|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **RISK** | **WHO IS AT RISK?** | **CONTROLS** | **LEVEL OF RISK** | **ACTIONED BY** |
|  |
| **1** | **Contamination** | All pupils, staff and visitors to site and site users  | * Pupils shown the correct way to wash hands using NHS video
* Whole class handwashing on arrival and before and after food and after breaktimes
* Tissues and antibacterial wipes for laptops- cleaned between uses
* Increased and in-depth cleaning programme across the school lunchtime and daily
* Individual anti- virus sprays and cloths for each class, in the locked cupboard in each room
* Hand sanitiser at key entry points across both buildings
* All staff to monitor signs of illness and pupils with underlying health conditions
 | High | All staff  |
| **2** | **Staff Shortage -classroom cover*****This may include staff having to go into self-isolation due to underlying health conditions or short term isolation*** | pupils | * 1 teacher per class or 2 x TA’s per class, level 5 or 6 can lead.
* SEN support 1 person to a small group- essential support plan provided by SENCO
* Staff who deliver interventions or management cover will be redeployed on a daily basis to support where needed
* Management time will be cancelled with no expectation for staff to use their own time for management tasks
 | High | SLT |
| **3** | **Staff shortage -*****PPA cover may need to be reduced*** | Staff | * Reduction in planning and marking expectations
* Reduction in the taught curriculum
* Increase in use of worksheets
* Increase in self- assessment and whole class marking
 | High | AHT/DHT/HT |
| **4** | **Staff Shortage –*****Staff may need to take on additional roles*** | Staff, pupils | * Staff may be asked to cover more duties including lunchtime, breakfast club and aftercare on a rota basis. All staff will still receive statutory break times
* Staff may be asked to cover other roles e.g. welfare/front office
 | High | AHT/DHT/HT |
| **5** | **Staff Shortage – general impact** | Staff pupils | * Playtimes may be staggered more to ensure ratios are followed
* Time in lieu cancelled – leave given only for essential reasons
* Lunchtime in the hall staggered – packed lunches in classrooms
* Assemblies staggered
* Inset time cancelled to allow additional PPA time
 | High | AHT/DHT/HT |
| **6** | **Closure due to Government or Public Health England directive** | All pupils, staff and visitors to site and site users | * Notify all external users, music staff, PPA cover, catering firm, lettings etc
* Remote working for all staff - laptops can be taken home once signed out with HT PA.
* Learning will continue through already prepared resource packs or online learning through mathletics, SPAG.com, Bug Club, Timestable Rockstars, Spelling Shed. Resource books purchased for Years 4,5, 6 pupils. Weekly learning will be set through the website- class pages
* Additional reading books will be sent home
* SLT and year group leaders to have access to texting service to stay in touch with parents
* Staff can work from home and continue planning for next term, review subject policies, update web pages etc.
* Vulnerable pupils supported through food bank vouchers and additional meals from

 Chartwells. Vulnerable families to use school texting service if they need additional help and support. All concerns still to be recorded on CPOMS* Texting service monitored by SLT year group leaders, office staff and PA
 | High | All staff |
| **Reopening Plan** Re-opening the school requires the cooperation of the entire school community. The risk assessment has three main underlying caveats;* The Government have said it is safe enough for schools to open with a phased return for pupils
* The school community attending each day is well and symptom free (temperature taking)
* The internal class communities are contained with limited contact with others to enable contract tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic but by reducing overall contact, tracing will be easier.
 |
|  | **RISK** | **WHO IS AT RISK?** | **CONTROLS** | **LEVEL OF RISK** | **ACTIONED BY** |
| **7** | **Contamination from outside the school** | Staff, pupils, visitors | * **In addition to 1 above- risk of contamination**
* Doors to be open from 8.45 am. To allow free-flow drop off. Pupils should not be on site until then. Registers close at 9.10am. End of day pick up from 3.30 pm until 3.45 pm
* No bags or individual belongings to be brought from home including birthdays treats etc.
* Pupils to wear PE kits on PE days
* Resource packs for all pupils – individual wallets with pencil, rubber, sharpener etc.
* Staff issued with forehead thermometers to take temperature before school
* All parents to take temperatures before children come to school.
* Limited visitors on site. Essential personnel only.
* Meetings still take place via video-link etc.
 | High | Parents, staff & pupils |
| **8** | **Maintaining social distancing whilst moving around the site** | Staff, pupils, visitors | * External one way system around site
* In and out gates for drop off or pick up using vehicle gate and nursery gate (not normally used for pedestrians) at front of school
* Barriers to separate in and out gates at the rear of the school
* One way system internally where physically possible
* Only one class in a corridor at a time following ‘spot’ markings to keep distance
* Staff to accompany classes at all times
* Individual children can leave class on their own for toilets etc.
* 2 metre distance lines sprayed at classroom doors for parents and carers to maintain distance
* Parents and carers to email or phone with any private or confidential matters.
 | Medium | Site team |
| **9** | **Maintaining social distancing in the classroom** | Staff Pupils | * Limit number of pupils per classroom to 15. This may be week in/week out based on surname so family groups can be in at the same time *(ensure siblings with different surnames attend in the same week)*
* For year 5 (smallest classrooms) one class taught in hall upstairs, other 3 classes to share spare room. For Year 4, teaching room can be used as an additional space.
* Staff to redesign rooms, remove excess furniture etc. to allow 15 pupils the allocated space.
* Pupils to keep own books on desk in trays to minimise moving around the classroom in addition to own learning pack
* Where possibile lessons to take place outdoors

