

Draft - 10th July 2020

School:	Spalding Parish Church of England Day School	Date of Risk Assessment: 24/07/20
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Authorised by:	Diane Mulley	Planned Review Date: 21/08/20
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Hazard: Contraction of Coronavirus COVID-19
 Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic. Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
 The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
 The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
 It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

Who might be harmed: Employees, contractors or visitors. Employees and their family members who are in the vulnerable categories:	How might people be harmed: Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus; contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and / or associated complications.
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Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

				Negligible	Slight	Moderate	High	Very High
				1	2	3	4	5
Hazard	Likelihood	Severity	Assessed Risk	1	2	3	4	5
			Very Unlikely (A freak combination of factors required for an incident to result)	Green	Green	Green	Green	Green
			Unlikely (A Rare combination of factors required for an incident to result)	Green	Green	Green	Amber	Amber
			Possibly (Could happen when additional factors are present but otherwise unlikely to occur)	Green	Green	Amber	Amber	Red
			Likely (Not certain to happen but an additional factor may result in an incident)	Green	Amber	Amber	Red	Red
			Very Likely (Almost inevitable that an incident would result)	Amber	Amber	Red	Red	Red
Without Controls	Very Likely (5)	Very High (5)	Red (25)					
With Controls	Possible (3)	High (4)	Amber (12)					

Q	Context	Risk Controls - What are you doing now?	Further Actions - What more can you do?	Due Date	Assigned To	Date Completed	Red, Amber or Green
1	Prevention – Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household that does, do not attend school.	<ul style="list-style-type: none"> Pupils, staff and other adults should be told not to come into the school if they have COVID-19 symptoms or have tested positive in the previous 7 days. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
2		<ul style="list-style-type: none"> Anyone developing symptoms (a new continuous cough, high temperature, loss or change in sense of taste or smell) during the school day should be sent home and advised to follow government "Stay at Home" guidance (self-isolate for at least 7 days and arrange a test for COVID-19, then follow Public Health England advice). Other members of their household should self-isolate for 14 days from when the symptomatic person first displayed symptoms. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
3		<ul style="list-style-type: none"> Anyone developing symptoms and awaiting collection should be moved to a room where they can be isolated behind a closed door if possible, with appropriate adult supervision if required. If this is not possible, they should be moved to an area at least two metres from other people. If possible, a window should be opened for ventilation. 	Room identified and set up as isolation room. All staff clear about guidance and actions to take.	24/07/2020	DM/GC	24/07/2020	Amber
4		<ul style="list-style-type: none"> Anyone awaiting collection and needing to use toilet facilities should use a separate toilet if available. The room containing the toilet should be cleaned and disinfected before being used by anyone else. 	Staff and pupil toilet allocated for use. Cleaning plan in place.	24/07/2020	DM/GC	24/07/2020	Amber
5		<ul style="list-style-type: none"> Staff caring for the person awaiting collection, where a distance of 2 metres cannot be maintained, should wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron or Type 4 coveralls. 	Additional PPE ordered and received.	21/08/2020	JW	21/08/2020	Amber
6		<ul style="list-style-type: none"> In the event of an emergency or serious illness/injury, emergency services should be contacted using the 999 service. Persons displaying symptoms should be told not to visit a GP, pharmacy, urgent care centre or hospital. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
7		<ul style="list-style-type: none"> If the symptomatic person subsequently tests positive for COVID-19, any members of staff who had been in close contact with them should go home and self-isolate for 14 days. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
8		<ul style="list-style-type: none"> Following contact with someone who is unwell, all persons who had contact should wash their hands with soap and water for at least 20 seconds or should apply hand sanitiser. 	Information included in key information and shared with all stakeholders. Additional soap ordered.	22/07/2020	DM/JW	22/07/2020	Amber
9		<ul style="list-style-type: none"> After the person displaying symptoms has left the site, the area in which they were present should be cleaned with bleach before being used again. 	Site team fully aware of procedure. Information included in key information for all stakeholders.	22/07/2020	DM/GC	22/07/2020	Amber
10	Prevention – Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> Pupils should wash/sanitise their hands regularly including when they arrive at school, after break times, when they change rooms and before/after eating. 	Hand washing schedule in place across school and shared with staff. Additional soap for all areas ordered.	22/07/2020	DM/GC	22/07/2020	Amber

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Q	Context	Risk Controls - What are you doing now?	Further Actions - What more can you do?	Due Date	Assigned To	Date Completed	Red, Amber or Green
11		<ul style="list-style-type: none"> Additional hand washing and/or hand sanitiser stations should be provided to ensure that pupils and staff can wash their hands regularly. 	Additional hand washing/hand sanitiser stations planned and in place.	24/07/2020	DM/GC	24/07/2020	Amber
12		<ul style="list-style-type: none"> Staff should supervise hand sanitiser to reduce the risk of ingestion by pupils. Skin friendly cleaning wipes should be considered as a safer alternative if required. 	Information included in key information and shared with all stakeholders. Hand washing wipes purchased.	24/07/2020	DM/JW	24/07/2020	Amber
13		<ul style="list-style-type: none"> Staff should help small children and pupils with complex needs to clean their hands properly. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
14		<ul style="list-style-type: none"> Hand washing regimes should be built into the school's daily regime. 	Hand washing schedule in place across school and shared with staff. Additional soap for all areas ordered.	22/07/2020	DM/GC	22/07/2020	Amber
15	Prevention – Ensure good respiratory hygiene by promoting the "catch it, kill it, bin it" approach.	<ul style="list-style-type: none"> Staff and pupils should be instructed in the "catch it, kill it, bin it" approach and informed that following this approach is expected. 	Information included in key information for all stakeholders. Additional bins purchased for additional areas.	21/08/2020	DM/JW	21/08/2020	Amber
16		<ul style="list-style-type: none"> Sufficient tissues and bins should be provided. 	Additional bins purchased for additional areas.	21/08/2020	JW	21/08/2020	Amber
17		<ul style="list-style-type: none"> Additional support/explanation should be provided to younger children and those with complex needs. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
18	Prevention – Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> An enhanced cleaning schedule should be put in place. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
19		<ul style="list-style-type: none"> Rooms that are used by different groups should be cleaned between groups. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
20		<ul style="list-style-type: none"> Dining Hall surfaces should be cleaned between groups. 	N/A - Children to eat in classrooms during Term 1. Plan to be reviewed on return to school.				
