

Breckon Hill Primary School

Risk Assessment

Reopening of School – Autumn Term September 2020

**All staff must have read and understood the risk assessment
in order to return to work.**



Approved with Middlesbrough Council DATE:28.8.20

**Approved with Governing Body of Breckon Hill Primary
School DATE: COG Ian Mawson 24.8.20**

Approved with union Rep Louise Moores 15.7.20

Approved with staff 1.9.20

**UPDATES: 11.9.2020 following Rule of 6 announcement re
staffrooms.**

This risk assessment must be reviewed and additional control measures implemented as required if the transmission rate increases to a level which impacts upon the safety of staff and relevant others.

Middlesbrough have a local outbreak plan that the school will follow should an outbreak occur. Guidance and support from the LA, Council and Public Health will be sourced and followed.

An increase in transmission rate locally will be used by Public health/Local Authority in their decision making process as to whether a local lockdown will be introduced and whether a school will remain open. **NOTE: the transmission rate will impact upon the overall risk rating of this assessment and must be reviewed on a regular basis. This risk assessment must be reviewed and additional control measures implemented as required if the transmission rate increases to a level which impacts upon the safety of staff and relevant others**

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| Assessment conducted by: | Joanne Smith | Job title: | Head Teacher | Covered by this assessment | Staff, pupils, contractors, visitors, volunteers |
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| Date of assessment: | 14/7/20 | Review interval: | | Date of next review: | |
|----------------------------|---------|-------------------------|--|-----------------------------|--|

| Related documents | |
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| Trust/Local Authority documents: | Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools |

Risk matrix

| Risk rating High (H), Medium (M), Low (L) | | Likelihood of occurrence | | |
|--|---|--------------------------|----------|--------|
| | | Probable | Possible | Remote |
| Likely impact | Major: Causes major 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 Organisation of teaching spaces | | | | | |

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|--|-------------------------------------|---|--------------------|--|------------------------------|
| Large spaces need to be used | L | <ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. | Y | <ul style="list-style-type: none"> No assembly or gathering of children – children to remain in their bubbles Large hall/sports hall will be used for PE and after school childcare tea club. Staff and children to wash hands before and after when working in these areas and wipe down main touch points when exiting. Prop doors open to aid ventilation. Please close doors on leaving for fire safety. One way system – stay left around school | L |
| 1.2 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 | L | <ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. The staff member will ensure we are kept up to date with individual health and attendance status/availability. Full use is made of those staff who are self-isolating or shielding but who are well enough to plan and monitor learning and lessons online. Flexible and responsive use of teaching assistants to work in or be on standby to teach classes is in place. Staff are aware of tests available to them should they display any symptoms. A blended model of home learning and attendance at school is utilised until staffing levels improve. | Y | <ul style="list-style-type: none"> Same members of staff to each bubble where possible to minimise movement or contact with other staff. Breakfast and tea club staff will need to work with children from other bubbles, please keep your distance. Staff may be needed to and can work across bubbles. This is in line with the guidance. | L |
| 1.3 The school day | | | | | |

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|--|-------------------------------------|---|--------------------|--|------------------------------|
| <p>The start and end of the school day create risks of breaching social distancing guidelines</p> | H | <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 provided to identify which entrances, exits and circulation routes 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. • Signs have been placed around school. • Attendance patterns have been optimised to ensure maximum safety. | Y | <ul style="list-style-type: none"> • Health and safety training with updated policies and risk assessments to be shared with staff prior to them returning in September electronically. • Governors will have opportunity to see all documentation and comment prior to September re-opening. • Staff asked to sign risk assessments first day back in September. • School day staggered for children in family groups from 8.30 until 8.50 all staff need to be ready to welcome children from 8.30am. • Collection times from 2.15pm to 2.30pm, the usual routine will apply. 1 member of staff to take children out and stand against the class wall, when they see their parent they tell the teachers and go to them. • Staff to enter and exit the building safely, usual hours. • School carpark gates to locked at peak times as usual. • SLT will support at entrances as we stagger the children at the beginning and end of the school day. • End of day -parents will be allowed onto the playground to collect their child. Adult to take children out at allocated times. | M |