***See further guidance on planning the curriculum*** | High | Class teachers, TAs and site team |
| **10** | **Maintaining social distancing in the playground** | StaffPupils | * Each Year group to have rotated play sessions using all available space except climbing frames and outside gym- each class in zoned area- two adults can supervise 4 zoned areas
* Pupils encouraged not to touch each other during play
* Pupils to play in class groups only
* Each class to have allocated bucket of play resources for breaktimes

***See further guidance on playtimes*** | High | Class teachers, TAs and site team |
| **11** | **Maintaining social distancing in the lunch hall** | StaffPupils | * Reduced numbers attending school will help mitigate against the risk
* 3 pupils per Sico table
* Hot meals only in both lunch halls. Year 5 and 6 to follow Reception in the Early Years hall.
* Packed lunches in classroom, on field or in the main building upstairs hall.
* Pupils to eat in class groups- hall zoned for specific year groups.
* Lunch to start at 11.45
* Pupils to follow ‘spot’ markings in hall to maintain distance when lining up for lunch

***See further guidance on lunchtimes***  | High | Mid-day Supervisors, SLT |
| **12** | **Contamination within the school** | Staff, pupils, visitors | * Curriculum planning focuses on independent, individual learning activities. No collaboration or group work.
* No gatherings of staff or pupils. Therefore, no assemblies, staff meetings. Year group PPA meetings can still happen maintaining the correct social distance
* Staffroom reorganised to ensure 2 metre distancing – no sharing of food etc. unless pre-wrapped.
* Use of PPE – order of masks, gloves, hand sanitiser (as advised by the Government or as staff wish to)
* Increased toilet cleaning 2 x daily checks after break and lunch (site team to manage).
* Increased touch point cleaning by lunchtime cleaners
* Pupils to only use allocated laptops. Laptops to be re-distributed and cleaned between uses
 | High | SLT/Site Team |
| **13** | **Pupils fall behind in their learning due to lockdown and part-time attendance** | Pupils | * Curriculum planning – use of google classroom for week away from school if pupils are on a rota
* Daily individual reading for most vulnerable pupils
* Revision lessons and end of term assessments for all pupils
* Continuation of home learning for pupils not attending school

***See further guidance on planning the curriculum***  | Medium | Curriculum deputy/SENCO |
| **14** | **Staff travelling on public transport** | Staff | * Use of PPE as directed by the government
* Later start and either early or late finish to enable travel at quieter times
 | High | HT |
| **15** | **Staff and pupils have been affected by bereavement, illness or lockdown** | StaffPupils | * 1:1 ELSA support school
* Referral to counsellor for both staff and pupils
* Mental Health First Aiders to be available for staff prior to opening
* Play therapist and behaviour support teacher to continue to provide remote sessions for pupils not attending school
 | High | Pastoral Deputy/SENCO |
| **16** | **Member of staff or pupil shows symptoms of contagious disease** | Staff pupils, wider family groups | * Pupil or staff member are sent home immediately
* If pupil waiting to be collected they must remain in the medical room away from others. Welfare staff must wear PPE whilst with child
* Staff member/pupil advised of Government isolation information and how to obtain a test
* Other pupils/members of staff notified they have been in contact with symptomatic person/child
 | High | Welfare Officer |
| **17** | **Managing pupils with intimate care needs or injuries**  | Pupils and staff | * PPE must be worn when dealing with any intimate care or managing a child with an injury. All first aid waist bags to contain masks and gloves
* All intimate care needs to be recorded- e.g nappy changing so contact tracing can happen
* All injuries must be continued to be recorded on Medical Tracker
 | High | All staff |
| **18** | **Parents and pupils are worried as they do not have correct uniform due to parents not being able to purchase new shoes etc as children have grown** | Pupils | * No child to be disciplined for wearing incorrect uniform