21		<ul style="list-style-type: none"> Shared areas should be cleaned more frequently. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
22		<ul style="list-style-type: none"> Frequently touched surfaces should be cleaned more often than usual. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
23		<ul style="list-style-type: none"> Toilets should be cleaned regularly. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
24		<ul style="list-style-type: none"> Pupils should be encouraged to wash their hands after using the toilet. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
25	Prevention – Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> Staff should be told to maintain social distancing from other staff/adults (2 metres or 1 metre plus precautions). Personal protective equipment should be considered where this is not possible. 	Information included in key information for all stakeholders. Signage/tape in place. Additional PPE ordered.	21/08/2020	DM/JW	21/08/2020	Amber
26		<ul style="list-style-type: none"> Staff should be told to maintain social distancing from pupils (2 metres or 1 metre plus precautions) where possible. Personal protective equipment should be considered where this is not possible. 	Information included in key information for all stakeholders. Signage/tape in place. Additional PPE ordered.	21/08/2020	DM/JW	21/08/2020	Amber
27		<ul style="list-style-type: none"> Staff should be told to minimise contact of less than one metre with anyone else. Personal protective equipment should be considered where this is not possible. 	Information included in key information for all stakeholders. Signage/tape in place. Additional PPE ordered.	21/08/2020	DM/JW	21/08/2020	Amber
28		<ul style="list-style-type: none"> Class sized groups/bubbles of pupils should be created where possible and kept separate from other groups. (KS2 & lower) 	Bubbles organised and in place with staff fully aware of plans/organisation.	22/07/2020	DM	22/07/2020	Green
29		<ul style="list-style-type: none"> Year sized groups/bubbles of pupils should be created and kept separate from other groups whenever possible. (KS3 upwards) 	N/A				Green
30		<ul style="list-style-type: none"> Pupils should be encouraged to maintain social distancing whilst within their groups. (Secondary) 	N/A				Green
31		<ul style="list-style-type: none"> The use of shared spaces should be avoided where possible. 	N/A - No plans to use shared spaces during Term 1. Plan to be reviewed for Term 2 on return to school				Green
32		<ul style="list-style-type: none"> Classroom layouts should be adapted and furniture should be removed to help facilitate distancing. 	Classroom layouts adapted and in place. Additional furniture removed and stored.	24/07/2020	CTs/Site	24/07/2020	Green
33		<ul style="list-style-type: none"> Gatherings such as assemblies or collective worship involving more than one group should be avoided. 	Class Collective Worship or via Teams to be undertaken during Term 1. Plan to be reviewed on return.	22/07/2020	DM	22/07/2020	Green
34		<ul style="list-style-type: none"> Timetabling and scheduling should be altered to keep groups apart and minimise movement around the school. 	Timetables for staggered starts, breaks, lunches and end of day in place and shared with stakeholders.	22/07/2020	DM	22/07/2020	Green
35		<ul style="list-style-type: none"> Timetables and travel routes should be altered to avoid creating busy corridors, entrances and exits. 	One way system in place. Staggered timetables in place. Restricted travel around school.	22/07/2020	DM	22/07/2020	Green
36		<ul style="list-style-type: none"> Staggered break and lunch times should be considered. 	Timetables for staggered starts, breaks, lunches and end of day in place and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
37		<ul style="list-style-type: none"> Staff Room layouts should be adapted and furniture should be removed to help facilitate distancing. 	Layouts adapted and in place. Additional furniture removed and stored. Additional staff rooms in place.	24/07/2020	DM/Site	24/07/2020	Green
38		<ul style="list-style-type: none"> Use of Staff Rooms should be reduced/amended to help facilitate distancing. 	Layouts adapted and in place. Additional furniture removed and stored. Additional staff rooms in place.	24/07/2020	DM/Site	24/07/2020	Green
39		<ul style="list-style-type: none"> School arrival and departure times should be staggered where possible to keep groups apart as they arrive and leave. 	Timetables for staggered starts, breaks, lunches and end of day in place and shared with stakeholders.	22/07/2020	DM	22/07/2020	Green
40		<ul style="list-style-type: none"> Parents should be informed of the amended arrangements for drop off/collection. 	Timetables for staggered starts and end of day in place and shared with stakeholders alongside expectations.	22/07/2020	DM	22/07/2020	Green
41		<ul style="list-style-type: none"> Parents should be told not to gather at the school gates/entrances. 	Timetables for staggered starts and end of day in place and shared with stakeholders alongside expectations.	22/07/2020	DM	22/07/2020	Green
42		<ul style="list-style-type: none"> Parents should be told not to access the site without first arranging an appointment. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
43		<ul style="list-style-type: none"> Pupils and staff who are wearing face masks on arrival should remove them on arrival without touching the front of the mask, either disposing of the mask inside a covered bin or placing it inside their own plastic bag at the entrance, then should wash/sanitise their hands. 	Information included in key information and shared with all stakeholders. Hand washing schedule in place.	22/07/2020	DM	22/07/2020	Amber
44		<ul style="list-style-type: none"> Care Plans for pupils with Special Educational Needs or Disabilities (SEND) should be reviewed to determine needs and any additional assistance or procedures that may be required. 	Care plans reviewed by SENCo with findings shared with HT. Identified actions in place.	21/08/2020	SB/DM	21/08/2020	Amber
45		<ul style="list-style-type: none"> Supply teachers and other temporary/visiting staff should be told to minimise contact, maintain distancing from staff/pupils and follow all other site rules. 	Supply staff will only be used in emergency. Updated Staff Handbook shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	
46		<ul style="list-style-type: none"> Visitors and contractors should attend site only to pre-arranged appointments that should be scheduled not to coincide with each other where possible. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green

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47		<ul style="list-style-type: none"> Site rules for distancing and hygiene should be advised to visitors/contractors on or before arrival. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green
48		<ul style="list-style-type: none"> Visitors/contractors should attend outside of usual school hours where possible. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green
49		<ul style="list-style-type: none"> Where pupils attend more than one educational setting, rules/controls should be agreed with the other setting(s) in advance. 	N/A				Green
50		<ul style="list-style-type: none"> Individual and frequently used equipment, such as pens and pencils, should be issued for individual use and not shared. 	Stock ordered and received for individual pupil packs.	21/08/2020	DM/Admin	21/08/2020	Amber
