



RISK ASSESSMENT

St John of Jerusalem COE Primary School



Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 16 June 2020 as follows:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

Guidance for full opening of schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#school-workforce> published July 2020 and updated January 2021

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

An assessment conducted by:	Asarena Simon Rene Africa	Job title:	Headteacher Deputy Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	Week beginning 18 May	Review interval:	Week 12 th June 2020/6 th July/22 nd August /11 January 2021, March 2021	Date of next review:	Week beginning 20 July 2020 for September opening – updated 22 August 2020, 11 January 2021, 22nd February, 3rd March 2021

Related documents

Links to links relevant to Risk Assessment:

[Actions for education settings to prepare for wider opening](#)

[Implementing preventative measures in education settings](#)

[Planning guide for early years and childcare settings](#)

[Planning guide for primary schools](#)

[Guidance for secondary school provision](#)

[Safe working in education settings](#)

https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Government guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#school-workforce>

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

HSE: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

[Guidance for full opening: schools](#)

[Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

Identification of those at risk

- Pupils
- Their family groups
- Staff
- Their family groups
- Contractors and essential visitors
- Their family groups

- Catching or spreading the COVID-19 virus. This virus has serious effects that debilitate those who have caught it and causes immense distress, both physically and mentally. The UK has suffered huge fatality rates of infection, which may happen through contact with someone with a confirmed case of COVID-19. Those who have come into contact with a confirmed case of COVID-19 and those notified by a Public Health Agency that due to contact with a diagnosed case are open to exposure. Categories of people who are especially at risk from infection are clearly described in the Government's published guidelines, and those people should be shielded or self-isolating.

ALL staff should be consistently adherent to the social distancing rules.

- We have asked all staff to follow the measures set out in the system of controls that have been put in place and been reviewed in the light of the new lockdown (January 2021) following the recently updated guidance on actions schools should take during coronavirus outbreak. This is to minimise the risks of transmission. This includes observing good hand and respiratory hygiene and maintaining social distancing in line with the provisions set out in section 5 of the 'prevention' section of the guidance. The SLT has given further explanation and guidance to all school staff on reducing risks and reassuring staff attending school.
- If staffs are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable, or believe they may be at possible increased risk from coronavirus; Staff have been informed by SLT that they should discuss any concerns they may have around their particular circumstances. SLT will reassure staff about the protective measures in place and provided them with a copy of the updated risk assessment.

This risk assessment has been reviewed in light of schools reopening from 8th March 2021. In reviewing this risk assessment, the following government guidances were used https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance



	https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=1%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19?utm_source=1%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=24%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev
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Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures			In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		1. Establishing a systematic process of partial opening, including social distancing					
		1.1 Net capacity					
Hazard controls	Category persons who may be at risk	Existing controls	Control okay/N	Additional Control Considerations		Confirmation of Additional control measures introduced by the school	Residual risk rating
Employees Contractor Pupils Members of the Public Vulnerability group https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A	High risk	<ul style="list-style-type: none">Existing risk control arrangements with schoolsSchools subject to a programme of an audit of risk control arrangements by CHSW Team."Every setting should carry out a risk assessment before opening.The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff.All employers must consult employees on health and safety, and they are best placed to understand the risks in individual settings.	Yes	<ul style="list-style-type: none">School to revisit and update their risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term.The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff.https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#Ahttps://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schoolsPrevention:<ul 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 school2) clean hands thoroughly more often than usual3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach5) minimise contact between individuals and maintain social distancing wherever possible6) where necessary, wear appropriate personal protective equipment (PPE)Numbers 1 to 4 must be in place in all schools, all the time.Number 5 must be considered appropriately, and schools must put in place measures that suit their particular circumstances.Number 6 applies in specific circumstances.Response to any infection:<ul style="list-style-type: none">7) engage with the NHS Test and Trace process8) manage confirmed cases of coronavirus (COVID-19) amongst the school community9) contain any outbreak by following local health protection team advice		<ul style="list-style-type: none">The SLT has updated the school's risk assessment before September opening, in January 2021 and before the 8 March return.The assessment directly addresses the additional risks and control measures associated with coronavirus for sensible measures to be put in place to minimise and control the risks to children and staff. This to facilitate a return to full capacity in the autumn termSLT have consulted with employees on health and safety risks of the full opening of the school to all pupils from September 2020 and have kept risk assessment under review throughout the autumn and spring termsSchool regularly refers to official advice from the DfE, PHE, HS&Q and HR;Coronavirus (Covid-19): guidance for schools and other educational settings Hackney Education HR coronavirus headteacher guidance	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Numbers 7 to 9 must be followed in every case where they are relevant. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings. Schools should consider updating their behaviour policies with any new rules/policies and considering how to clearly and consistently communicate rules/policies to staff, pupils, and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. 	<ul style="list-style-type: none"> Headteacher /deputy headteacher and senior staff keep up to date with official COVID-19 Guidance and inform/support employees/school arrangements as required. Recent updates to the Risk assessment to be shared with staff on 3rd 4th September 2020, January 2021, February 2021, March 2021 In addition to the above actions, we have asked all staff to follow the measures set out in the system of controls that have been put in place. These have been reviewed in light of the new lockdown restrictions (January 2021) following the recently updated guidance on actions schools should take during coronavirus outbreak. This is to minimise the risks of transmission. This includes observing good hand and respiratory hygiene and maintaining social distancing in line with the provisions set out in section 5 of the 'prevention' section of the guidance. Adult visitors will be required to wear face-covering in all school areas and in classrooms and when moving around in corridors and communal areas) The SLT has given further explanation and guidance to all staff to reduce risks and reassure staff who are attending school. 	
<p>Available capacity of the school is reduced when social distancing guidelines are applied</p> <p>Impact of increased numbers of children in school</p> <p>"Employees Contractor Pupils Members of the Public Vulnerability groups."</p> <p>The potential spread of infectious disease, stress, injury or harm from accidents/incidents</p>	Medium risk	<ul style="list-style-type: none"> An agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group Arrangements in place to support pupils when not at school with remote learning at home 	Yes	<ul style="list-style-type: none"> The school will welcome all children back into school from the 8th March (up to 30 children in a bubble) One room has been allocated as an isolation room One room has been allocated as an intervention room with dividers to enable two groups to access this room. 	<ul style="list-style-type: none"> See school return to face-to-face education plan for 8th March 2021 (which should be read alongside this document) Consideration has already been given to the full return of pupils from 8th March 2021 Revised guidance briefed to all staff before reopening and included: Managing infection control and social distancing measures (20/07/2020) All Staff will carry our C19 lateral flow test twice a week for use at home Supply teachers, peripatetic teachers and other temporary staff to take part in the testing too Remote learning to continue to be planned in the event of school closure and for clinically extremely vulnerable children, advised to shield. Home learning packs are also being made up for pupils who have no access to the internet or cannot access the school website's resources. The school will make Chromebooks and data Sims available to pupils who must continue remote learning. 	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures			In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
							<ul style="list-style-type: none">The above controls have been reviewed. Lockdown procedure and remote learning are in place and provision for critical workers and vulnerable pupils in place—timetable rota for staff to minimise unnecessary attendance on the school premises during this period.	
		1.2 Organisation of teaching spaces						
Classroom sizes will not allow adequate social distancing	Medium risk	<ul style="list-style-type: none">Classroom size and numbers reviewed.Classrooms re-modelled, with chairs and desks in place to allow for social distancing.Spare furniture, i.e. chairs removed from desks so they cannot be used.Clear signage displayed in classrooms promoting social distancing.In classes, stay together with their teacher and do not mix with other pupils.	Yes	<ul style="list-style-type: none">Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreakIdeally, we encourage adults to maintain a 2-metre distance from each other and children where practicable possibleWe will avoid close face to face contact and minimise time spent within 1 metre of anyoneChildren old enough will be also be supported to maintain distance and not touch staff and their peers where possibleWhen staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can be reduced by keeping pupils in the smaller, class-sized groupsWe will make minor adaptations to the classroom to support distancing where possible and include seating pupils side by side and facing forwards, rather than face to face or side-on, and might consist of moving unnecessary furniture out of classrooms to make more spaceIf you have an EYFS setting: The indoor space used for children in the EYFS will meet the following requirements:2.3m² per child for children aged 3 to 5 years oldAreas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised			<ul style="list-style-type: none">Changes have been made to the physical space -We have reviewed the total space available for teaching activities beyond classrooms the playground areas for PE etc.) and have considered the areas' controllable' and safeWe can ensure that pupils sit at separate tables facing forward in rows and that these are a little distance apartWe have moved unnecessary classroom furniture and equipment so that some distance is possible within the class bubblespare chairs have been from the classroomWe have planned for classes to stay together in their group bubble with their teacher and support staff and not mix with other pupils.Clear signage displayed in classrooms promoting social distancingAll windows and doors will be kept open.	M
Large spaces need to be used as classrooms	Medium risk	<ul style="list-style-type: none">Limits set for large spaces (e.g. dining hall) for teachingLarge gatherings prohibited.Design layout and arrangements in place to enable social distancingUse of outdoor spaces for teaching where possible (only for PE)Approach to assemblies – I plan in place to manage social distancing. Hall does not use for large groups - in class worship	Yes	<ul style="list-style-type: none">Outdoor space will be used for exercise and breaks, and for education where possible.			<ul style="list-style-type: none">Hall only to be used for PE if it is wet outdoors, and social distancing will be encouraged at all timesAssemblies will take place remotely and in the hall as usual.Children will remain in their classrooms during assembly and in -class worship, no singing	M
		1.3 Availability of staff and class sizes						
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	Medium risk	<ul style="list-style-type: none">Every member of staff health status and availability is known and is regularly updated so that deployment can be planned.Full use is made of those staff who are self-isolating or shielding but who are well enough to plan and deliver lessons online for pupils in their class and support for others where appropriateFlexible and responsive use of teaching assistants to support classes is in place.Full use is made of testing to inform staff deployment.	Yes				<ul style="list-style-type: none">The health status and availability of staff is to be kept under review and rota revised accordinglyWe have ensured that a staff shift rota is in place to keep social distancing maintainedWe have a system in place to monitor how many people are on-site at one timeArrangements in place for any externally employed adults delivering learning in school, e.g. sports coaches	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures			In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none">If necessary, a blended home learning model and school attendance will be utilised until staffing levels improve.					
		1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	Medium risk	<ul style="list-style-type: none">Plans are in place to meet the children's learning needs outside of the main cohorts attending school.Pastoral (ASPACE COUNSELLING) and SEND support is deployed wherever possible to support prioritised pupils.Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.A plan is in place for the phased return to face to face education from the 8th March 2021	Yes			<ul style="list-style-type: none">Vulnerable children and critical workers' needs will continue to be met – some are attending school currently, and home learning provision made for those at home. they are participating in daily remote teaching delivered by their class teachersSLT and Inclusion Manager are in contact with all vulnerable families. We continue to liaise and encourage where appropriate for pupils to attend schoolASPACE (counselling service) ZOOM calls with some of the vulnerable children	M
		1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	Medium risk	<ul style="list-style-type: none">Start and departure times are staggered.The number of entrances and exits to be used is maximised.Different entrances/exits are used for different groups.Staff and pupils are briefed and signage to identify which entrances, exits, and one system to use.A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.Floor markings are visible where it is necessary to manage any queuing.Attendance patterns have been optimised to ensure maximum safety.	Yes	<ul style="list-style-type: none">The school has applied the Government's principles of keeping groups separate (class bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculumPupils have been placed in ' whole class bubbles', and interaction between other classes minimised as far as is reasonably practicableChildren in early years settings are kept in small groups as far as possible when accessing continuous provision;Staff members in early years settings stay within a single group (bubble) on a day to basis as far as possible;Classrooms are not shared with other class groups;Measures have been put in place to limit interaction between classes (bubbles) as much as possible;Start and finish times are staggered to keep groups apart as they arrive and leave school;start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any timeChildren in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time, and groups are supervised and kept apart as far as possible;Timetabling has been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils;A one-way circulation route along corridors is in operation;Pupils in different groups are encouraged not to mix together at break times, and groups are supervised and kept apart as far as possible;Lunch breaks are staggered, allowing for time for cleaning of surfaces in dining areas between groups;Different groups in the dining area will be kept apart as much as possible;As far as practicable, groups will be kept apart with only brief transitory contact where this is unavoidable;Any big gatherings such as assemblies or collective worship with more than one group are prohibited;Pupils are kept in consistent groups during P.E, and outdoor sports are prioritised where possible		<ul style="list-style-type: none">Reviewed the class groups and how we will bring the children back from the 8th March. See (SJ of J returning to face to face education document)Planned for back and front entrances to be used for different groups and staggered start time when numbers increaseRestriction of parents, visitors to the school parents only allowed in the playground area one at a time when picking up childrenNo congregation of groups–parents to be discouraged from gathering in groups outside school gatesPlaygrounds marking have been done 2-meter markers are present on floors and will stay in place for SeptemberOne way system in place to enter and exit the school. Signage in placeFurther guidance and a reminder has been communicated before school reopens for the pupils on 8th March 2021 to parents to remind them about the process that has been agreed for drop off and collection of pupils- including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowedThe above is kept under constant review, and updates are communicated to parents and carers	M
		1.6 Planning movement around the school					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Movement around the school risks breaching social distancing guidelines</p> <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> <p>Employees Contractor Pupils Members of the Public Vulnerability groups."</p>	Medium Risk	<ul style="list-style-type: none">Circulation plans have been reviewed and revised.One-way systems are in place where possible.Corridors are divided where feasible.Appropriate signage is in place to clarify circulation routes.Pinch points and bottlenecks are identified and managed accordingly.Movement of pupils around the school is minimised as much as possible, with pupils staying in classrooms and staff moving around.Restricting access between different parts of the building to wherever possibleRemove items that reduce the width of corridorsPupils are regularly briefed regarding observing social distancing guidance.Appropriate duty rota and levels of supervision are in place.All shared rooms, such as sports halls and dining areas, will be kept at half capacity to allow groups to keep apart when using themFor dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms	Yes	<ul style="list-style-type: none">All procedures in place reviewed January and March 2021Pupils will be kept in their class groups at all times each day and be kept separate from other groupsMovement around the school site will be kept to a minimum.Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.We plan to resume any breakfast / after-school provision, but not immediately and will refer to the preventative measures in the guidance below. Try to keep pupils in their same groups where possible, but try to stick to small, consistent groups if that's not possible. We will use the guidance below to help with making plans – https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratiosWhere pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.	<ul style="list-style-type: none">Staff have been advised and reminded of the procedure to minimise movement of pupils to ensure social distancing (20/07/2020/ September 2020/ January 2021 and February 2021, and March 2021 reopeningStaff to move around, not pupilsWe will stagger breaks/lunchtimes to achieve social distancing as far as reasonably practicable.We can ensure a clear and safe route around the premises and have included a one-way system and staggered use of corridors that are clearly marked and supervised.Corridors have been cleared to allow for more spacePupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day	M
<p>Spreading infection due to excessive contact and mixing in meetings</p> <p>Transmission of Covid-19 through airborne particles due to face-face meetings</p>		<ul style="list-style-type: none">Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.Where this isn't possible, important meetings will be conducted outside or in a large enough room to allow for social distancing.This will be with the minimum number of participants while observing social distancing rules either in an outdoor space or well-ventilated area indoors;Hand sanitiser is provided where handwashing facilities are not immediately available;Disinfectant equipment is available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;Meetings are held in well-ventilated designated rooms;		<ul style="list-style-type: none">Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.Where this isn't possible, important meetings will be conducted outside or in a large enough room to allow for social distancing.This will be with the minimum number of participants while observing social distancing rules either in an outdoor space or well-ventilated area indoors;Hand sanitiser is provided where handwashing facilities are not immediately available;Disinfectant equipment is available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;Meetings are held in well-ventilated designated rooms;	<ul style="list-style-type: none">All meetings are being conducted by using remote technology, Microsoft teams. This includes meetings with staff parents/carers, visitors and governors.Review and update procedures as required	
1.7 Curriculum organisation						