Items from welfare can be offered as alternatives if needed | Low | All staff |
| **Early Years**  |
|  | **RISK** | **WHO IS AT RISK?** | **CONTROLS** | **LEVEL OF RISK** | **ACTIONED BY** |
| **19** | **Managing number of children at one activity**  | Pupils and staff | * No more than 2 children at one indoor activity (tables to be split – one child on each table)
* Each activity set up to have 2 coloured bands – if children choose that activity they wear that coloured band. Once finished and want to choose a different area children swap their coloured lunch band (bands cleaned before the day and at the end of the day)
* Children who choose to be outdoors (no more than 4 children per class) don’t require a band.
* Ensure classroom has provision set up in many areas to provide enough for choice for children
* Number sign with visuals, number spots, numicon to help children understand how many can be at one activity (this is something we have always done and works well)
 | High | All staff |
| **20** | **Managing hygiene of equipment/resources used** | Pupils and staff | * Each child to have their own learning pack in trays consisting of whiteboard, pen, rubber, pencil, sound mat, number line, set of numicon etc.
* Using disinfectant spray (that doesn’t require to be wiped down) to clean dolls house furniture, small world objects, pencils, paintbrushes and any other resources used that day.
* **No** dressing up costumes to be out in provision
* Playdough to be changed weekly and disposed of every Friday for the next 15 children (equipment cleaned daily and no swapping playdough between classes)
 | High | All staff |
| **21** | **Managing food and hygiene safely during snack times** | Pupils and staff | * Hand washing with adult supervision before snack time (**and ring bell every hour for everyone to wash hands)**
* Water bottles distanced on water bottle spots
* Adults to wear gloves and children given snack rather than letting them choose
* Snack times split – 7 with teacher/ 8 with EYP (swap each day) to allow children to sit on the carpet but distanced **OR** all 15 outside on the field with social distancing rules in place.
 | High | All staff |
| **22** | **Managing social distancing during carpet times/ interventions/****transitions** | Pupils and staff | * Carpet sessions to be short – no longer than 15 minutes
* Split carpet sessions – 7 with teacher/ 8 with EYP outdoors in the undercover areas (swap each carpet session. Carpet times to be the same in terms of objectives)
* **Chatter time interventions – in groups of 4 (using the upstairs**
* Children to line up in groups of 5 to wash hands, go outside in with a 2m distance rule (floor tape as markings - adult to reinforce)
* Lunchtime supervisor to take group of 5 children upstairs, T/EYP (whoever is not on pack lunch duty in class) to take remaining children in groups of 5 only. Floor tape markings in the lunch hall to reinforce 2m rule.
 | High | All staff |
| **23** | **Maintaining hygiene and provision in the outdoor area**  | Pupils and staff | * Wash hands before children go outside/ when they come inside
* Free flow remains the same but with a maximum of 4 children in per 15 mins.
* Ensuring water trays are deep cleaned (disinfectant and fresh water) after each session ready for the next day
* Antibacterial/disinfectant spray to clean bikes/scooters, musical instruments, footballs, stilts.
* Sand tray/mud kitchen to be closed due to tricky cleaning process
* No use of climbing frame/slide during this period
* One child at the water tray at one time
 | High | All staff |
| **24** | **Managing social distancing during free flow indoors/outdoors** | Pupils and staff | * 2 children at one activity (tables separated for children to be either end and 2m apart)
* Adults to monitor social distancing regularly, reminding children
* Writing area has been set up with a 2m distance from each end
* Adults supervising areas (1 per area)
 | High | All staff  |