51		<ul style="list-style-type: none"> Classroom based resources should be used by one group/bubble and should be cleaned thoroughly between use. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
52		<ul style="list-style-type: none"> Resources that are shared between groups/bubbles should be cleaned thoroughly on a regular basis and between use by different groups if they cannot be left untouched for 48 hours (72 hours in the case of plastic items). 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
53		<ul style="list-style-type: none"> Outdoor play equipment should be cleaned more frequently. 	Plan in place for cleaning.	21/08/2020	SBM/Site	21/08/2020	Amber
54		<ul style="list-style-type: none"> Staff and pupils should be told to bring only essential items to school (e.g. bags, lunch boxes, hats, coats, books, stationery & mobile phones). 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
55	Prevention – Where necessary, wear appropriate personal protective equipment.	<ul style="list-style-type: none"> Personal protective equipment should be provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained. 	Information included in key information for all stakeholders. Additional PPE ordered.	21/08/2020	DM/JW	21/08/2020	Amber
56		<ul style="list-style-type: none"> Personal protective equipment should be provided in accordance with intimate care needs. 	Information included in key information for all stakeholders. Additional PPE ordered.	21/08/2020	DM/JW	21/08/2020	Amber
57		<ul style="list-style-type: none"> Personal protective equipment type/needs should be assessed and provided. 	Risk assessments undertaken. Additional PPE ordered.	21/08/2020	DM/JW	21/08/2020	Amber
58		<ul style="list-style-type: none"> Instruction and training in the fitting, use and removal of personal protective equipment should be provided. 	Initial training undertaken prior to initial reopening. Will be repeated prior to reopening in September.	22/07/2020	DM	22/07/2020	Amber
59	Response – Engage with the NHS Test & Trace process.	<ul style="list-style-type: none"> Staff, pupils and parents/carers should be informed that they will be expected to be ready and willing to engage with the NHS Test & Trace process, including the provision of details of people that they have been in close contact with, when advised to do so. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
60		<ul style="list-style-type: none"> Staff and pupils should be told to book a test and not come to the school if they display symptoms. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
61		<ul style="list-style-type: none"> Staff, pupils and parents/carers should be informed that they will be expected to be ready and willing to self-isolate in accordance with government guidance if they have been in close contact with someone who develops COVID-19 symptoms or tests positive for COVID-19. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
62		<ul style="list-style-type: none"> Staff and parents should be told to advise the school immediately in the event of a positive test result. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
63		<ul style="list-style-type: none"> Persons that feel well, no longer have COVID-19 symptoms and test negative should be told that they can return to school (though they should continue to avoid contact with other persons if they still have cold/flu symptoms). 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
64		<ul style="list-style-type: none"> Anyone testing positive should be told to follow government "Stay at Home" guidance (self-isolate for at least 7 days, then follow Public Health England advice). Other members of their household should self-isolate for 14 days from when the infected person first displayed symptoms. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
65	Response – Manage confirmed cases of COVID-19 amongst the school community.	<ul style="list-style-type: none"> Public Health England should be contacted immediately, and all advice followed, should a member of the school community test positive for COVID-19. 	Clear plan in place and shared with relevant staff.	22/07/2020	DM/Admin	22/07/2020	Amber
66		<ul style="list-style-type: none"> Details of anyone with whom the infected person has been in close contact with should be provided to Public Health England on request. (Note: "Close contact" is defined as face to face contact within one metre, 15 minutes or more contact within two metres or travelling in a small vehicle, such as a car, with an infected person) 	Plan for record keeping established and in place.	21/08/2020	DM/Admin	21/08/2020	Amber
67		<ul style="list-style-type: none"> A record of pupils and staff in each group/bubble should be maintained, along with a note of any close contact that takes place between members of different groups. 	Plan for record keeping established and in place.	21/08/2020	DM/Admin	21/08/2020	Green
68		<ul style="list-style-type: none"> Staff and pupils that have been in close contact with an infected person should be told to stay at home and self-isolate in accordance with government guidance for 14 days, and to arrange a test if they develop symptoms of COVID-19. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
69		<ul style="list-style-type: none"> On receiving a negative test result for COVID-19, the person that is self-isolating should be advised to continue to self-isolate for the remainder of the 14 days. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
70		<ul style="list-style-type: none"> On receiving a positive test result for COVID-19, the person that is self-isolating should be told to inform the school immediately, self-isolate for 7 days and follow Public Health England advice. Other members of their household should self-isolate for 14 days from the day when the symptomatic person first displayed symptoms, and follow government "Stay at Home" guidance. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
71	Response – Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> Guidance from Public Health England should be sought immediately should there be two or more confirmed cases of COVID-19 in the school community within a 14 day period, or where there is an increased rate of absence and COVID-19 is a suspected cause. 	Clear plan in place and shared with relevant staff.	22/07/2020	DM/Admin	22/07/2020	Amber
72		<ul style="list-style-type: none"> Self-isolation and partial/full closure advice given by Public Health England should be followed. 	Clear plan in place and shared with relevant staff.	22/07/2020	DM/Admin	22/07/2020	Amber
73	Transport - Use of dedicated school transport.	<ul style="list-style-type: none"> Pupils using dedicated school transport should be grouped together whilst travelling in accordance with their overall groups/bubbles. 	Initial plans in place re transport. Admin staff to follow up in September to confirm arrangements.	24/07/2020	DM/Admin	24/07/2020	Amber
74		<ul style="list-style-type: none"> Hand sanitiser should be provided and pupils should be told to apply it upon boarding and/or disembarking. 	Initial plans in place re transport. Admin staff to follow up in September to confirm arrangements.	24/07/2020	DM/Admin	24/07/2020	Amber
75		<ul style="list-style-type: none"> Queuing and boarding should be organised to support distancing requirements where possible. 	Initial plans in place re transport. Admin staff to follow up in September to confirm arrangements.	24/07/2020	DM/Admin	24/07/2020	Amber