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
Pupils will have fallen behind in their learning during school closures, and achievement gaps will have widened	Low Risk	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning. Recovery curriculum in place focusing on necessary skills in reading, writing and mathematics and mental health and wellbeing (Relationships, Community, Transparent Curriculum, Metacognition and Space – to be) https://thenationalcollege.co.uk/webinars/recovery-curriculum 	Yes			<ul style="list-style-type: none"> Yes- teachers plan for a range of groups and needs in the class, and this is ongoing As more pupils return, plan to implement a recovery curriculum which staff are working on To implement catch up learning 	L
1.8 Staff workspaces							
Staff rooms and offices do not allow for observation of social distancing guidelines	Low Risk	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed, and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. 	Yes			<ul style="list-style-type: none"> Review social distancing for staff areas It has been reviewed again (January and February 2021), and measures are in place to allow for social distancing Staff have been briefed on the use of the office and staffroom Office reception space opens, so the Perspex glass frame has been to increase adherence to social distancing contact with parents' visitors and staff and to allow office- staff to work in relative safety. 	L
1.9 Managing the school lifecycle							
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures	Low Risk	<ul style="list-style-type: none"> The School calendar for the summer term rationalised. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Yes	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Curriculum and timetable for September 2020 to be completed before the end of term The curriculum will be adapted for a year group as they return to include a recovery curriculum focus on mental health and wellbeing Limited use of school calendar during this term- prioritised actions to be completed where necessary and if appropriate. Any recruitment of staff to be done in time for September 	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils moving on to the next phase in their education do not feel prepared for the transition	Low Risk	<ul style="list-style-type: none"> A plan is in place for the class teacher and Inclusion manager to speak with pupils and their parents about the next stage in their education and resolve any issues. There is a regular and effective liaison with the secondary schools to assist with pupils' transition. Virtual tours of the school are available for parents and pupils if possible (secondary schools to arrange with us) Online induction days for pupils and parents are planned (secondary schools to arrange with us) 	Yes Yes	<ul style="list-style-type: none"> To liaise closely with various secondary school pupils are moving to, to plan some transition work if possible (done) Plan transition programme for pupils this is being designed by year 5 and 6 teachers also use transition materials produced by the KEY for schools (done) Plan virtual pupil meetings with secondary schools if possible (done) Arrange a virtual tour of schools for year six pupils if possible - advice from HLT informed heads that some secondary schools are planning for this to happen (done) 	L
1.10 Governance and policy					
Governing Body Members are not fully informed or involved in making key decisions	Medium risk	<ul style="list-style-type: none"> Online meetings are held regularly with governing body members. Governors are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes Yes	<ul style="list-style-type: none"> Head in regular communication with the Chair of Governors Updated on school's approach to remote learning of all pupils, including the vulnerable pupils Updates also at the subcommittee level and full governing body meetings Plans for reopening the school more widely from the 1 June have been shared with Governors Letter sent out to parents detailing provision from 1 June has been shared with the Chair of governors and jointly signed off Letter sent out in July detailing school reopening in September and changes and procedures that will be put in place 	L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Medium risk	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and Governing body members have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Addendum to safeguarding and health and safety policies have been done Adjustment to behaviour policy if necessary - follow HLT recent guidance on behaviour policies and exclusion Fire safety evacuation procedures still relevant we have reviewed evacuation procedures - a route out of school and assembly points Follow Hackney Education guidance for attendance 	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.12 Communications					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Medium risk	<p>Communications with the following groups' taking/taken place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governing Body members 	Yes	<ul style="list-style-type: none"> Gov daily updated information is on the website Any changes to policies shared with key stakeholders Considered alternative ways to show parents and carers how we are conducting all practices and activities during this current situation (e.g., perhaps by video, etc.). have ensured that all staff are aware of any changes in health and safety protocols 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	Medium risk	<ul style="list-style-type: none"> Revised guidance briefed to all staff before reopening and includes: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	<ul style="list-style-type: none"> Procedures reviewed with staff again on (21-22- July 2020), and 3rd /4th September 2020 reviewed in January February 2021 and March 2021 ongoing throughout the spring term Guidance changes communicated to staff Staff watched a video on how to use PPE safely on an inset day We regularly review national guidance from Public Health England, the NHS and the Education related pages on GOV.UK Revised evacuation procedure shared with all staff on an inset day and will share with children once they have returned We have ensured that all staff are aware of any changes in health and safety protocols We have reminded pupils and staff that if a school evacuation is needed (e.g., fire alarm), then the social distancing rules will still apply as far as reasonably practicable 	L
New (Cover Agency) staff are not aware of policies and procedures before starting at the school when it reopens	Low Risk	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – before them starting. Briefing Meeting with SLT / Head on the morning of first attendance 	Yes	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.14 Free school meals						
Pupils eligible for free school meals do not continue to receive hampers on the days that they are not in school	Medium risk	<ul style="list-style-type: none"> School Office Manager is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and Some vulnerable families continue to receive hampers/food parcels families when not in school. Families who are entitled to benefit related free schools meals receive vouchers through the internet or the post 	Yes	<ul style="list-style-type: none"> Free school meals (FSM) – if parents will be collecting food packages while their child is learning from home (e.g. because they're self-isolating), add any social distancing and hygiene measures you'll be enforcing. For example: Staggered pick-up times Marking out spots to queue Only allowing one parent/carer to attend Breakfast and after-school clubs – you should work to resume your before and after-school educational activities and wraparound care for pupils, where this provision is necessary to: Support parents to work Allow parents to attend education or a support group, or access medical care Support pupils' wider education and training Provide support for vulnerable pupils 	<ul style="list-style-type: none"> Ongoing- we continue to give food parcels to vulnerable and needy families A voucher system in place for those on benefit related free school meals, and vouchers are sent in the post for those parents who cannot access the internet. school voucher scheme will continue during the summer holidays for those families on benefit related free school meals We will follow the guidance re free school provisions in schools issued by the DfE on 11 January 2021. FSM vouchers continue during the spring term. 	M
1.15 Risk assessments						
<p>Risks are not comprehensively assessed in every school area in light of COVID-19, leading to social distancing and hygiene guidance breaches.</p> <p>Spreading infection due to excessive contact, interaction and mixing between pupils and staff in lessons</p>	Medium risk	<p>Risk assessments are updated or undertaken before the school reopens, and mitigation strategies are put in place and communicated to staff covering:</p> <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around the school During break and lunchtimes Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	<ul style="list-style-type: none"> Have determined that Pupils will be kept to their class groups Children in the EYFS will be kept in consistent groups based on their age groups while adhering to the usual staffing ratios. Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils and will take place outside wherever possible (if taking place inside, space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present Any background or accompanying music will be kept to levels that don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared. For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. Staff can work across different groups to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene In primary schools, it's now recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas) 	<ul style="list-style-type: none"> Staff and premises manager have been briefed on risk assessment for September opening (20.07.2020) and January 2021 changes due to lockdown procedures and reopening on 8th March 2021 Staff have been given the updated risk assessment for the return to face –to – face education. Risk has been minimised - structures in place for entering and leaving school, break and lunchtimes and moving around the school We will stagger breaks/lunchtimes to achieve social distancing as far as reasonably practicable No equipment will be shared for delivering any aspect of the curriculum, and each child will have their own resources and equipment kept in individual storage. We will continue to wipe down any items which children have used, in between users, to include books, pens and computers/laptops. Staff and visitors will be asked to wear face coverings in all school areas where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely 	L
1.16 School transport						