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| | | | | <ul style="list-style-type: none"> I know it won't be easy but try not to engage in conversation with parents ask them to call the school and you will contact them when all children have gone. | |
| 1.4 Planning movement around the school | | | | | |
| Movement around the school risks breaching social distancing guidelines | H | <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 bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. | Y | <ul style="list-style-type: none"> Staff will be allowed to move across/classes and bubbles when needed Keep left system Appropriate signage around school Start and finish times for each bubble staggered as detailed above. Limited visitors and parents in school. Reception area will be completed parents/visitors come to school only for prearranged appointments. Enquiries- only one person in vestibule at a time. Regular briefings for children on social distancing and hand washing | L |
| 1.5 Curriculum organisation | | | | | |

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| Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened | H | <ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is planned to complement in-school learning and address gaps identified. Recovery Curriculum in place-what are the non-negotiables? Focus on this knowledge and skills. | Y | <ul style="list-style-type: none"> Initial focus will be on a recovery curriculum focusing on wellbeing, PSED and reading although the wider curriculum will be expected to be delivered. Please discuss timetables in teams. Team Leaders to support. | H |
| 1.6 Staff workspaces | | | | | |
| Staff rooms and offices do not allow for observation of social distancing guidelines | H | <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. | Y | <ul style="list-style-type: none"> Staffroom to be in use, 2 people only in kitchen area, please do not sit next to each other in the staffroom. Staff have lidded cups and may take their hot drink and eat in the classroom if they wish but not to cluster together with other staff in classrooms and shared areas. Please keep your distance and remain in your own bubble as much as you can microwaves and fridges to be placed around school to minimise movement of staff. Staff to be briefed on PD day | L |
| 1.7 Governance and policy | | | | | |
| Governors are not fully informed or involved in making key decisions | M | <ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. | Y | <ul style="list-style-type: none"> Online meetings planned to take place in summer term All documentation to be passed onto governors to read and comment before school reopens Zoom meeting w/b 1.6.20 FGB 8.7.20. Chair of Gobs IM visit to school 24.8.20 with HT to walk through safety measures | L |

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| 1.8 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 | M | <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 governors have been briefed accordingly week/beginning 8.6.20 and again planned on 1.9.20. Health and safety board in each classroom with Risk assessment, handwashing poster, PPE so they may be referenced if/when needed. | Y | <ul style="list-style-type: none"> Safeguarding policy amended in line with recommendations from DFE Behaviour policy , no changes, June 20. All relevant policies to be updated and amended accordingly | L |
| 1.9 Communication strategy | | | | | |
| Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | H | <ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Local authority Regional Schools Commissioner Professional associations Other partners | Y | <ul style="list-style-type: none"> All relevant communication links are firmly established and in place and a clear mechanism to contact different parties is evident EMAT team to continue to support with translating documents and letters EWO to support attendance concerns | M |
| 1.10 Staff induction and CPD | | | | | |
| Staff are not trained in new procedures, leading to risks to health | H | <ul style="list-style-type: none"> A staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk Assessments Bereavement | Y | <ul style="list-style-type: none"> All staff to be briefed via email and as part of PD day on 1.9.2020 Health and safety boards in all classrooms. | M |

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| New staff are not aware of policies and procedures prior to starting at the school when it reopens fully in September | H | <ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. | Y | <ul style="list-style-type: none"> All in place and induction pack shared with any new starters. 2 new members of staff, both have already come into school for induction purposes. Back to work meeting planned for any member of staff returning from absence of maternity | M |
| 1.11 Free school meals | | | | | |
| Pupils eligible for free school meals may not get a hot meal due to capacity | H | <ul style="list-style-type: none"> The school will follow the guidance. | Y | <ul style="list-style-type: none"> All children eligible for FSM will get hot daily meal daily in September | L |
| 1.12 Risk assessments | | | | | |
| Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance. | H | <ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used | Y | <ul style="list-style-type: none"> Risk assessments shared with governors and staff and unions Staff have been briefed on 9/6/2020 – this was for initial reopening – 1.9.20 briefing for full school reopening. Risk assessments-rules around social distancing and hygiene to be shared in child friendly speak | M |
| 1.13 School transport | | | | | |

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| 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 We do not transport children to school | H | <ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. | Y | <ul style="list-style-type: none"> No transport will be used and all trips cancelled until further notice | L |
| 2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19 | | | | | |
| 2.1 Cleaning | | | | | |
| Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required | H | <ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. | Y | <ul style="list-style-type: none"> Deep clean being undertaken classroom by classroom Cleaning kits provided in every area to continually clean touch points such as door handles throughout the day Deep bins provided for all areas | L |
| 2.2 Hygiene and handwashing | | | | | |
| Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency | M | <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. | Y | <ul style="list-style-type: none"> Outdoor handwashing areas have been installed Liquid soap ordered and delivered and distributed accordingly. Hand sanitizer pumps bought and places around school Each classroom has sanitiser Caretakers to sweep school daily in checking supplies SBM to be informed and increase supply if demand is there If a child comes to school wearing a mask, we will talk with parents about infection control and ensure that they have made it clear how to take off the mask | L |