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76		<ul style="list-style-type: none"> Pupils should distance whilst within the vehicle where possible. 	Initial plans in place re transport. Admin staff to follow up in September to confirm arrangements.	24/07/2020	DM/Admin	24/07/2020	Amber
77		<ul style="list-style-type: none"> Where distancing between pupils from different groups/bubbles within the vehicle is not possible, pupils aged 11 and over should be told to wear face masks. 	Initial plans in place re transport. Admin staff to follow up in September to confirm arrangements.	24/07/2020	DM/Admin	24/07/2020	Amber
78		<ul style="list-style-type: none"> Where dedicated transport is being shared with pupils from other settings, the school should work with the local authority to ensure that the most recent Department for Education guidance is in place. 	Initial plans in place re transport. Admin staff to follow up in September to confirm arrangements.	24/07/2020	DM/Admin	24/07/2020	Amber
79		<ul style="list-style-type: none"> Where required, additional dedicated transport should be provided. 	Initial plans in place re transport. Admin staff to follow up in September to confirm arrangements.	24/07/2020	DM/Admin	24/07/2020	Amber
80	Transport - Use of public transport.	<ul style="list-style-type: none"> Staff and pupils using public transport should be advised to follow the operator's guidance and rules. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
81		<ul style="list-style-type: none"> Staff and pupils should be encouraged to walk or cycle to school. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Green
82		<ul style="list-style-type: none"> "Walking buses" should be considered to encourage pupils to walk to school. 	Letter sent to parents to review need/feasibility of "Walking Bus". SLT to review in Sept.	04/09/2020	DM/Admin		Green
83	Attendance – Pupils who are shielding or self-isolating.	<ul style="list-style-type: none"> Pupils that are shielding or self-isolating as a result of Public Health England advice should be identified and arrangements should be made to support them with home study where appropriate. (Note: Government shielding advice for all persons is scheduled to pause on 1st August 2020, meaning that all persons can return to work/school) 	Home learning plan in place to roll out if required.	21/08/2020	SLT	21/08/2020	Green
84		<ul style="list-style-type: none"> Following the return to school, persons that are advised/required to shield by Public Health England or in line with NHS Test & Trace should be supported with home-working/home-schooling as appropriate. 	Home learning plan in place to roll out if required.	21/08/2020	SLT	21/08/2020	Green
85		<ul style="list-style-type: none"> Where pupils are under the supervision of a health professional, their return to school should be discussed with the health professional and an individual risk assessment should be carried out before they return to school. 	Risk assessments undertaken. Action plan in place.	21/08/2020	DM/SB	21/08/2020	Amber
86	Attendance – Pupils and families who are anxious about the return to school.	<ul style="list-style-type: none"> Clear and consistent expectations around school attendance should be communicated to families (and relevant health professionals) ahead of the return to school. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/SB	22/07/2020	Green
87		<ul style="list-style-type: none"> Pupils who appear reluctant or anxious about returning to school, or who appear disengaged, should be identified and plans should be developed to re-engage with them. 	Pupils identified and families contacted. Support plans to be developed where appropriate in September.	22/07/2020	DM/SB	22/07/2020	Green
88		<ul style="list-style-type: none"> Additional resources should be put in place for those families who may need additional support to secure regular attendance. 	Pupils identified and families contacted. Support plans to be developed where appropriate in September.	22/07/2020	SLT	22/07/2020	Green
89		<ul style="list-style-type: none"> Where a pupil has support from a Social Worker, they should be notified in the event of non-attendance. 	Clear plan in place and shared with relevant staff.	22/07/2020	SLT	22/07/2020	Green
90		<ul style="list-style-type: none"> Staff should monitor pupils' wellbeing following their return and raise any concerns. 	Consistent approach to be used to monitor pupil wellbeing. Training undertaken in September.	22/07/2020	SLT	22/07/2020	Green
91	School Workforce – Staff who are Clinically Vulnerable or Clinically Extremely Vulnerable.	<ul style="list-style-type: none"> Government guidance on the extra mental health support for pupils and teachers should be consulted and followed. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	SLT	22/07/2020	Green
92		<ul style="list-style-type: none"> Government advice and guidelines for persons who are Clinically Vulnerable should be monitored and followed. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM	22/07/2020	Green
93		<ul style="list-style-type: none"> Carrying out an individual risk assessment should be considered for staff who are Clinically Extremely Vulnerable prior to their return to work. 	Risk assessments undertaken. Action plan in place.	21/08/2020	DM	21/08/2020	Green
94		<ul style="list-style-type: none"> Clinically Extremely Vulnerable staff should, where their job role allows, be offered the choice of home-working. 	Risk assessments undertaken. Action plan in place.	21/08/2020	DM	21/08/2020	Green
95		<ul style="list-style-type: none"> Clinically Extremely Vulnerable staff should attend school subject to strict compliance with social distancing measures and in accordance with up to date government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. 	Risk assessments undertaken. Action plan in place.	21/08/2020	DM	21/08/2020	Amber
96		<ul style="list-style-type: none"> Clinically Extremely Vulnerable staff should be deployed in a position where it is possible to maintain social distancing. 	Risk assessments undertaken. Action plan in place.	21/08/2020	DM	21/08/2020	Amber
97	School Workforce – Staff who may be at increased risk from COVID-19.	<ul style="list-style-type: none"> Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns should be discussed and the measures that are being put in place to reduce the risk should be explained. 	Risk assessments undertaken. Action plan in place.	21/08/2020	DM	21/08/2020	Amber
98		<ul style="list-style-type: none"> Where additional measures are requested, these should be accommodated where appropriate/possible. 	Risk assessments undertaken. Action plan in place.	21/08/2020	DM/JW	21/08/2020	Green
99	School Workforce – Supporting staff.	<ul style="list-style-type: none"> All measures that are being put in place should be explained to staff. 	Risk assessments undertaken. Action plan in place in collaboration with staff.	21/08/2020	DM	21/08/2020	Green
100		<ul style="list-style-type: none"> Staff should be involved in the development and implementation of control measures. 	Risk assessments undertaken. Action plan in place in collaboration with staff.	21/08/2020	DM/Staff	21/08/2020	Green
101		<ul style="list-style-type: none"> Government guidance on the extra mental health support for pupils and teachers should be consulted and followed. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	SLT	22/07/2020	Green