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	Medium risk	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known before opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport	N/A		<ul style="list-style-type: none"> To advise all students, parents and staff of the guidance available via the link in the existing controls column Post-travel advice PowerPoint to put on the website 	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19						
2.1 Cleaning						
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces is not undertaken to the standards required</p> <p>Sufficient time is available for the enhanced cleaning regime to take place</p> <p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	Medium risk	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed upon with contracting agencies before opening. Done already An enhanced cleaning plan is approved and implemented, which minimises the spread of infection. Working hours for cleaning staff are increased -liaise with Birkin who holds our cleaning contract. 	Yes	<p>We have reviewed the prioritised procedures that we have had in place since September 2020 reviewed, January and March 2021</p> <p>We have:</p> <ul style="list-style-type: none"> enhanced cleaning schedule in place: Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: Bannisters, Classroom desks and tables Toilet facilities (including taps and flush buttons) Door and window handles, furniture, light switches Reception desks Teaching and learning aids including books and games and other classroom-based resources Computer equipment (including keyboards and mouse) Sports equipment and Hard toys Telephones Light switches Furniture Scanners Computer controls Classroom resources (books games) Outdoor play equipment thorough cleaning of all occupied areas at the end of the day A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. If a person with coronavirus symptoms comes into the school, a deep clean will take place in the areas that the person has been in, following decontamination guidance Cleaning supplies will be topped up regularly and monitored to ensure they're not close to running out. Waste bins are emptied at lea Public Health England has published revised guidance for cleaning in non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19 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	<ul style="list-style-type: none"> We have review enhanced cleansing arrangements in place for high touch surfaces and shared areas and are ensuring that contact points, work surfaces, door handle, taps etc. are all thoroughly cleaned and disinfected regularly, which minimises the spread of infection Enhanced cleaning happening as a minimum, at least twice a day, with cleaning staff wiping down frequently touched objects and surfaces morning, afternoon, and end of the school day We have scheduled a more frequent cleaning procedure throughout the school, particularly in communal areas and at touch points Enhanced cleaning plan is agreed with Birkin cleaning contractors and implemented and increased hours for cleaning staff if necessary to manage the deep cleaning of the school Enhanced cleaning regime for toilet facilities, particularly door handles, locks and toilet flush All staff advised leaving the site by 4:30 pm, allowing time for cleaning to be undertaken when necessary Enhanced cleaning regime is in place in line with COVID19: Cleaning in in healthcare settings guidance The premises manager's working schedule has been changed to facilitate support with extra cleaning during the day. We will monitor this and consider getting an additional person during the day to help with the cleaning in communal areas and at touch points. We have ensured that all staff understand the responsibility of cleaning in their own areas. We will continue to ensure that all surfaces are frequently wiped clean at 	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures			In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
						peak times throughout the day with the advised solutions or wipes. <ul style="list-style-type: none"> Medical room part of the cleaning programme and will be thoroughly cleaned if suspected COVID-19 cases, along with other affected areas, including toilets 	
Sufficient time is available for the enhanced cleaning regime to take place Spread of COVID-19 virus via germs on surfaces and furniture within the building shared resources minimise the potential spread of infectious disease				<ul style="list-style-type: none"> Pupils are only allowed to bring essentials into school each day, including a school bag, lunch boxes, hats, coats and books. Any resources shared between groups, such as sports, art and science equipment, will be either: cleaned frequently and meticulously, and always between groups using them; or rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups Individual and very frequently used equipment, like pens and pencils, will not be shared As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; In early years settings, the use of soft toys and toys with intricate parts or that are otherwise hard to clean is not in use; Classroom-based resources, such as books and games, are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; Teachers will wash their hands and surfaces before and after handling pupils' book Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing, including sharing items that do not contribute to a pupil's education or development, is not permitted; shared resources are cleaned frequently and meticulously and before being shared and taken home. Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on-site; Contaminated or suspected contaminated waste will be double-bagged, labelled and stored for 72 hours before being disposed of with general waste; Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; support staff have been instructed to store personal items and clothing in areas not widely accessible during the working day, e.g. in lockers 		<ul style="list-style-type: none"> Monitor how these procedures go and review in September 2020 Procedures have been reviewed again in January and February 2021 to ensure controls and procedures in place are rigorously applied A fogging machine has been purchased for enhancing sanitisation 	
2.2 Hygiene and hand washing							
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency Arrangements for longer-term continual supplies are also in place	Medium risk	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. hand sanitiser for visitors to reception Arrangements for longer-term continual supplies are also in place 	Yes	<ul style="list-style-type: none"> Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day. 		<ul style="list-style-type: none"> We have a good stock of soap and sanitisers pupils and staff to wash hands frequently Hand sanitisers now purchased and to be made available at the school entrance and in the office area Hand towels and hand washing materials are to be checked and replaced as needed by Ion, Premises Manager Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach The premises manager will stock check regularly, ordering schedule reviewed and orders made to the stock up We can now order PPE through Amazon at cost price Lidded bins in classrooms 	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Waste disposal process in place for potentially contaminated waste.	Medium risk	<ul style="list-style-type: none">Waste bags and containers - kept closed and stored separately from communal waste for 72 hoursWaste collections made when the minimum number of persons are on-site (i.e. after regular opening hours)			Ion premises manager has liaised with PHS to provide us with additional waste disposal bags if necessary and arrange collection of waste as needed	M
Hygiene Control & Cleaning Spreading infection due to insufficient personal hygiene: touch, sneezes and coughs Pupils forget to wash their hands regularly and frequently	Medium risk	<ul style="list-style-type: none">Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.Posters in each class that reopens reinforce the need to wash hands regularly and frequently.School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.No hand sanitiser for visitors to reception <p>https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene</p> <p>https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands</p> <p>https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes</p> <p>https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene</p> <p>https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf</p>	Yes	<ul style="list-style-type: none">The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene, which the school uses to:Promote good hand hygiene and the need to wash hands more frequently around the school;Handwashing facilities are readily provided if there are nowhere there are no sinks nearby, hand sanitiser stations are set up at entrances and exits to the school, and in rooms, you'll be using positioned to allow pupils and staff to clean their hands regularlyStaff, pupils and visitors are instructed to wash hands when they arrive at school; everyone in school will:Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their handsClean their hands on arrival, after breaks, if they change rooms, before and after eating, and after blowing their noses, sneezing or coughing or touching their facesBe encouraged not to touch their mouth, eyes and nose, but if they do to wash handsAfter touching shared resourcesUse a tissue or elbow to cough or sneeze, and use bins for tissue wastePupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washingThe Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal);Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available, i.e. in the crook of the elbow rather than in the hands;Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene;Young pupils and pupils that won't be able to school to maintain good respiratory hygiene, with complex needs who spit uncontrollably or use saliva as a sensory stimulant, are supported to follow the catch it, bin it, kill it guidance; any issues such as the above will be considered in risk assessments to support these pupils and the staff working with themTissues are readily available around the school, including in all classrooms and sufficient numbers of bins are in place to dispose of tissues.The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<ul style="list-style-type: none">We have reviewed(January 2021) Communications with hygiene all staff reemphasising good hand and respiratory. all procedures are being monitored to ensure continued rigorous implementationSee our full reopening guidanceWe ask that everyone washes their hands thoroughly for at least 20 seconds and as frequently as advised by PHESpoken to staff about reminding pupils- about hand washing so that it becomes part of their routineAs far as possible, we will monitor younger children's hand hygiene after they use the toilet in line with usual hygiene practiceWe will provide a hand sanitiser for when soap and water are not readily available.Everyone is instructed and to encourage the pupils to use their tissues when coughing or sneezing and then place the used tissue in the bin before washing their handsInformation posters are displayed in every classroom, at the main entrance; places visible to those at the school gate, in the staffroom and all toilets. these include:e-Bug posters displayed:Horrid handsSuper sneezesHand hygieneRespiratory hygieneMicrobe mania	M
Transmission of Covid-19 through airborne particles due to the close proximity to the potential spread of infectious disease				<ul style="list-style-type: none">school staff maintain a 2-metre distance from pupils as far as is reasonable and when circumstances allow;Primary school staff avoid close face to face contact and minimise time spent within a 1-metre distance of anyone;All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible;Where staff or pupils cannot maintain social distancing due to space restrictions, the risk is reduced by keeping pupils in smaller class-sized group bubbles; (See above)Classrooms have been adapted to support social distancing where possible, including;seating pupils side by side and facing forwards, rather than face to face or side on;	<ul style="list-style-type: none">We have reviewed our ventilation Procedure (January 2021) using the guidance provided by HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic identify poorly ventilated areas of the school and further steps we can take to improve ventilation further.	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> moving unnecessary furniture out of classrooms to make more space; Where practical desks have been assigned to the smallest number of pupils possible. We have reviewed our ventilation Procedure (January 2021) As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; 	<ul style="list-style-type: none"> https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 	
Transmission of Covid-19 through airborne particles due to singing, chanting, playing a wind or brass instruments or shouting The potential spread of infectious disease				<ul style="list-style-type: none"> Singing will not take place in larger groups such as school choirs or school assemblies; During music lessons or clubs involving singing, shouting or the group sizes will be restricted to 15, and this will be given due consideration due to the increased risk of singing and increasing aerosol spray in the environment A 2-metre social distance will be maintained, and pupils will be positioned back to back or side by side; Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; When practical, singing and wind/brass instruments will be played outside. If this is not possible, windows will be opened to encourage good ventilation 		
2.3 Clothing/fabric						
Not wearing clean clothes each day may increase the risk of the virus spreading	Medium Risk	<ul style="list-style-type: none"> SLT agrees on policies before the school opening on uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 			<ul style="list-style-type: none"> Share with staff any protocols around clothing expectations We are asking parents for pupils not to wear school uniform at this time but to wear their home clothes which are more likely to be changed daily and minimise risks. 	M
The use of fabric chairs may increase the risk of the virus spreading	Medium Risk	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible, then ensure chairs are limited to single person use. 	Yes		<ul style="list-style-type: none"> Actioned by premises manager during the half-term-fabric chairs have been removed from the hall and west- wing. 	M
2.4 Testing and managing symptoms						
Attendance and engagement with the NHS Test and Trace process						
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Medium risk	<ul style="list-style-type: none"> Guidance on getting tested has been published. : https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. https://www.gov.uk/government/publications/covid-19-school-closures <p>Prevention</p> <p>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</p>	Yes	<ul style="list-style-type: none"> The SLT understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams Staff members and parents/carers will be reminded that they will need to be ready and willing to: Carry out the C19 Lateral flow test twice a week. Book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. Staff understand that they must not come into the school if they have symptoms, and parents have been informed that pupils must not attend school if they have symptoms staff and pupils are sent home to self-isolate if they develop them in school. To provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if anyone in their household develops symptoms of coronavirus (COVID-19) Parents have been informed that all children can be tested, including children under 5, but children aged 11 and under need to be helped by their parents/carers if using a home testing kit. A reminder that tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Staff have been informed as essential workers, which include anyone involved in education or childcare, have priority access to testing Parents and staff have been informed that they must let the school know the results of a test immediately: 	<ul style="list-style-type: none"> The process has been explained to staff as part of the inset day, which took place on 1 June As procedures and guidance change, staff have been kept updated on these throughout the autumn term and reviewed in January 2021 	M



Areas for concern	Risk rating prior to action (H/M/L)			Control measures	In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none">if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is always best to avoid contact with other people until they are better.Other members of their household can stop self-isolating.If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill.If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.Staff are to be briefed on Hackney Education Coronavirus (COVID-19) Protocols / Standard Operating Procedure for Hackney and City of London Corporation Schools & Educational Settings to protect children and staff in all educational settings and to prevent a wider outbreak of coronavirus (which causes COVID-19) by providing advice and guidance for a number of scenarios where a member of staff or child in a school or other educational setting either has symptoms of COVID-19 or has tested positive for coronavirus				
<p>Contact with someone suffering from coronavirus</p> <p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p> <p>Who might be affected</p> <ul style="list-style-type: none">StaffPupilsContractorsVisitors	Medium risk	<ul style="list-style-type: none">Robust collection and monitoring of absence data, return to school dates, is in place and to continueProcedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. <p>Guidance on getting tested has been published. : https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 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.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection</p>	Yes	<ul style="list-style-type: none">In the case of an asymptomatic pupil who needs to be supervised before being picked up: will be moved to the room that we have identified where the child can be isolated behind a closed door with appropriate adult supervision if necessaryif possible, windows to be opened for ventilationIf a distance of 2m can't be maintained, supervising staff must wear PPE -will wear a fluid-resistant surgical maskIf contact is necessary, supervising staff will also wear disposable gloves and a disposable apronIf there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protectionsee safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. (for information on wearing PPE)Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.If the child needs to go to the bathroom while waiting to be collected, he/she will use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyoneSuppose there are home testing kits available in school. In that case, these will be given to parents/carers, collecting symptomatic children and staff who've developed symptoms at school. If providing one will increase the likelihood of them getting tested.Any members of staff who have helped a pupil with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)A deep clean will occur in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. Refer to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settingsIf the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.To help with this, records will be kept of:The pupils and staff in each groupAny close contact that takes place between children and staff in different groupsClose contact means: <p>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</p> <ul style="list-style-type: none">Being coughed on,A face-to-face conversation, orUnprotected physical contact (skin-to-skin)Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected personTravelling in a small car with an infected personSuppose there are 2 or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus is suspected. In that case, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	<ul style="list-style-type: none">Admin staff have been briefed about collecting and monitoring absence data,Staff (teaching, support staff, premises and admin) informed on what actions they need to take for any pupils or themselves if displaying symptoms of coronavirusPupils, parents and staff are to be reminded aware of what steps to take if any member of their household displays symptoms (ongoing review and check info on school website)Anyone in school either suspected or confirmed as having caught COVID-19 will be isolated and the appropriate measures followed in line with Government / PHE adviceRecord of any COVID-19 symptoms in staff or pupils to be reported to governors, Hackney Education and other relevant agenciesPublic Health England has published revised guidance for cleaning non-healthcare settings- to advice on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settingsThe school have taken and will continue to take swift action when it becomes aware that someone who has attended has tested positive for coronavirus (COVID-19)The school will contact the DfE helpline to follow the protocols given, and contact the local health protection team.It is expected that This team will also contact schools directly if they become	M		