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| | | | | safely. We will talk about how they store it, the practicalities and share the gov guidance with their family. We will discourage children wearing masks in school and continue to follow UK gov guidance. | |
| Pupils forget to wash their hands regularly and frequently | H | <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 and electronic messaging boards 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. | Y | <ul style="list-style-type: none"> Handwashing will become a key part of the school day and taught. Planned handwashing during the day Posters to displayed Younger children observed washing their hands | M |
| 2.3 Clothing/fabric | | | | | |
| Not wearing clean clothes each day may increase the risk of the virus spreading | H | <ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. | Y | <ul style="list-style-type: none"> The guidance is followed all children to wear uniform in September. | M |
| The use of fabric chairs may increase the risk of the virus spreading | M | <ul style="list-style-type: none"> Take fabric chairs out of use where possible. | Y | <ul style="list-style-type: none"> Remove bean bags and cushions from classrooms. Staffroom chairs will stay in use. | L |
| 2.4 Testing and managing symptoms | | | | | |
| Testing is not used effectively to help manage staffing levels and support staff wellbeing | H | <ul style="list-style-type: none"> Guidance on getting tested has been published. 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. | Y | <ul style="list-style-type: none"> Guidance explained on testing to staff. Updates have been communicated with staff following guidance on 2/7/20 Sep 20 new guidance to be followed. Test and Trace app to be promoted to staff by HT. | M |

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|---|-------------------------------------|---|--------------------|---|------------------------------|
| | | | | <ul style="list-style-type: none"> A small number of tests have been delivered to school for those in exceptional circumstances. | |
| Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | H | <ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures 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. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to 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 trust or local authority. | Y | <ul style="list-style-type: none"> An electronic thermal thermometer is available to check children's temperature it will be stored in the medical room/ please wipe down after use. Report to SLT if used. Staff aware of symptoms If child or adult in a bubble becomes unwell with covid symptoms. First taken to medical room – anyone in contact that can't keep 2 metres distance to wear appropriate PPE, in grab bag on health and safety board in classes. School and parent to keep in contact. Medical register to be completed by admin/first aider of anyone displaying symptoms Parents of children attending school to be given guidance on if child is ill over night and weekend – must inform school if covid like symptoms and go for a test. <p>Middlesbrough have a local outbreak plan that the school will follow should an outbreak occur.</p> | M |
| Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 | H | <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. This guidance has been explained to staff and pupils as part of the training/induction process. | Y | <ul style="list-style-type: none"> HT to keep abreast of new or changes to guidance and cascade accordingly | L |

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| | | <ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | | | |
| Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school | H | <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. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | Y | <ul style="list-style-type: none"> Clear communications regarding infection passed onto staff and parents | L |
| 2.5 First Aid/Designated Safeguarding Leads | | | | | |
| The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk | M | <ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. | Y | <ul style="list-style-type: none"> All first aiders back on site in autumn term First aider will always wear suitable PPE when dealing with any illness All classrooms will have their own first aid kit. | L |
| 2.6 Medical rooms | | | | | |
| Medical rooms are not adequately equipped or configured to maintain infection control | H | <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 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. | Y | <ul style="list-style-type: none"> SBM to inform cleaners of any children who have been in the medical room so a deep clean can take place. Cleaners will wear full PPE | L |
| 2.7 Communication with parents | | | | | |
| Parents and carers are not fully informed of the health and safety requirements for the reopening of the school | H | <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 on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil leaflets created, Kingdoms rules. | Y | <ul style="list-style-type: none"> Information relayed to parents via a number of communications - parent mail, text, website, and letters Pop up on website includes most up to date information | L |

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| | | | | <ul style="list-style-type: none"> Questionnaire to parents to improve practice where needed July 2020. | |
| Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19 | H | <ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. | Y | <ul style="list-style-type: none"> Information included in letter to parents. Further information provided via website. | L |
| 2.8 Personal Protective Equipment (PPE) | | | | | |
| Provision of PPE for staff where required is not in line with government guidelines | H | <ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. | Y | <ul style="list-style-type: none"> PPE available in classrooms and medical room for any member of staff who has to carry out medical treatment to any child | L |
| 3. Maximising social distancing measures | | | | | |
| 3.1 Pupil behaviour | | | | | |