102		<ul style="list-style-type: none"> Supervisors should monitor their staff and raise any concerns. 	Consistent approach to be used to monitor wellbeing. Training undertaken in September.	22/07/2020	SLT	22/07/2020	Green
103		<ul style="list-style-type: none"> Staff should be encouraged to raise any concerns with their supervisor. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	SLT/MLT	22/07/2020	Green
104		<ul style="list-style-type: none"> Staff should be advised to contact the confidential wellbeing hot line (APL) should they have any concerns, and to report these to a supervisor where appropriate. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	SLT/MLT	22/07/2020	Green
105		<ul style="list-style-type: none"> Supervisors should maintain regular contact with any staff that are working from home. 	Regular contact plan in place where relevant.	21/08/2020	SLT	21/08/2020	Green
106	School Workforce – Staff deployment.	<ul style="list-style-type: none"> Supervisors should discuss and agree any changes to staff roles with those individuals. 	Plan in place including workload, where relevant.	21/08/2020	SLT/MLT	21/08/2020	Green
107		<ul style="list-style-type: none"> Care should be taken to avoid unnecessary or unmanageable increases in workload. 	Plan in place including workload, where relevant.	21/08/2020	SLT/MLT	21/08/2020	Green
108		<ul style="list-style-type: none"> Where there are concerns about staffing capacity, this should be discussed with the trust. 	DM to liaise with Trust where appropriate.	21/08/2020	DM/JW	21/08/2020	Green
109	School Workforce – Deploying support staff and accommodating visiting specialists.	<ul style="list-style-type: none"> Where staff (e.g. teaching assistants) are redeployed to lead groups or cover lessons, this should be under the supervision of a qualified or nominated teacher and not at the expenses of supporting pupils with special educational needs or disabilities. 	Clear plan in place and shared with relevant staff.	21/08/2020	SLT	21/08/2020	Green

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Q	Context	Risk Controls - What are you doing now?	Further Actions - What more can you do?	Due Date	Assigned To	Date Completed	Red, Amber or Green
110		<ul style="list-style-type: none"> It should be ensured that any redeployed support staff have the skills, expertise and experience to carry out the work. 	Clear plan in place and shared with relevant staff. Only HLTAs to cover classes.	21/08/2020	SLT	21/08/2020	Green
111		<ul style="list-style-type: none"> Required staffing ratios should be maintained. 	Clear plan in place and shared with relevant staff. Only HLTAs to cover classes.	21/08/2020	SLT	21/08/2020	Green
112		<ul style="list-style-type: none"> It should be ensured that any redeployed staff have the appropriate checks in place to allow them to engage in regulated activity. 	Clear plan in place and shared with relevant staff. Only HLTAs to cover classes.	21/08/2020	SLT	21/08/2020	Green
113	School Workforce – Recruitment.	<ul style="list-style-type: none"> Potential new staff should be interviewed using remote technology if possible. 					Green
114		<ul style="list-style-type: none"> Legal requirements regarding pre-appointment checks should continue to be adhered to. 	Safeguarding procedures followed by all staff at all times. Annual update undertaken in September.	22/07/2020	SLT	22/07/2020	Green
115	School Workforce – Supply teachers and other temporary or peripatetic teachers.	<ul style="list-style-type: none"> Supply teachers should be engaged from a Trust approved contractor. 	Supply staff will only be used in emergency. Updated Staff Handbook shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green
116		<ul style="list-style-type: none"> Supply and support/peripatetic teachers should be told that they are to follow all school rules, in particular with regards distancing and hygiene. 	Supply staff will only be used in emergency. Updated Staff Handbook shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green
117		<ul style="list-style-type: none"> The use of longer term contracts should be considered to reduce the number of different supply teachers attending site. 	Supply staff will only be used in emergency. Updated Staff Handbook shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green
118	School Workforce – Staff taking leave.	<ul style="list-style-type: none"> School leaders should discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements. 		As reqd	DM	As reqd	Green
119	School Workforce – Other support (volunteers).	<ul style="list-style-type: none"> Checking and risk assessment processes should be continued in accordance with the government publication Keeping Children Safe In Education. 	Safeguarding procedures followed by all staff at all times. Annual update undertaken in September.	22/07/2020	SLT	22/07/2020	Green
120		<ul style="list-style-type: none"> Volunteers who have not been checked should not be left unsupervised or allowed to work in regulated activity. 	Clear plan in place and shared with relevant staff.	22/07/2020	DM/SLT	22/07/2020	Green
121		<ul style="list-style-type: none"> Mixing of volunteers across groups/bubbles should be kept to a minimum. 	Clear plan in place and shared with relevant staff.	22/07/2020	DM/SLT	22/07/2020	Amber
122		<ul style="list-style-type: none"> Volunteers should remain at least two metres from staff and pupils where possible. 	Clear plan in place and shared with relevant staff.	22/07/2020	DM/SLT	22/07/2020	Amber
123	Safeguarding.	<ul style="list-style-type: none"> The Child Protection Policy should be reviewed to reflect the return of more pupils. 	Safeguarding procedures followed by all staff at all times. Updated policy/procedures in place.	22/07/2020	SLT	22/07/2020	Green
124		<ul style="list-style-type: none"> Statutory safeguarding guidance should be referred to (Keeping Children Safe in Education and Coronavirus (COVID-19): Safeguarding in Schools). 	Safeguarding procedures followed by all staff at all times. Updated policy/procedures in place.	22/07/2020	SLT	22/07/2020	Green
125		<ul style="list-style-type: none"> Additional time should be provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns. 		22/07/2020	SLT	22/07/2020	Green
126		<ul style="list-style-type: none"> Communication with School Nurses should be continued where appropriate. 	Clear plan in place and shared with relevant staff.	21/08/2020	DM/SLT	21/08/2020	Green
127	Catering.	<ul style="list-style-type: none"> Catering operations/school kitchen should operate in compliance with government Guidance For Food Businesses On Coronavirus (COVID-19). 	Clear plan in place and shared with relevant staff.	24/07/2020	DM/SLT	24/07/2020	Green
128	Estates.	<ul style="list-style-type: none"> Any adaptations identified as necessary (e.g. additional wash basins) should be put in place before the return to school. 	N/A				Green
129	Educational Visits.	<ul style="list-style-type: none"> Educational visits that involve overnight stays should not be carried out. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
130		<ul style="list-style-type: none"> Visits should involve pupils from a single group/bubble. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
131		<ul style="list-style-type: none"> The usual pre-visit risk assessment process should be completed taking particular account of any wider advice on visiting indoor and outdoor venues. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