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Pupils, parents, and staff are aware of what steps to take if they or any household member display symptoms. This includes understanding the definitions and mitigating actions to make concerning the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the Hackney Education, and HSE see latest COVID-19 RIDDOR guidance link: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm 	<p>aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p> <ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we understand that we may have an outbreak, and will continue to work with Hackney local health protection team, who will be able to advise if additional action is required 	
Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19	Medium risk	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. (see above) This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	Yes	<ul style="list-style-type: none"> Staff, parents and pupils are made aware of the virus symptoms; Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in line with the guidance for households with possible coronavirus infection; Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days which starts from the day when they first became ill and instructed to arrange a test to see if they have COVID-19; Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from the date of onset of symptoms; Staff and parents have been instructed to inform the school immediately of the results of a test so that an assessment can be made of the potential impact on the school Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days We will ensure anyone developing COVID-19 symptoms during the school day is sent home, are necessary actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948607/s0995-mitigations-to-reduce-transmission-of-the-new-variant.pdf 	<ul style="list-style-type: none"> Staff to be kept informed of any updates or changes to this guidance kept under constant review and changes reported to all stakeholders All staff are aware of what action to take if members of their household need to self-isolate OR are confirmed as having the virus. Parents asked to check the website regularly for updates and information communicated to pupils and parents on self-isolation and testing. The pupil and other pupils in bubble informed and reminded what actions to take on self-isolation and testing. if they test positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste Display posters around the school, and any change to these are updated regularly. information to parents through texting system, emails and on the school website 	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Medium risk	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process on the first day they return to school. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Everyone will be asked not to come into school if they need to self-isolate under current guidance if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home Regular reminders will be given about this procedure reduce the risks in the school and to drive down transmission of the virus furthers https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested If an asymptomatic person comes into the school, they will be sent home immediately or isolated until they can be picked up. The ASPACE room or one of the small rooms in the west wing will be used to isolate pupils; this guidance re protective measures in education settings will be implemented to help with this. 	<ul style="list-style-type: none"> Guidance has been explained to staff and will do for pupils as part of the induction process on the first day they return to school Staff are aware of what to do if anyone on the premises finds they have a new, persistent cough and a high temperature/loss of smell or taste Keep updates or changes to this guidance under review SLT with admin staff to make sure these are communicated in a timely and effective way to all stakeholders Guidance and procedure have been under constant review throughout the autumn term. Staff, pupils and parents have received clear communications informing them of current government 	L



Areas for concern	Risk rating prior to action (H/M/L)			Control measures	In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
				https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronaviruscovid-19-implementing-protective-measures-in-education-and-childcare-settings <ul style="list-style-type: none">999 will be called if they are seriously ill or injured or their life is at risk.Symptoms to be aware of includes a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia); they will be sent homeadvised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19)If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. https://www.gov.uk/guidance/coronavirus-covid-19-getting-testedThey will be advised that other household members (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.			guidance on confirmed cases of COVID-19 and how this will be implemented in the school. Reviewed in January 2021	
		2.5 First Aid/Designated Safeguarding Leads						
First Aid provision The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	Medium risk	<ul style="list-style-type: none">First Aid certificates extended for three months.First aid requirements met for any children who will be on site. Staff are trained first aiders and also two Paediatric first aiders in EYFSStaff are First Aid trainedA programme for training additional staff is in place.	Yes	<p>parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none">if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is always best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.		<ul style="list-style-type: none">We have risk assessed the situation of having limited or appropriately qualified staff (with regards to paediatric first Aid) available to administer First Aid-Currently, we have 3 members of staff who are paediatric First AidersAll other teaching and support staff have been trained to deliver first Aid -Keep under reviewWe can access training online if necessary- Make use of St John Ambulance advice for First Aiders if necessaryThe Designated Safeguarding Lead and Strategic Designated Lead are available	L	
First aid provision Employees Contractor Pupils Members of the Public Vulnerability groups" Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	Medium risk	<ul style="list-style-type: none">Children, young people and students whose care routinely already involves the use of PPE due to their individual care needs should continue to receive their care in the same way."The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic, including the provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as needed;	Yes	<ul style="list-style-type: none">first aid procedure has been reviewed and amended to take account of current occupancy and numbersPupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms;When administering first aid to an adult, a face mask should be worn if two metres distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider;Staff involved in the provision of assistance to others in an emergency, including first aid, are instructed to pay particular attention to sanitation measures immediately afterwards, including washing hands for 20 seconds under warm, running water or using hand sanitiserFirst Aiders are aware of and follow the Government guidance for first responders;https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-respondershttps://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-careWe have reviewed our procedures for First aid at work using the HSE guidance -The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulationhttps://www.hse.gov.uk/pubns/books/l74.htm		<ul style="list-style-type: none">We have no pupil who requires intimate carekeep under review-first aid qualifications that are due for renewal	L	
		2.6 Medical rooms						
Medical rooms are not adequately equipped or configured to maintain infection control	Medium Risk	<ul style="list-style-type: none">Social distancing provisions are in place for medical rooms.Additional rooms are designated for pupils with suspected COVID-19 while the collection is arranged.	Yes	<ul style="list-style-type: none">		<ul style="list-style-type: none">One pupil and a member of staff only in the medical room at a time to maintain social distancingThe medical room is well stocked to deal with first aid emergencies	M	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures			In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none">Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.Stock of medical resources to administer first Aid in place. We have small quantities of gloves, face mask hand sanitisers and soap					<ul style="list-style-type: none">Gloves are available and are provided as part of the basic first aid kit, as well as face masks, soap and hand sanitisersA separate room has been set for use for pupils who become ill and showing signs of COVID 19(medical room)Stocks to be kept under review and expanded as the numbers of children in school increases	
		2.7 Communication with parents						
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Low Risk	<ul style="list-style-type: none">As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance, and the school's expectations weekly using a range of communication tools.A COVID-19 section on the school website is created and updated.	Yes				<ul style="list-style-type: none">To keep under reviewThe letter has been put up on the school website explaining the health and safety procedures we are putting in place to minimise the risk of infection to all stakeholdersThe website regularly updated with COVID-19 information from the Government / DfE	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Low Risk	<ul style="list-style-type: none">Key messages in line with government guidance are reinforced on a weekly basis via website, parents text to let them know toAnd the link to the government website for guidance	Yes				<ul style="list-style-type: none">Keep under review and any updates communicated to parents as they occurFact sheet for parentslink to the government website for guidance which tells parents what they need to child show symptoms of COVID-19 posted on the website	L
		2.8 Personal Protective Equipment (PPE)						
Provision of PPE for Staff where required is not in line with government guidelines	Medium risk	<ul style="list-style-type: none">Government guidance on wearing PPE is understood, communicated, and sufficient PPE has been procured.Supplies in placeWe have small quantities of gloves and face masksMasks are issued to staff who need to commute to school using public transport.Those staff required to wear PPE attending to pupils who suspects displaying symptoms have been instructed on how to put on and remove PPE carefully to reduce contamination and how to dispose of them safely.Staff are reminded that wearing gloves is not a substitute for good handwashing.seehttps://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care (for information on wearing PPE)	Yes	<ul style="list-style-type: none">staff will continue to be provided with PPEStaff are aware of the need to use the appropriate PPE when completing specific tasks, e.g. cleaning or supporting an individual with coronavirus symptoms;PPE is sourced through normal school procurement routes;Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19;When caring for someone with symptoms of COVID-19, a face mask should be worn if a distance of 2 metres cannot be maintained, and if contact is necessary, gloves, an apron and a face mask should be worn.If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult.Staff and pupils are instructed on the need to wear a face-covering by law on public transport and have been given guidance on wearing and making face coverings;Staff are provided with information and instruction on the use and disposal of PPE, including face masks;Further guidance is available on safe working in education, childcare and children’s social carerefer to updated guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppehttps://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948607/s0995-mitigations-to-reduce-transmission-of-the-new-variant.pdf			<ul style="list-style-type: none">We provide of fluid-resistant surgical face mask, where a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return and social distance of 2 metres cannot be maintainedGloves are available and are provided as part of the basic first aid kit.revise the training in the use and disposing of a PPE used safely -done on inset day (staff watched a video about how to put on and use PPE)Long term approach to obtaining adequate PPE to be sourced possibly Hackney Education/Amazon	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	Medium Risk	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunchtimes are structured to support social distancing and are closely supervised. The school's behaviour policy has been revised to include compliance with social distancing, and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements, are reviewed. Messages to parents reinforce the importance of social distancing. Arrangements for the social distancing of younger primary school children have been agreed upon, and staff are clear on expectations. Risk assessment for pupils in year one and one in year 6 https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak https://www.epinsight.com/attachment-trauma produces a number of practical resources that can be adapted and used with children https://marymered.wordpress.com/2020/04/14/five-ways-to-help-children-heal-when-schools-reopen/ https://marymered.wordpress.com/2020/04/14/five-ways-to-help-children-heal-when-schools-reopen/ 	Yes	<ul style="list-style-type: none"> Review individual consistent management plans to ensure they include protective measures. Code of conduct to be signed by students and parents Risks assessments around students who might struggle to follow expectations Individual risk assessments are being done reviewed for all pupils whose behaviour, e.g. physical aggression, spitting, to inform whether / when the child returns to school (3 pupils) Regularly reinforce behaviour requirements for safety throughout the school day To follow Hackney Education behaviour advice and guidance on Promoting Resilience when Reintegrating Students and Staff post-COVID – 19 Applying the 4 Rs of Trauma-Informed approaches in return to school Trauma reframing guidance and trauma reformed transition document Activities to do with children reintegrating pupils and leavers Explicitly teach and model health and hygiene arrangements. <p>Adopted Temporary COVID19 addendum to Child Protection Policy and behaviour policy</p>	M
3.2 Classrooms and teaching spaces					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	Medium Risk	<ul style="list-style-type: none"> Home base arrangements in place. Net capacity assessment completed. Each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly as more pupils return. 	Yes	<ul style="list-style-type: none"> See St J of J reopening plan The classroom has been mapped out for social distancing and can hold 12 tables All furniture surplus to requirement has been removed from the classrooms Net capacity to review regularly as more pupils return to school 	L
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	Medium Risk	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottlenecks are identified and managed accordingly. The movement of pupils around the school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. On arrival, students move straight to allocated classrooms, and sit at the named table and wait for the rest of the class to arrive/class to begin. Pupils are briefed regularly regarding observing social distancing guidance while circulating. Appropriate supervision levels are in place Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials. 	Yes	<ul style="list-style-type: none"> Procedures reviewed and actioned January and March 2021 	M
3.4 Break times					
Pupils may not observe social distancing at break times	Medium Risk	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	<ul style="list-style-type: none"> Procedures reviewed and recommunicated to all staff in January 2021 	M
3.5 Lunchtimes					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Preparation and serving of Food Pupils may not observe social distancing at lunchtimes	Medium Risk	<ul style="list-style-type: none">Pupils are reminded about social distancing as lunchtimes begin.Pupils wash their hands before and after eating.Dining area layouts have been configured to ensure social distancing.Tables and chairs have been cordoned off where this is not possible.Floor markings are used to manage queues and enable social distancing.Additional arrangements are in place, such as staggering lunchtimes, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.Different entrances/exits are used for different groupsGuidance has been issued to parents and pupils on packed lunches (e.g., disposable bags instead of lunch boxes).Eating areas are cleaned after lunch.Attendance patterns have been optimised to ensure maximum safety.https://www.gov.uk/government/collect/tions/guidance-for-schools-coronavirus-covid-19	Yes	<ul style="list-style-type: none">Procedures reviewed and recommunicated to all staff in January 2021	<ul style="list-style-type: none">See St J of J reopening planStaff are briefed, and pupils as they return to school about social distancing and any signage provided to identify how to go to and leave the hallFloor markings are in place to manage queues and enable social distancingThe layout of the hall have been organised with markings to ensure social distancingStaff have been instructed to remind about social distancing as lunchtime begins.Staff supervise pupils washing their hands before and after eatingarrangements are in place to stagger lunchtimeAs more pupils return to school, we may have to consider pupils eating in classrooms on a rotation basisProcesses and procedures to be reviewed in September 2020 have been ongoing. approach reviewed in January 2021	L
Preparation and serving of Food Employees Contractor Pupils Members of the Public Vulnerability groups."	Medium Risk	<ul style="list-style-type: none">Review of risk assessments for school kitchens to prepare cold/hot food that satisfies stringent safety measures and is monitored regularly.https://www.gov.uk/government/collect/tions/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	Yes	<ul style="list-style-type: none">School kitchens can continue to operate but must comply withhttps://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19The catering risk assessment has been reviewed and updated, and staff have been advised of the above guidance	<ul style="list-style-type: none">A risk assessment which includes Preparation and serving of food, have been prepared by Dominic Green (Catering Consultant HEP) shared with catering kitchen staff on 1 June	L
		3.6 Toilets				
Queues for toilets and handwashing risk non-compliance with social distancing measures	Medium risk	<ul style="list-style-type: none">Floor markings are in place to enable social distancing.Pupils know that they can only use the toilet one at a time.Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.The toilets are cleaned frequently.Monitoring ensures a constant supply of soap and paper towels.Bins are emptied regularly.Pupils are reminded regularly on how to wash hands, and young children are supervised in doing so.	Yes	<ul style="list-style-type: none">Procedures have been kept under review during the autumn term.; these have been reinforced with staff and pupils January 2021 and for 8th March reopening of the school	<ul style="list-style-type: none">See St J of J reopening planProcedure in place to avoid pupils queueing for the toiletPupils to be reminded regularly on how to wash hands, and young children are supervised in doing soPremises manager has a timetable of tasks to carry out through the day concerning minimising the risks of infectionPremises manager will check empty bins regularly and check the supply of soap and paper towels throughout the day	L
		3.8 Reception area				