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|---|-------------------------------------|---|--------------------|---|------------------------------|
| Pupils' behaviour on return to school does not comply with social distancing guidance | H | <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 lunch times 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 social distancing of younger primary school children have been agreed and staff are clear on expectations. | Y | <ul style="list-style-type: none"> • School behaviour policy amended • Clear signage around school encouraging social distancing • Signage in all children and staff toilets promoting handwashing • Movement around school for all adults and children is minimised • Senior team to monitor movement and be visible outside at beginning and end of school – offering reassurances | M |
| 3.2 Classrooms and teaching spaces | | | | | |
| The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures | H | <ul style="list-style-type: none"> • Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. | Y | <ul style="list-style-type: none"> • Classrooms of 30 will be forward facing desks.Y2 –Y6 • Smaller classes of 15 in a large room may have a horseshoe arrangement as long as no children are sitting in the middle of the horseshoe. • Early years will give consideration to toys and books. As is now they may be on a rota. | L |
| 3.3 Movement in corridors | | | | | |

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| Social distancing guidance is breached when pupils circulate in corridors We have few corridors | H | <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/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. | Y | <ul style="list-style-type: none"> • Keep left circulation system developed around school • Bubbles to be self-maintained restricting movement around school • Home packed Lunches to be eaten in classroom • Each bubble has its own playground space and equipment • Equipment to be cleaned daily • Supervision to be carried out by adults within bubbles | M |
| 3.4 Break times | | | | | |
| Pupils may not observe social distancing at break times | H | <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. | Y | <ul style="list-style-type: none"> • Break times staggered team leaders have given timetables as to when and where each class will play. • Each bubble has its own playground zone • Signage visible in school | M |
| 3.5 Lunch times | | | | | |
| Pupils may not observe social distancing at lunch times | H | <ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times 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 lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. | Y | <ul style="list-style-type: none"> • Classes will be taken over to the hall one at a time and only when there is enough space therefore we need to be flexible in this approach. • 1 member of staff to accompany the children, they may have a free school meal. • Children with packed lunches from home may stay in the classroom and are to be supervised by the other staff member. • Rubbish disposed of in a deep bin and collected after lunch | 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) |
|---|-------------------------------------|------------------|--------------------|---|------------------------------|
| <p>Pupils/staff may not observe social distancing at Breakfast and Tea Club</p> | | | | <ul style="list-style-type: none"> • Children have own water bottle – no cups. <p>Breakfast club</p> <ul style="list-style-type: none"> • Handwashing on entering • Designated tables for year groups/family groups. • Table service. • To classes at 8.30am • Staff to social distance from each other. • School staff must not enter kitchen <p>Tea Club</p> <ul style="list-style-type: none"> • Timetable is drawn up for children and staff. • 2.30pm- 3pm children to stay with class staff • 3pm-4pm Sports’ coaches’ to lead play in sports hall or outdoors. To keep distance from each other and children. • 5pm-5.30pm hand over to Tea club staff. Snack in dining hall, Children to stay on chair and snack to be served to them to limit movement. • Activities- table top activities planned and can be undertaken in dining hall. • Tables to be cleaned down by staff afterwards. | |
| 3.6 Toilets | | | | | |

| 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) |
|---|-------------------------------------|--|--------------------|--|------------------------------|
| Queues for toilets and handwashing risk non-compliance with social distancing measures | M | <ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. 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. | Y | <ul style="list-style-type: none"> Staff to use toilets near to their own class Daily checks of soap by caretakers and cleaners | L |
| 3.7 Medical Rooms | | | | | |
| The configuration of medical rooms may compromise social distancing measures | H | <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 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. | Y | <ul style="list-style-type: none"> Cleaning staff to be informed by admin if rooms have been used A register to be kept in the room of any child who has been in there | L |
| 3.8 Reception area | | | | | |
| Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines | H | <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 person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. | Y | <ul style="list-style-type: none"> Parents/visitors will be limited in the Reception lobby area. Signage visible | L |
| 3.9 Arrival and departure from school | | | | | |
| Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply | H | <ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Messages to parents stress the need for social distancing at arrival and departure times. | Y | <ul style="list-style-type: none"> Staggered start and finish times and spread across the school Senior staff visible and encouraging social distancing | 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) |
|---|-------------------------------------|---|--------------------|--|------------------------------|
| 3.10 Transport | | | | | |
| The use of public and school transport by pupils poses risks in terms of social distancing | H | <ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. | Y | <ul style="list-style-type: none"> Children will not be traveling on any forms of public transport during school hours until further notice. | L |
| 3.11 Staff areas | | | | | |
| The configuration of staff rooms and offices makes compliance with social distancing measures problematic | H | <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. | Y | <ul style="list-style-type: none"> Staff may use the staffroom and be sensible regarding social distancing. Staff need to be proactive and remind others if needed with phrases such as- 'I'm just going to step back a little as I feel we are too near to each other.' | 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 | H | <ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. 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 relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. | Y | <ul style="list-style-type: none"> Parents spoken to by a member of SLT staff so parents could make an informed decision EMAT deployed to support translation Information included on letter | 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) |
|--|-------------------------------------|---|--------------------|---|------------------------------|
| 4.2 Staff with underlying health issues | | | | | |
| Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them | H | <ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are 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 the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Current government guidance is being applied. BAME –A report by Public Health England has found that individuals could be at an increased risk from COVID-19 if you are male, from a black, Asian or minority ethnic background (BAME), born outside of the UK or Ireland. If you fall under one of the above categories you should talk to your manager and complete a risk assessment. | Y | <ul style="list-style-type: none"> Personal risk assessments must be completed/updated for those staff at increased risk returning to school in September. Staff to inform JS if updates on risk assessments are needed. | L |
| 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 | H | <ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 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. | Y | <ul style="list-style-type: none"> Recovery curriculum is key with emphasis on wellbeing Staff continue to record via CPOMS concerns and safeguarding issues including that of mental health CATS therapist to continue to support most vulnerable CATS therapist to also support staff | M |
| 5.2 Mental health concerns – staff | | | | | |

| 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 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 | H | <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 briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. | Y | <ul style="list-style-type: none"> All staff have a link with their Team leader SLT are available via mobile number HT weekly update | M |
| Working from home can adversely affect mental health | M | <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 support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. | Y | <ul style="list-style-type: none"> HT available to speak with via email or mobile Staff working from home responsible for online learning | M |
| 5.3 Bereavement support | | | | | |
| Pupils and staff are grieving because of loss of friends or family | H | <ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. | Y | <ul style="list-style-type: none"> CATS therapist able to advice and support staff | M |
| 6. Operational issues | | | | | |
| 6.1 Review of fire procedures | | | | | |
| Fire procedures are not appropriate to cover new arrangements | H | <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 and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. | Y | <ul style="list-style-type: none"> Fire drill on first week back so children and staff familiar with procedures Staff have completed fire safety training | 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"> Incident controller and fire marshals have been trained and briefed appropriately. | | | |
| Fire evacuation drills - unable to apply social distancing effectively | H | <ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. | Y | <ul style="list-style-type: none"> As above | M |
| Fire marshals absent due to self-isolation | H | <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. | Y | <ul style="list-style-type: none"> HT to plan deputy model for fire marshal. SLT to act as fire marshals to coordinate. | L |
| 6.2 Managing premises on reopening after lengthy closure | | | | | |
| All systems may not be operational | L | <ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. | Y | <ul style="list-style-type: none"> In place | L |
| Statutory compliance has not been completed due to the availability of contractors during lockdown | M | <ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. | Y | <ul style="list-style-type: none"> All services will be checked prior to reopening | L |
| 6.3 Contractors working on the school site | | | | | |

| 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 whilst school is in operation may pose a risk to social distancing and infection control | M | <ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. 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 in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 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, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). | Y | <ul style="list-style-type: none"> Contractors working on Admin area will not need to enter school building and are to follow social distancing guidelines. Responsibility of LA who are managing the build to ensure contractors are social distancing | 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 | M | <ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. | Y | The school may need to use reserves to support the COVID 19 cost should the grant application prove unsuccessful. The guidance has change 3 times as to who and how this fund may be accessed. | L |
| 9. Governance | | | | | |

| 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) |
|---|-------------------------------------|--|--------------------|---|------------------------------|
| 9.1 Oversight of the governing body | | | | | |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. | M | <ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors 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 Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. | Y | <ul style="list-style-type: none"> Zoom meetings with governors scheduled for summer term All risk assessments submitted for comment prior to school reopening HT in regular contact with chair of governors Emergency plans in place if HT falls ill – to be shared with governors Remote meetings to be clerked by North Yorkshire | 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 | | | | | |
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