132	Extra-curricular provision – Breakfast and after school clubs.	<ul style="list-style-type: none"> Provision will be continued subject to it being possible to adhere to wider protective measures, including maintaining consistent groups/bubbles. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
133		<ul style="list-style-type: none"> If it is not possible to maintain the usual daytime school groups/bubbles, then small, consistent groups should be created. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
134	Extra-curricular provision – Wraparound care.	<ul style="list-style-type: none"> Government guidance for summer holiday childcare during the coronavirus outbreak should be consulted and followed. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
135		<ul style="list-style-type: none"> Parents should be advised to limit the number of wraparound care providers they use as far as possible. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
136		<ul style="list-style-type: none"> Parents should be advised to seek assurance from childcare providers that appropriate protective measures are in place, and only to use providers that can demonstrate this. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
137		<ul style="list-style-type: none"> Contact sports should not take place. 	Information included in key information and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
138	Government guidance is not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19.	<ul style="list-style-type: none"> A designated responsible person should subscribe to Government/DFE news releases and ensure that they are passed to school leaders to act upon. 		24/07/2020	DM/Admin	24/07/2020	Green
139		<ul style="list-style-type: none"> Daily Government statements should be monitored by a designated responsible person and details should be provided to school leaders to act upon. 		24/07/2020	DM/Admin	24/07/2020	Green
140		<ul style="list-style-type: none"> Staff should be advised of any relevant information prior to returning to the school. 	DM to update staff during summer break.	21/08/2020	DM/Admin	21/08/2020	Amber
141		<ul style="list-style-type: none"> Staff should be informed of any relevant new information as soon as possible. 	DM to update staff during summer break.	21/08/2020	DM/Admin	21/08/2020	Amber
142		<ul style="list-style-type: none"> Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school. 	WisePAY sent to update parents/carers, where appropriate, during summer break.	21/08/2020	DM/Admin	21/08/2020	Amber
143		<ul style="list-style-type: none"> Pupils, parents, carers, etc. should be informed of any relevant new information as soon as possible. 	WisePAY sent to update parents/carers, where appropriate, during summer break.	21/08/2020	DM/Admin	21/08/2020	Amber
144	The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators.	<ul style="list-style-type: none"> Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
145		<ul style="list-style-type: none"> The continuation of maintenance and testing should be ensured for key items and systems including: 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green

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Q	Context	Risk Controls - What are you doing now?	Further Actions - What more can you do?	Due Date	Assigned To	Date Completed	Red, Amber or Green
146		<ul style="list-style-type: none"> Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
147		<ul style="list-style-type: none"> Gas and heating systems including supplies to kitchens, laboratories and classrooms. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
148		<ul style="list-style-type: none"> Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
149		<ul style="list-style-type: none"> Kitchen/catering equipment. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
150		<ul style="list-style-type: none"> Security systems including the intruder alarm, access control system and CCTV. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
151		<ul style="list-style-type: none"> Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems). 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
152		<ul style="list-style-type: none"> Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
153		<ul style="list-style-type: none"> It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing. 	Site Manager to check maintenance up to date and schedule in any checks due.	21/08/2020	JW/GC	21/08/2020	Green
154	Transmission of COVID-19 by ventilation systems.	<ul style="list-style-type: none"> Ventilation systems should be set to "Full Fresh Air". 	Site Manager to ensure where relevant.	21/08/2020	JW/GC	21/08/2020	Green
155		<ul style="list-style-type: none"> Windows should be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security). 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/SLT	22/07/2020	Amber
156	Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed.	<ul style="list-style-type: none"> Staff and pupils should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/SLT	22/07/2020	Amber
157		<ul style="list-style-type: none"> Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (e.g. on arrival, before and after breaks and before leaving school). 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/SLT	22/07/2020	Amber
158		<ul style="list-style-type: none"> Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the "Catch it, bin it, kill it" procedure. Signage to this effect to be provided. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/SLT	22/07/2020	Amber
159		<ul style="list-style-type: none"> This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it. 	Shared with staff asap once all areas reviewed, staff to sign on return to school.	21/08/2020	DM/SLT	21/08/2020	Green
160		<ul style="list-style-type: none"> This risk assessment should be published on the school website and parents/carers should be advised how they can access it. 	Shared with on website asap once all areas reviewed, staff to sign on return to school.	21/08/2020	DM/SLT	21/08/2020	Green
161		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms. 	Additional hand sanitiser purchased and stations in place.	21/08/2020	JW/GC	21/08/2020	Amber
162		<ul style="list-style-type: none"> All persons should be instructed to use alcohol-based hand sanitiser before entering a room. Signage to this effect should be provided. 	Key information sent to all stakeholders and updated regularly. Signage in place.	21/08/2020	DM/GC	21/08/2020	Amber
163		<ul style="list-style-type: none"> Tissues should be provided for personal use in all rooms. 		21/08/2020	DM/GC	21/08/2020	Amber
164		<ul style="list-style-type: none"> Staff and pupils should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team. 	Key information and expectations sent to all stakeholders. Process for reporting confirmed in September.	22/07/2020	DM/SLT	22/07/2020	Amber
165		<ul style="list-style-type: none"> Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures. 		As reqd	DM	As reqd	Amber
166	Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school.	<ul style="list-style-type: none"> Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school. 	Information included in key information and shared with all stakeholders. Signage in place.	21/08/2020	DM	21/08/2020	Amber
167		<ul style="list-style-type: none"> Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green
168		<ul style="list-style-type: none"> Maintenance, etc. visits should be scheduled for outside of normal school hours where possible. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM/Admin	22/07/2020	Green
169		<ul style="list-style-type: none"> Large deliveries should be avoided to enable them to be collected by a single person. Where "two-person collection" is necessary, consistent "teams" of two people should be used. 		21/08/2020	JW/GC	21/08/2020	Green
170		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. 	Key information and expectations sent to all stakeholders. Processes revisited in September.	22/07/2020	DM/GC	21/08/2020	Amber
171		<ul style="list-style-type: none"> A "drop box" should be provided to enable letters, etc. to be delivered in a contactless way. 		22/07/2020	JW/GC	22/07/2020	Green
172		<ul style="list-style-type: none"> Contactless payment should be used instead of cash payments. 		22/07/2020	JW/GC	22/07/2020	Green
173		<ul style="list-style-type: none"> A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors. 	Glass window to be utilised.	22/07/2020	JW/GC	22/07/2020	Amber
174		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books. 	Key information and expectations sent to all stakeholders. Processes revisited in September.	22/07/2020	JW/GC	22/07/2020	Amber
175		<ul style="list-style-type: none"> Pens intended for shared use in reception (e.g. with visitor books) should be removed. 		21/08/2020	Admin	21/08/2020	Green
176		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc. 	Key information and expectations sent to all stakeholders. Processes revisited in September.	22/07/2020	Admin	22/07/2020	Amber
177		<ul style="list-style-type: none"> Handshakes should be avoided when greeting visitors. 	Key information and expectations sent to all stakeholders. Processes revisited in September.	22/07/2020	DM/SLT	22/07/2020	Green
178		<ul style="list-style-type: none"> If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit: 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
179		<ul style="list-style-type: none"> Anyone with whom they had contact should go home and self-isolate for 7 days. If no symptoms are developed, these people could then return to school after 7 days. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
180		<ul style="list-style-type: none"> Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
181		<ul style="list-style-type: none"> The school should contact Public Health England and follow any guidance given. 	Clear plan in place and shared with relevant staff.	22/07/2020	DM/Admin	22/07/2020	Green

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182		<ul style="list-style-type: none"> Only one person should be allowed in the cloakroom at any one time. Supervision should be provided from at least 2 metres distance if required. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
183		<ul style="list-style-type: none"> Pupils should hang their coats on the same peg every day. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Green
184		<ul style="list-style-type: none"> Pupils should be told to store any bags, etc. under their desk to reduce the need to visit the cloakroom. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Green
185		<ul style="list-style-type: none"> The cloakroom should be thoroughly cleaned at the end of each day. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
186		<ul style="list-style-type: none"> Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. after break times). 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
187		<ul style="list-style-type: none"> It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. 	Site Manager to review and ensure.	21/08/2020	JW/GC	21/08/2020	Green
188	Spread of COVID-19 in cloakrooms/coat lobbies etc.	<ul style="list-style-type: none"> Only one person should use a toilet facility at a time. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
189		<ul style="list-style-type: none"> Hand sanitiser gel should be used before accessing toilet facilities. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
190		<ul style="list-style-type: none"> Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
191		<ul style="list-style-type: none"> Paper hand towels, with bins for disposal of used towels, should be provided to replace hand dryers. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
192	Spread of COVID-19 on circulation routes.	<ul style="list-style-type: none"> Use of the corridors by large groups of people should be avoided where possible (e.g. by following an external route). 	One way system in place. Staggered timetables in place. Restricted travel around school.	22/07/2020	DM	22/07/2020	Green
193		<ul style="list-style-type: none"> Class break/lunch times should be staggered if possible to prevent two groups from needing to use the same corridor at the same time. 	Timetables for staggered starts, breaks, lunches and end of day in place and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Green
194		<ul style="list-style-type: none"> Doors should be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm could be considered. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
195		<ul style="list-style-type: none"> Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, hand rails and elevators. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
196		<ul style="list-style-type: none"> Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. after break times). 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
197	Spread of COVID-19 in the dining room/assembly hall.	<ul style="list-style-type: none"> Assemblies involving more than one group/bubble should be ceased. 	Class Collective Worship or via Teams to be undertaken during Term 1. Plan to be reviewed on return.	22/07/2020	DM	22/07/2020	Green
198		<ul style="list-style-type: none"> Staggering lunch times should be considered to reduce the number of people using the dining room at any one time. 	Timetables for staggered starts, breaks, lunches and end of day in place and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
199		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used before entering the dining room. This should be provided at all points of entry. 	Key information shared with staff.	22/07/2020	DM	22/07/2020	Amber
200		<ul style="list-style-type: none"> Groups should be seated together, at the same set of tables every day, and at least 2 metres apart from any other groups. 	N/A - Pupils eating in classrooms initially. To be reviewed on return to school.	22/07/2020	JW/TC	22/07/2020	Green
201		<ul style="list-style-type: none"> Tables and chairs should be thoroughly cleaned when set up and when taken down for storage. 	N/A - Pupils eating in classrooms initially. To be reviewed on return to school.	22/07/2020	JW/TC	22/07/2020	Green
202		<ul style="list-style-type: none"> If there is insufficient space in the dining room, delivery of meals to the classroom for consumption should be considered. 	N/A - Pupils eating in classrooms initially. To be reviewed on return to school.	22/07/2020	JW/TC	22/07/2020	Green
203		<ul style="list-style-type: none"> If kitchen facilities are not in use, bought-in, pre-packaged meals should be provided, with these being consumed in classrooms. 	N/A	22/07/2020	JW/TC	22/07/2020	Green
204		<ul style="list-style-type: none"> Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc. 	Key information shared with all staff.	22/07/2020	JW/TC	22/07/2020	Amber
205	Spread of COVID-19 in the staff room.	<ul style="list-style-type: none"> Staggering of break and lunch times should be considered to reduce the numbers of staff using the staff room at any one time. 	Timetables for staggered starts, breaks, lunches and end of day in place and shared with all stakeholders.	22/07/2020	DM	22/07/2020	Amber
206		<ul style="list-style-type: none"> Staff should be told only to visit the staff room on limited occasions, and to take their breaks in their classrooms where possible. 	Additional staff rooms in place.	24/07/2020	DM/Site	24/07/2020	Amber
207		<ul style="list-style-type: none"> Seating should be spaced 2 metres apart and not directly facing other seating. 	Layouts adapted and in place. Additional furniture removed and stored. Additional staff rooms in place.	24/07/2020	DM/Site	24/07/2020	Amber
208		<ul style="list-style-type: none"> Meals could be provided to staff to prevent them from needing to bring/prepare their own food. 	System in place for staff to order food if choose to.	24/07/2020	JW/TC	24/07/2020	Green
209		<ul style="list-style-type: none"> Shared use of cups, mugs, plates, etc. should be ceased. 	Guidance in place and revisited in September.	22/07/2020	DM	22/07/2020	Green
210		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used by staff before entering the kitchen and upon leaving the staff room to return to their class. 	Key information sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
211		<ul style="list-style-type: none"> The staff room should be thoroughly cleaned at the end of the working day. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
212		<ul style="list-style-type: none"> Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. when all classes are in session). 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
213	Spread of COVID-19 in offices.	<ul style="list-style-type: none"> Workstations should be separated by at least two metres. Where this is not possible, they should be either separate by Perspex screens or by changing the orientation to enable "back to back" or "side to side" working. 		24/07/2020	DM/GC	24/07/2020	Green
214		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area. 	Key information/expectations sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
215		<ul style="list-style-type: none"> The office should be thoroughly cleaned at the end of the working day. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
216	Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school.	<ul style="list-style-type: none"> Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Green

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Q	Context	Risk Controls - What are you doing now?	Further Actions - What more can you do?	Due Date	Assigned To	Date Completed	Red, Amber or Green
217		<ul style="list-style-type: none"> Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Amber
218		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. 	Key information/expectations sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
219		<ul style="list-style-type: none"> Handshakes should be avoided when greeting visitors. 	Key information and expectations sent to all stakeholders. Processes revisited in September.	22/07/2020	DM/Admin	22/07/2020	Green
220		<ul style="list-style-type: none"> Meeting attendees should remain at least 2 metres apart from each other. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Amber
221		<ul style="list-style-type: none"> Shared use of items (e.g. paperwork) should be avoided where possible. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Amber
222		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. 	Key information/expectations sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
223		<ul style="list-style-type: none"> The room should be thoroughly cleaned when the meeting has concluded and before being used again. 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
224	Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment.	<ul style="list-style-type: none"> Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Green
225		<ul style="list-style-type: none"> The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Amber
226		<ul style="list-style-type: none"> Use of shared vehicles/pool cars should be avoided. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Amber
227		<ul style="list-style-type: none"> The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Green
228		<ul style="list-style-type: none"> Handshakes should be avoided when greeting. 	Key information and expectations sent to all stakeholders. Processes revisited in September.				Green
229		<ul style="list-style-type: none"> Meeting attendees should remain at least 2 metres apart from each other. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Amber
230		<ul style="list-style-type: none"> Shared use of items (e.g. paperwork) should be avoided where possible. 	Clear guidance in place. Updated guidelines shared prior to engagement.	22/07/2020	DM	22/07/2020	Amber
231		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. 	Key information/expectations sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
232	Infection with COVID-19 while dealing with a first aid incident or the administration of medicines.	<ul style="list-style-type: none"> Any staff attending to the affected person should wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron (ideally Type 4 coveralls), and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment. 	Key information/expectations sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
233		<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used before and after completing the accident book. Use of shared pens should be avoided. 	Key information/expectations sent to all stakeholders with weekly updates re current Gov. guidance in Sept.	22/07/2020	DM/Admin	22/07/2020	Amber
234	Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises.	<ul style="list-style-type: none"> Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times. 		21/08/2020	DM/SLT	21/08/2020	Green
235		<ul style="list-style-type: none"> If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established. 		As reqd	DM	As reqd	Green
236	Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19.	<ul style="list-style-type: none"> Sufficient stock of personal protective equipment should be sourced and stored for use. 	Information included in key information for all stakeholders. Additional PPE ordered.	21/08/2020	DM/JW	21/08/2020	Amber
237		<ul style="list-style-type: none"> Staff should be provided with training in the use and disposal of personal protective equipment. 	Initial training undertaken prior to initial reopening. Will be repeated prior to reopening in September.	22/07/2020	DM	22/07/2020	Amber
238		<ul style="list-style-type: none"> It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. 	Site Manager to review and ensure.	21/08/2020	JW/GC	21/08/2020	Green
239		<ul style="list-style-type: none"> Cleaning frequencies should be enhanced across the school, with particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.). 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber
240		<ul style="list-style-type: none"> Additional waste disposal bins should be provided throughout the school. Bin liners should be of the tie top variety, and should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19). 	Enhanced cleaning schedule in place and shared with site team/cleaning staff.	24/07/2020	DM/GC	24/07/2020	Amber