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Low Risk	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from the reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for the segregation of visitors. 	Yes	<ul style="list-style-type: none"> Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in the open reception area 	<ul style="list-style-type: none"> On the St J of J plan for school reopening, these have been taken into consideration 	L
3.9 Arrival and departure from school						
Pupils and parents congregate at exits and entrances, making social distancing measures challenging to apply	Medium Risk	<ul style="list-style-type: none"> Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Parents/carers who need to drop off and pick up pupils will be told through messages and signage Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Parents/carers who need to drop off and pick up pupils will be told through messages and signage: Start and finish times are staggered. Their allocated drop off and collection times, with different year groups being given different times The use of available entrances and exits is maximised (we will be using, using two different entrances and exits, marking out spots to queue The protocols for minimising adult to adult contact, such as using different entrances and exits or marking out spots to queue That only one parent/carer should attend Not to gather at entrance gates or doors or enter the site unless they have a pre-arranged appointment Not to enter school unless absolutely necessary and by appointment only When it is necessary for parent/carer to enter the school building, they will be instructed to follow handwashing/sanitising procedures and social distancing guidelines; Anyone wearing non-disposable face coverings when arriving at school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. Pupils wearing any sort of face-covering when arriving at school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. Pupils will be made aware that they mustn't touch the front of the covering during use or when removing them The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19, in which case it will be disposed of in line with the guidance on cleaning for non-healthcare settings; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings All staff and pupils have been instructed that they must wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school; https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 	<ul style="list-style-type: none"> procedures have been re communicated to parents of pupils attending school during the lockdown See St J of J September opening plan for school for more details. Signage and floor/ground markings, including external drop-off and pick-up points Parents informed of arrangements about entrance/ exits to the school All procedures to be kept under review The process for removing face coverings when pupils and staff who use them arrive at school have been communicated clearly, and both parents and staff will be reminded of this process before school opens to the children fully Pupils will be reminded that 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 going to their classroom https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 	M
3.10 Transport						
<p>Contact with coronavirus when getting to and from school</p> <p>The use of public transport by pupils poses risks in terms of social distancing</p> <p>Employees Vulnerability groups Medium risk</p>	Medium risk	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. All daily updates on the website include how families can observe social distancing https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport 	Yes	<ul style="list-style-type: none"> strategies have been implemented to reduce the use and risk of using public transport to and from school, especially during peak times, including: Staff and pupils will be encouraged to walk or cycle into the school where possible. Introducing staggered start and finish times to enable travel to take place out of peak times providing additional bike storage if necessary Anyone (staff, parents and pupils) are advised to follow social distancing rules and to wear a face-covering when in public Families who use public transport have been referred to safer travel guidance for passengers, which includes guidance on how to wear a face-covering. All who will be taking public transport will be directed to the advice below: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport 	<ul style="list-style-type: none"> We will advise all pupils, parents and staff of the guidance available via the links on the school's website Public transport PowerPoint on website Keep procedures under review and for any new guidance or updates from the government or LA on the use of public transport We will refer Families using public transport should refer to the safer travel guidance for passengers 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Trips carried out in line with protective measures - all children will stay in their class bubble group, and COVID19 secure measures followed when taking transport where necessary, the outdoor spaces in the local area are used. https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits <ul style="list-style-type: none"> staff and pupils will use of hand sanitiser upon boarding and/or disembarking staff will be advised that they should not travel at all if they are: are experiencing any coronavirus symptoms are self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms are clinically extremely vulnerable and live in an area where additional public health measures mean you have been advised to resume shielding have been advised by the NHS test and trace service that you should self-isolate https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers		
3.11 Staff areas						
The configuration of staff rooms and offices makes compliance with social distancing measures problematic Transmission of Covid-19 staff work areas	Medium Risk	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	Yes	<ul style="list-style-type: none"> Staff use of staff rooms and offices will be staggered to limit occupancy Where practical and the role allows, staff are supported to work from home; The movement to and from the school office and PPE rooms is restricted to ensure social distancing rules can be observed; The school office layout has been rearranged to facilitate side by side and individual work station working rather than face to face; Dividing screens have been placed in-between work areas where necessary; Shared work areas are avoided. Where this is not possible, work areas are thoroughly sanitised before and after use by different people; hand sanitiser and sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use; staff are reminded of this requirement regularly; 	<ul style="list-style-type: none"> We have arranged the rota so that the staffroom is not overcrowded so that social distancing can be maintained Reconfiguration of staff rooms and offices has happened 	L
4. Continuing enhanced protection for children and staff with underlying health conditions						
4.1 Pupils with underlying health issues						
Pupils with underlying health issues or those who are shielding are not identified, and so measures have not been put in place to protect them	Medium/high risk	<ul style="list-style-type: none"> Parents have been provided with clear guidance, and this is reinforced regularly. Parents have been asked to make the school aware of pupils' underlying health conditions, and the school has sought to ensure that the appropriate guidance has been acted upon. The school and parents are clear about the definitions and associated mitigating strategies related to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	<ul style="list-style-type: none"> Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were informed by the Government that they can/could return to school (when the rest of their class returns); the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent; Some pupils no longer required to shield but generally remain under the care of a specialist health professional who may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary; https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 A small number of pupils will still be unable to attend in line with public health advice to self-isolate because: <ul style="list-style-type: none"> -they have had symptoms or a positive test result themselves --they live with someone that has symptoms or has tested positive and are a household contact - they are a close contact of someone who has coronavirus (COVID-19) New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. The UK Chief Medical Officers have issued a statement on schools and childcare reopening, which states a very low rate of severe disease in children from COVID-19. So far, fewer children should remain in this group in the future following their routine discussions with their clinician. 	<ul style="list-style-type: none"> Keep regularly updated register of pupils with health issues under ongoing review We regularly review national guidance from Public Health England, the NHS and the Education related pages on GOV.UK. We have reviewed the risk assessments for our pupils who have medical needs with their parents/carers and making adjustments if necessary If pupils fall in the criteria of being at 'moderate' risk of infection. Any suitable control measure identified must be in place before any pupils' return to school We understand any pupil that is within the Clinically extremely vulnerable group (or who are shielding) must not attend school now as per the Government guidelines until clinical professionals (NHS / PHE) confirm it is safe – this also includes those who live with extremely vulnerable people 	L
4.2 Staff with underlying health issues						



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Staff availability</p> <p>Critical risk</p> <p>"Extremely high vulnerability groups</p> <p>Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 PHE Guidance</p>	High Risk	<ul style="list-style-type: none">All staff members with underlying health issues, those within vulnerable groups, or shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.Members of Staff with underlying health conditions have been asked to seek and act on their GP/consultant/midwife or current government advice.The staff are clear about the definitions and associated mitigating strategies related to people classified as clinically vulnerable and clinically extremely vulnerable.All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.Current government guidance is being applied.staffing has been reviewed and staff working rota planned accordinglyStaff asked to let the school know of the current health situation and availability for work , also advise getting a medical certificate for GP to cover absences resulting from COVID	Yes, discussions held with staff and BAME Risk assessment form in progress	<ul style="list-style-type: none">Review January and March 2021 to take considerations of changes due to the new lockdown and restrictions currently in place and latest government shielding guidance re schools opening from 8th march 20021This guidance is for everyone in England who has been identified as clinically extremely vulnerable. If you are in this group, you will previously have received a letter from the NHS or your GP telling you this. You may have been advised to shield in the past.This guidance applies to clinically extremely vulnerable individuals only. Others living in a household with clinically extremely vulnerable people are not advised to follow this guidance. Instead, they should continue to attend work and school according to the general advice and regulations set out in the national restrictions guidance from 5 November.The definition of CEV has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus.The government's latest advice is for all Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come to school and instead will work from home if they can. This applies even if the staff member has received the vaccine.Pupils, staff and other adults must not come into the school if they have recently visited one of the countries outside the common travel area: https://www.gov.uk/uk-border-control/self-isolating-when-you-arriveIdentification of minimal permissible staffing levels to support the opening of the schoolFull use is made of those staff who are self-isolating or shielding but who are well enough to be assigned duties to minimise contactThe health status and availability of every member of the team is known and is regularly updated so that deployment can be plannedStaff vulnerability risk assessments to be completed for all school staff- to reduce risks to an acceptable level - including, where possible, the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed regularly or in the event of any significant changes https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	<ul style="list-style-type: none">To keep under review the system for this information. Currently, the SLT and Admin manager follow the recommended guidance from Hackney Education regarding Staff who are extremely clinically vulnerable or those who are shielding and how to record and report absences.We have a review of the current situation and staff availability for work and have updated staff on guidance and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerableOver this period of lockdown, we have advised all our the clinically extremely vulnerable staff to work from homeAdditionally, we have advised that they cannot work from home. They are not to come into school and may be eligible for Statutory Sick Pay (SSP) or Employment Support Allowance (ESA). We have advised staff to stay at home as much as possible and go outside for exercise. Staff have been sent the link to the full guidanceStaff have been advised that the Government will write to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place.Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they've received one or both doses of the vaccine. This is to continue until at least 31st March 2021Staff will be directed to the government website: https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive for advice on what actions they need to take to manage quarantine rule for ten days if they have recently returned from visiting countries outside the common travel area.Individual risk assessments are in the process of being reviewed again for each staff in the clinically extremely vulnerable group in light of the new restrictions from January 2021Clinically vulnerable and BAME staff individual risk assessment being reviewed again to assess the risks to that individual and identify ways to reduce these risk to an acceptable level this group(beginning with staff who fall into including where possible the need for any reasonable adjustments d for all	M/H
<p>Staff not identified- measures have not been put in place to protect them</p>		<p>Staff communications</p> <ul style="list-style-type: none">Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing;The government expectation is that all school staff return to school from September 2020 and as far as is reasonably practicable to reduce the risk to all staff, including those who are extremely clinically vulnerable and clinically vulnerablehttps://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schoolsStaff members who are in the most at-risk categories are reminded to take particular care.People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normalIt is noted that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the guidanceVulnerability risk assessments to be completed for all School staffIf you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You: should be especially careful to follow the rules and minimise your contacts with othersshould continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948607/s0995-mitigations-to-reduce-transmission-of-the-new-variant.pdf				
<p>Individuals vulnerable to serious infection coming into school</p>		<p>guidance on protective measures</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>Very High and High vulnerability groups BAME</p>		<p>guidance on shielding</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>				



Areas for concern	Risk rating prior to action (H/M/L)	Control measures			In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
						<p>staff who fall into the vulnerable group and including BAME)</p> <ul style="list-style-type: none"> This will be done in consultation with the member of staff and will be reviewed regularly or in the event of any significant changes; Staff members who are in the most at-risk categories are reminded to take particular care The staff over 60 or clinically vulnerable are advised that they could be at higher risk of severe illness from coronavirus and that they should be especially careful to follow the rules and minimise their contacts with others they should continue to wash their hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in their homes and maintain thorough cleaning of frequently touched areas in their home and/or workspace At present, a staff rota is in place to minimise the number of adults needed to be in school daily to support the critical worker children and vulnerable pupils. most of the teaching staff are working from home delivering remote teaching When individual risks assessment were reviewed for September 2020, the opening staff asked if they could wear visors in the school's classroom. Additionally, staff have been asked to wear masks in corridors and other communal areas where social distancing is more difficult to maintain. 	
<p>Staff availability</p> <p>"Very High and High vulnerability groups BAME"</p> <p>on medical grounds as vulnerable from COVID-19 PHE Guidance</p> <p>Staff not identified, and so measures have not been put in place to protect them</p> <p>Individuals vulnerable to serious infection coming into school</p>	Medium/High risk	<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Every member of the staff health status and availability should be known and regularly updated so that deployment can be planned. Vulnerability risk assessments to be completed for all staff Monitoring the well-being of staff working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. (see above for guidance) 	Yes, discussions held with staff and Individual Risk assessment form in progress	<ul style="list-style-type: none"> See the above guidance Pregnant women We will follow the government guidance for pregnant employees: Pregnant women fall in the 'clinically vulnerable' category. The school will follow The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes guidance for women from 28 weeks of gestation or underlying health conditions at greater risk. We will continue to monitor for future updates to it. The school will conduct an individual risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW) if it becomes necessary Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for pregnant staff and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if the risk assessment does not support this and will be offered alternative arrangements (including working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity. government guidance for pregnant employees. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: reviewing disparities in risks and outcomes report. https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 		<ul style="list-style-type: none"> See above Full use is made of testing to inform staff deployment. Every member of staff health status and availability is known and is regularly updated so that deployment can be planned. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance or limiting time spent in school if it is practically safe to do so Prioritisation of vulnerable groups for self-isolation and working from home planning supporting home learning Vulnerability risk assessments to be completed for all staff who fall into this category Pregnant women 	M/L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf	<ul style="list-style-type: none">The latest guidance is that, as a general principle, pregnant woman are in the clinically vulnerable group. Strict social distancing is highlighted as particularly important for this group.	
		5. Enhancing mental health support for pupils and Staff				
		5.1 Mental health concerns – pupils				
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Medium Risk	<ul style="list-style-type: none">There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).Resources/websites to support the mental health of pupils are provided.https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreakhttps://www.epinsight.com/attachment-t-trauma produces a number ofpractical resources that can be adapted and used with childrenhttps://marymered.wordpress.com/2020/04/14/five-ways-to-help-children-heal-when-schools-reopen/https://marymered.wordpress.com/2020/04/14/five-ways-to-help-children-heal-when-schools-reopen/	Yes	<ul style="list-style-type: none">Refer to the training module on teaching about mental wellbeing, which has been developed with clinical experts and schoolsTo support the needs of particular groups, teachers may wish to access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavementWe will also work with school nursing health serviceschool nurses as leaders of the healthy child programme and can offer support for pupils	<ul style="list-style-type: none">We recognise that these times are incredibly stressful for staff, pupils and parents/carers. Therefore, we share all our resources for good mental health and wellbeing and signpost to relevant professional bodies.To follow Hackney Education behaviour advice and guidance on Promoting Resilience when reintegrating pupils and staff post-COVID – 19Apply:The 4 Rs of Trauma-Informed approaches when returning to schoolTrauma reframing guidance and trauma reformed transition documentActivities to do with children reintegrating pupils and leaversExplicitly teach and model health and hygiene arrangements.Adopted Temporary COVID19 addendum to Child Protection/safeguarding Policy	M
		5.2 Mental health concerns – Staff				
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Medium Risk	<ul style="list-style-type: none">Staff are encouraged to focus on their wellbeing.Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.Staff buddy system in placeSupport for NQT in placeStaff briefings and training have included content on wellbeing.Staff briefings/training on wellbeing are provided. Arranging for online welfare-mindfulness sessions to continueStaff have been signposted to useful websites and resources.Relevant web-links circulated by mental health and well-being associations.	Yes	<p>Advice where necessary;</p> <ul style="list-style-type: none">Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day;A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;Senior personnel monitor working arrangements and offer support andDfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.MindEd has also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.Staff workload will be closely monitored using the DfE's workload reduction toolkit.The DfE has also published a range of resources, including case studies to support remote education and help address staff workload; this includes case studies on managing wellbeing.	<ul style="list-style-type: none">We recognise that these times are incredibly stressful for staff, pupils and parents/carers. Therefore, we share all our resources for good mental health and wellbeing and signpost to relevant professional bodies.We are aware of the Hackney education guidance and signposting for the mental wellbeing of all pupils and ensure that this is cascaded to staffWe ensure that all staff are informed in a timely way of any changes at the school and any risks to their health and wellbeing.We ensure that all staff are listened to and their concerns taken on board	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
		charities has been cascaded down to all staff.				<ul style="list-style-type: none"> Keep under ongoing review –agenda item at Staff and ST meetings and mentor meetings with NQTs 	
Working from home can adversely affect mental health	Medium Risk	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with, and support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. SLT put in place mental health and wellbeing webinars to support staff 	yes	<ul style="list-style-type: none"> staff are reminded to keep confidential and personal sensitive information secure in line with GDPR rules whilst working from home; Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks; 		<p>(See above section on mental health concerns)</p> <ul style="list-style-type: none"> Keep under review plan more To plan with Tom when mindfulness sessions can start with small groups of start remotely 	M
5.3 Bereavement support							
Pupils and staff are grieving because of the loss of friends or family	Medium risk	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. – ASPACE and resources form LDBS Support is requested from other organisations when necessary. Revised Bereavement Policy briefed to all staff. (See resources above for mental health and wellbeing) 	Yes			<ul style="list-style-type: none"> Speak to ASPACE and arrange if becomes necessary The school has guidance from LDBS and a small collection of books for children and staff on bereavement 	M
6. Maintaining educational provision for children of key workers and vulnerable children							
6.1 Maintaining provision							
Educational provision must still be maintained for priority children when the school reopens	Low Risk	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and vulnerable children's parents to agree on the necessary provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. <p>https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-</p>	Yes			<ul style="list-style-type: none"> We are following guidance from the DfE We have liaised and discussed with parents of critical workers and vulnerable children re-provision made for them There are opportunities for these parents to increase provision for their child No after school/ extended provision No, supervision of children of key workers and vulnerable children over any holiday periods- but families are signed post to other holiday provision within the borough 	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
		needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19					
		7. Operational issues					
		7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	Low Risk	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required due to: <ul style="list-style-type: none"> Reduced numbers of pupils/Staff Possible absence of fire marshals Social distancing rules during evacuation –playground markings for social distancing Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> The evacuation procedure has been reviewed prior to full opening in September, considering social distancing and staff working from home. Every effort will be made to maintain good ventilation once the school resumes Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. The use of lifts will be avoided unless essential. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 		<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures Incident controller(SLT) and fire marshals (premises manager) have been trained but to be briefed appropriately of any changes to current procedure in place before school reopening We recognise that where needed, fire doors can be propped open to reduce the need for touch and will adhere to fire protection measures by ensuring that they are closed after general use Emergency Evacuation Plans) already in place will continue, and we have reviewed these in light of changing the school space 	L
Fire evacuation drills - unable to apply social distancing effectively	Low Risk	<ul style="list-style-type: none"> Plans for fire evacuation drills are in places that are in line with social distancing measures. 	yes			<ul style="list-style-type: none"> We have reminded pupils and staff that if a school evacuation is needed (e.g., fire alarm/ fire drill), then the social distancing rules will still apply as far as reasonably practicable 	L
Fire marshals absent due to self-isolation	Low Risk	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences, and staff have been briefed accordingly. 				<ul style="list-style-type: none"> We have considered the need for additional staff rota in place for fire marshals to cover any absences, and staff have been briefed accordingly 	L
School premises		7.2 Managing premises on reopening after a lengthy closure					





Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Contractors on-site, while school is in operation, may pose a risk to social distancing and transmission infection control through airborne particles	Medium Risk	<ul style="list-style-type: none"> Ongoing works and have been designated as essential work by the Government and so are set to continue - e.g. Wilby Burnett on behalf of LDBS An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures to ensure effective social distancing is maintained at all times. Social distancing is being maintained throughout any such works, and where this is not possible, arrangements are reviewed. In addition to arrangements for COVID-19, standard contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements and contractor induction). https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak 	Yes	<ul style="list-style-type: none"> Visitors to the site, including contractors, parents and visitors, are limited to essential persons only and wherever possible by appointment only; Where visits can happen outside of school hours, they will. We will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival-; all visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules, e.g. hand washing/sanitisation upon entry to the school Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people. A record of all visitors is kept in the event this may be required for track and trace purposes Contractors will wear appropriate PPE as determined by their employer. However, they may be asked to wear additional PPE (provided by the school) upon arrival, e.g. gloves, mask, coveralls, shoe covers, etc., where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school before entry; Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools; They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual The number of site deliveries has been reduced where possible; A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; We will have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term. Staff handling deliveries will observe good hand hygiene, wash hands using warm, running water and soap for a minimum of 20 seconds, or use hand sanitiser after handling new deliveries that have not been sanitised. A record should be kept of all visitors 	<ul style="list-style-type: none"> We have identification of minimal permissible staffing levels to support the full reopening of the school. These have been reviewed in light of the new lockdown procedures and restrictions from January 2021 Consideration has been given to managing other visitors to the site, such as contractors, and ensuring site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should Identification be kept of all visitors Works completed while the school have been closed Most work completed by LDBS If contractors have to come on-site, then the control measures will be applied and risk assessment. All visitors must wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas) 	L
8. Finance						
8.1 Costs of the school's response to COVID-19						
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	Low Risk	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified as discussed at the Resources Committee meeting so that we claim funding back from the Government in due time. Asha has been consulted to identify potential savings to work towards a balanced budget which and been now produced and approved by the Resources Committee and Governing Body Additional COVID-19 related costs are being monitored, and options for reducing costs over time and guidance changes are under review. Additional sources of income are under exploration – school charity and benefactor The school's projected financial position is being kept under especially stringent 	Yes		<ul style="list-style-type: none"> Records to continue to be kept on any additional cost pressures due to COVID-19 COVID-19 related costs are being monitored Shared with Resources Committee claim for extra cost made by 21 July 2020 	M/L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures		In place? (Yes/No)		Further action/comments	Residual risk rating (H/M/L)
		review for potential additional Covid-19 loss of income or additional spend by the Resources Committee and any actions reported to the full governing body meeting					
		9. Governance					
		9.1 Oversight of the Governing Body					
Lack of Governing Body oversight during the COVID-19 crisis leads to the school failing to meet educational aspirations or be challenged by the Governing Body.	Low Risk	<ul style="list-style-type: none">The Governing Body of the school continues to meet regularly via online platforms.The Governing Body agendas are structured to ensure all necessary items are discussed, and school leaders are held to account for their implementation.The Headteacher's report to the Governing Body includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.Regular dialogue with the Chair of the Governing Body and those members with designated responsibilities and children at the school(Standard and Resources committees)Minutes of Governing Body meetings are reviewed to ensure that they accurately record oversight and hold school leaders accountable.	Yes			<ul style="list-style-type: none">These are being actioned and are ongoingResources and Standards committees and Governing Body meetings	L
		10. Additional site-specific issues and risks					
		Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
		<ul style="list-style-type: none">		<ul style="list-style-type: none">		<ul style="list-style-type: none">	