down for period of time. H & S governor/governor to be involved</p> <p>Visual inspection of outdoor and indoor areas. Use safeguarding checklist in classrooms.</p> <p>Guidance: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>	Low

	Contractors coming on school site	<ul style="list-style-type: none"> • Where possible required contractors should come on site outside of school hours. • Premises manager to ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Premises manager to ensure a record is kept of all visitors. 	Low
Fire Safety	Covid procedures / routines make current fire safety procedures obsolete	<p>Ensure all fire risk assessments take place as normal</p> <p>Review fire drill procedures to ensure they are still fit for purpose in light of school structure on reopening</p> <p>As soon as possible after reopening in March- hold fire drill</p> <p>Ensure staffing ratios are sufficient to keep children and adults safe in allowing fire emergency plan to be enacted.</p> <p>Establish fire assembly points for each class whilst maintaining social distancing if possible and carry out a fire drill</p>	Medium
Managing pupil and staff wellbeing and mental health		<p>PUPILS</p> <p>Important for school to watch out for:</p> <p>Individual children who have found the long period at home hard to manage</p> <p>Those who have developed anxieties related to the virus</p> <p>Those about whom there are safeguarding concerns</p> <p>Those who may make safeguarding disclosures once they are back in schools</p> <p>Some children may also have experienced bereavements</p>	Medium

		<p>in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.</p> <p>All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school.</p> <p>Staff may wish to provide:</p> <p>Opportunities for children to talk about their experiences of the past few weeks Opportunities for one-to-one conversations with trusted adults where this may be supportive Some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe Pastoral activity, such as positive opportunities to renew and develop friendships and peer groups</p> <p>Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other.</p> <p>STAFF</p> <p>Alongside this, governing boards and school leaders should consider the mental health and wellbeing of staff (including school leaders themselves), and the need to implement flexible working practices in a way that promotes good work-life balance for teachers and leaders</p>	
Pupil Behaviour	Children’s may not be aware of how their behaviour needs to change to keep them and others safe.	In light of the need for children to behave differently when they return to school- consider changes to behaviour policy. Any behaviour policy changes will also need to be communicated to pupils, parents and staff.	Medium

		<p>Areas schools to add to school behaviour policy are:</p> <ul style="list-style-type: none"> • following any altered routines for arrival or departure • following school instructions on hygiene, such as handwashing and sanitising • following instructions on who pupils can socialise with at school • moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands • tell an adult if you are experiencing symptoms of coronavirus • rules about sharing any equipment or other items including drinking bottles • amended expectations about breaks or play times, including where children may or may not play • use of toilets- only 2 in infants / 3 in juniors • clear rules about coughing or spitting at or towards any other person • clear rules for pupils at home about conduct in relation to remote education • rewards and sanction system where appropriate • Identify any reasonable adjustments that need to be made for students with more challenging behaviour. 	
School Uniform	Lack of uniform available may prevent change of clothes each day for children	<ul style="list-style-type: none"> • To support parents financially and due to shortages of some uniform items- Children can choose to wear either summer or winter uniform from March up until October half term. 	Low

		<ul style="list-style-type: none"> • See uniform letter to parents about temporary change to policy. 	
Late arrival and pickups	Parents entering the building to bring late children or pick up late children	<ul style="list-style-type: none"> • Morning-Late children to be brought to school office / staff on duty to write in late reason • Afternoon- parents collecting children late to remain outside school office • Children being late collected to remain in school hall where distancing can be maintained • Office staff to record reason for lates 	Low
After-school clubs / child minding clubs		<ul style="list-style-type: none"> • Before and after school clubs will resume in the summer term 2021. These will initially be limited to Year group attendance to minimise contact between groups. • Child minding club personnel to pick up children from outside school hall where they will wait while distancing. Staff will supervise children in hall while waiting. 	Low Medium

Risk assessment carried out by:	Risk assessment approved by Headteacher / governing body
Name: Signature: Date:	Name: Signature: Date: