



Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

NB – children will be placed in ‘bubbles’ which will not interact during the school day; if there is a positive case identified in a bubble we will contact the local health protection team who will work with us to guide us through the actions we will need to take.

Title: **Delivering Education during Covid-19 Pandemic from 8th March 2021**

Owner: **Paula J Scattergood, Principal**

Drafted: **13th July 2020**

Consultation: date you shared with staff, LAC etc – **13th July 2020**

Reviewed: date you submitted to Knights; Darren Smith – **22nd May 2020 (original which this is based upon)**

Amended: **01/09/21 – in line with step 4; 12/10/21 – in line with local guidance**

Approved: **1st September 2020**

This Risk Assessment will be reviewed at least half termly by the Senior Leadership Team and any changes will be immediately communicated to all staff, the LAC and parents.

What are the hazards?	Who might be harmed?	Controls	Risk Rating	Action Required by who?	Action by when?	Done
Transmission of Covid-19 across the school population	Children Families Staff Visitors	<ul style="list-style-type: none"> ➤ Break-times and lunchtimes to be staggered – see rota ➤ Rooms/areas used by multiple groups during the course of a day need meticulously cleaning between each group e.g. Sunshine Room, Nurture Room, Library area ➤ Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. ➤ PDMs and weekly briefings will take place in person but in the hall wherever possible ➤ Class teachers to remind children each day that they need to: <ul style="list-style-type: none"> – Keep their hands away from their face particularly their eyes, nose and mouth; – Cough into their sleeve if they don't have a tissue 	Low/medium	PS to create PPA timetable EW to create timetable for staggered start, break, lunch and finish times	05/03/21 05/03/21	01/03

		<ul style="list-style-type: none"> - Throw away used tissues immediately and hand sanitize - Don't touch anything around school <ul style="list-style-type: none"> ➤ Twice a week LFT for secondary age and above students and all staff and parents / carers who have links to an education or early years setting. ➤ For those eligible for LFT (e.g. secondary school aged children and adults), all LFT positive cases should have a confirmatory PCR within 48 hours of the LFT positive result. They should stay at home till a confirmatory negative result is received to end their isolation. If they fail to take a confirmatory PCR test within 48 hours, they should isolate for 10 days from the date of the LFT positive result ➤ All close contacts of confirmed cases (PCR positive) who do not live with the cases are recommended to take a PCR test but unless they have any of the 3 main symptoms of COVID-19 they can continue to attend the setting when waiting on results of the PCR. ➤ Household contacts of a confirmed case (PCR positive) should undertake a PCR test, with or without symptoms, and remain home until a negative PCR is returned. If the PCR result is negative, then pupils should be recommended to have a further PCR test after 4 or 5 days as a precaution. They can continue to attend the setting when waiting on the second PCR result. ➤ Anyone showing COVID symptoms should have a PCR test not a LFT 				
Arriving at School – congregation of families at the start of the school day	Children Families Staff	<ul style="list-style-type: none"> ➤ Children to enter via William Street and Manor Street entrance – no one way. ➤ Gates will open at 8:45am and close at 8:55am ➤ LKS2 and UKS2 children to be left at the school gate by parents to avoid large numbers on the school grounds 	Low/Medium	Share with parents Create signage	PS by 05/03/21	

		<ul style="list-style-type: none"> ➤ Parent will be encourages to leave child and exit school premises immediately. ➤ Parents being given the option of leaving children at the gate with a member of staff to avoid them having to enter the premises and follow the way one system – EYs and KS1 ➤ A member of staff will hand sanitize children and collect them from the drop off point with another member of staff staying in the classroom. EW and PS (or other member of the office or SLT) will manage children and parents on the playground. ➤ Staff to supervise classes entering to ensure compliance ➤ All staff to be ready in classrooms from 8.45 in case of early arrivers 		Staff to ensure compliance each morning		
Staff receiving child from parent	Staff Child Family	<ul style="list-style-type: none"> ➤ Children go straight to their class ➤ Staff will direct children to either use the hand sanitiser or they will be directed to wash their hands immediately (member of staff will supervise) ➤ Year 5 and Year 6 pupils will take coats and bags to their classroom. ➤ Year 3 and Year 4 pupils will use coat pegs in the corridor for coats and bags – Year 4 to use pegs outside Y3 and Y4; Y3 to use pegs outside the nurture room ➤ Year 1 and Year 2 to use ‘usual’ cloakrooms ➤ Reception to use the coat stand in the middle classroom ➤ Nursery to use the ‘conservatory’ area for coats ➤ Staff to remind children of the need to keep cloakroom areas tidy ➤ Lunchboxes to be placed on the lunchbox trolley –one shelf per year group: <ul style="list-style-type: none"> - Year 6, 5 and 1 to use the trolley outside year 1 classroom - Year 2, 3 and 4 to use the one at the end of the main corridor. 	Low/Medium	<p>Inform parents of routines in letter to parents</p> <p>Place hand washing posters by sinks</p>	<p>PS by 05/03/21</p> <p>EW by 05/03/21</p>	

		<ul style="list-style-type: none"> - Shelves to be labelled and children told and then reminded not to touch other shelves just their own lunchbox ➤ Children to bring their own water bottle – TA or CT to refill if needed using water from a jug which will be in the classroom 		Labels to be created for trolleys	PS by 02/09/20	
School Environment	Staff Children Any other visitors to school	<ul style="list-style-type: none"> ➤ Children and staff to walk on the left with hands behind backs ➤ Staff to accompany children when moving around school e.g. break time; lunchtime ➤ Corridor doors to be kept open throughout the day 	Low/Medium	Scott to mark our corridors at 2m distance	SS by 03/06/20	
Classroom Environment	Staff Children Any other visitors to school	<ul style="list-style-type: none"> ➤ Desks and tables to be placed in groups or rows ➤ Tissues available in each class for pupils to use when coughing or sneezing and they must go into a bin after one use. ➤ Every child will have their own stationery in a pack which is provided by school and kept on their table. Nothing to be brought in from home ➤ Stationery to be wiped down at the end of each day. ➤ Classroom doors to be kept open along with children’s main toilet doors to reduce shared contact points. ➤ Windows to be open throughout the day for ventilation. ➤ Desk fans can be used to help air circulation when classrooms are very warm. ➤ All telephones in school to be wiped after each use. ➤ IWB to be used by all – sanitise before using 	Low/Medium	<p>Scott and CT to move unnecessary furniture</p> <p>Scott to keep classrooms topped up with tissues</p> <p>CT to ensure packs are organised daily and wiped as identified</p>	SS and CTs by 03/06/20	
Teaching and Learning Activities - all year groups in school	Children Staff	<ul style="list-style-type: none"> ➤ Children to stay in their seats and not move around. ➤ Marking re: the policy (in the moment marking) ➤ Individual resource packs for the day to be placed on tables before children arrive – whiteboard, pen, pencil etc ➤ All work to be completed in normal exercise books 	Low/Medium	CT to ensure environment is fit for purpose	CT by 01/09/21	

		<ul style="list-style-type: none"> ➤ Reading books to be sent into school each day. Once completed they are to be placed in a box and children will be issued with a new book. Box to be emptied every Monday. ➤ Homework books to be sent home on Monday 6th September with a weekly activity for the half term. Completed tasks then need uploading by parents to dojo each week and will be marked by teachers via this medium. Homework books to be returned to school by Wednesday 20th October. New homework to be sent for aut2 on Monday 1st November – then same system as above. ➤ Collective worship to take place virtually for a key stage and in person for the other KS at the same time (this to be alternated) – Tuesday and Wednesday. Monday to continue virtually and Wednesday and Thursday in class. 		<p>PS to inform parents of new homework rules</p> <p>CT to ensure learning environment reflects the RA</p>	<p>PS by 06/09/21</p> <p>CT by 01/09/21</p>	
PE and Swimming Sessions	Staff Children	<ul style="list-style-type: none"> ➤ PE sessions – lessons to take place each week outside. ➤ Children to change for PE sessions but may walk home in their PE kit if the session is at the end of the day. ➤ Swimming timetabled for KS2. Y6 autumn term. ➤ See separate PE/Games RA 	Low/Medium	<p>RB to create timetable</p> <p>RB to create</p>	RB by 05/03/21	
Teaching and Learning Activities – EYs specific	Staff Children	<ul style="list-style-type: none"> ➤ Sand and water can be used ➤ Play dough can be used by children ➤ Nursery and reception to run as it did prior to Covid-19 with direct teaching and independent activities ➤ Staff to use PPE when cleaning children in the event of toileting accidents. ➤ Children in Reception to have their own whiteboard, pen and rubber in a plastic wallet for carpet or activity time. 	Low/Medium	CT and SS to ensure environment complies	SS and CT by 03/06/20	
Toilet Visits	Staff Children	<ul style="list-style-type: none"> ➤ Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the 	Low/Medium	Scott and CT to ensure	SS and CT by	

		<p>classroom use the hand sanitiser.</p> <ul style="list-style-type: none"> ➤ Children to wash their hands prior to entering the classroom (alternative route to toilets first if practicable) then sanitise upon entry to the room. ➤ Speak to children about the need to try and keep toilet visits to break-times and dinner-times ➤ Paper towels or hand-dryers to be used. ➤ Revise daily with the children that they need to make sure that toilets are treated with respect and not littered in any way. 		<p>classrooms have hand sanitizer</p> <p>CT to coach pupils in the toilet routine</p>	<p>05/03/21 followed by daily checks</p> <p>CTs daily from 02/09/20</p>	
Break-times	Staff Children	<p>Dry Day – Outdoor Play</p> <ul style="list-style-type: none"> ➤ Main playground to be split into three sections – football area (astro turf), section 1; concrete area, section 2; Telly Tubby Hill (TTH), section 3 ➤ Nursery and Rec to use EYs playground ➤ Children to be reminded about no touching, but they are children and will play. ➤ Each class to have a ‘play box’ containing wipe able equipment e.g. football, bats and balls, hula hoops (anything that can easily be wiped afterwards) ➤ Times for break: <ul style="list-style-type: none"> - Y3 and Y4 Bubble: 10.35 – 10.50 - Y1 and Y2 Bubble: 10.50 – 11.05 - Y5 and Y6 Bubble: 10.20 – 10.35 - Staff to ensure are using all areas of the playground to help distribute children across the widest possible space. ➤ Staff breaks to be organised between CT and TA – to take place during the actual pupil break-time so that children have both TA and CT supporting during lessons. ➤ Wash hands/sanitize before playtime and prior to re-entering learning spaces 	Low/Medium	<p>Yr Grp team to organise</p>	<p>CT and TA by 03/06/20</p> <p>CT and TA by 03/06/20 and then</p>	

		<p>Wet Play - Indoor</p> <ul style="list-style-type: none"> ➤ Children stay in their room. Staff take them to the toilet during their designated break time. ➤ DVDs available in the classrooms ➤ Paper, puzzles, colouring in sheets to be part of the work pack for children to access if needed. 			again by 05/03/21	
Staffroom	Staff	<ul style="list-style-type: none"> ➤ Staff to bring in and use their own tea towels ➤ Cleaning wipes or antibacterial spray located in staffroom and staff toilets. 	Low/Medium	Inform staff of the need to bring their own cup, cutlery and break supplies	CT by 01/06/20	
Lunchtime	Staff Children Parents Other visitors to site	<ul style="list-style-type: none"> ➤ Lunches to be eaten in year groups using the dining room ➤ Timings for year groups are: <ul style="list-style-type: none"> - EYS: 11.30 – 11.55 - KS1: 12.00 – 12.20 - LKS2: 12.30 – 12.50 - UKS2: 12.55 – 1.15 ➤ All tables and benches to be cleaned thoroughly between year groups ➤ All food to be eaten in the dining room ➤ Children to queue and collect meals. ➤ Outside break to take place at the following time: <ul style="list-style-type: none"> - Nur/Rec: 12.00 – 12.45 - Y1/Y2: 12.20 – 12.50 - Y3/Y4: 12.50 – 1.20 - Y5/Y6: 12.25 – 12.55 ➤ Children will remain in the dining room until the end of their allocated time ➤ Children to have washed hands/sanitized prior to eating ➤ Pupils are not allowed to share cutlery, cups or food. ➤ Tables to be cleaned after lunch 	Low/Medium	Create new lunchtime rota	EW by 02/09/20	

		<ul style="list-style-type: none"> ➤ Times to be allocated for lunchtime play outside ➤ Toilet and handwashing before returning to classroom 				
First Aid – minor injury	Staff Children	<ul style="list-style-type: none"> ➤ Where minor first aid treatment is required First Aiders could wear gloves and a face covering (visor and mask) when dealing with injuries ➤ Ensure records of injury and treatment are recorded and who administered first aid treatment ➤ Send a text message/phone-call to parents to give info about injury – notes will be required. Admin team to support this. 	Low/Medium	Ensure we have ordered PPE to ensure safest possible first aid treatment	CC by End of sept CC to check stock weekly	
First Aid – Life threatening	Staff Children	<ul style="list-style-type: none"> ➤ In the event of a serious injury or incident call 999 immediately. ➤ Wear face covering (visor and mask) and gloves when in close contact or dealing with bodily fluids – possibly ➤ Always wash hands after contact 	Medium			
First Aid – administering medication	Staff Children	<ul style="list-style-type: none"> ➤ Wear gloves and a face mask when administering medication - optional ➤ Current administering medication paper work to be completed by parents in office area as required. ➤ Medical needs to be shared with new class teachers and any inhalers will be placed in new teaching spaces. 	Low/Medium	CT to have up to date medical info for new pupils	CC to ensure up to date medical conditions doc in place	
Children who are upset	Staff Children	<ul style="list-style-type: none"> ➤ Encourage child to use a tissue to wipe eyes/nose etc. then safely bin ➤ If contact is required, ➤ Wash hands after contact 	Low/Medium			
Children leaving at the end of the school day	Staff Children Parents	<ul style="list-style-type: none"> ➤ Staggered finishing times to avoid congestion at school exit – all children to leave via Manor Street exit <ul style="list-style-type: none"> - Nursery: 3.00 – 3.05 main entrance - Reception and KS1: 3.10pm 	Low/Medium	Ensure parents are aware of new routines in	PS by 01/09/21	

	Other visitors to site	<ul style="list-style-type: none"> - KS2: 3.15pm - Year 1: 3.00- 3.05 (Children’s entrance at 3.10 any Y1 children left to be taken to Y2 to be dismissed from there) - Year 2: 3.05 – 3.10 (own classroom) - Year 3 and Year 4: 3.10 – 3.15 (own classroom) - Year 5 and Year 6: 3.15 – 3.20 (children’s entrance with Y6 walkers leaving via the fire exit) –to be at the children’s entrance for 3.10pm ➤ Gate to be opened at 3.10pm and parents allowed in at their allocated time. Year 1 – Year 6 behind the barrier to keep a clear space between them and the children exiting and allow families to leave without too much congestion. ➤ Staff in years 1 – 6 to keep an eye out for younger siblings so these can be allowed out to ease the number of visitors on school grounds. ➤ Encourage 1 adult ➤ Insist no lingering on the playground ➤ Parents to share information by email or telephone with the teacher in regards to their child. There will be no conversing on the door. ➤ 		letter to parents Keep parents up to date with changes as and when needed	PS – as and when	
After and before school clubs		<ul style="list-style-type: none"> ➤ To take place with mixing from across the school 				
Parents wishing to speak to staff	Staff Parents Children	<ul style="list-style-type: none"> ➤ Communicating with parents – class dojo, school text service, email or telephone ➤ Urgent messages to be received by telephone ➤ Parents will be informed that the vast majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. ➤ Parents will be discouraged from congregating around the school site or entrances 	Low/Medium	Ensure parents are aware of new routines in letter to parents	PS by 01/09/21	

Awareness of policies/ procedures/ guidance	Staff Parents All visitors to school	<ul style="list-style-type: none"> ➤ All staff to be aware of the most up to date DfE guidance entitled Schools Coronavirus Operational Guidance ➤ All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. ➤ Principal to forward staff all updates from DfE. ➤ Staff must have been complying with government guidance on social distancing and self-isolation ➤ All staff to be aware of the academy risk assessment and ensure that they are complying with it fully. ➤ All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> - Public Health England https://coronavirusresources.phe.gov.uk/ - Gov.co.uk https://www.gov.uk/coronavirus - NHS https://www.nhs.uk/conditions/coronavirus-covid-19/ - DfE https://www.gov.uk/government/organisations/department-for-education - Department for Health and Social Care https://www.gov.uk/government/organisations/department-of-health-and-social-care ➤ Staff are made aware of the school's infection control procedures/government guidance in relation to coronavirus via email and/or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus ➤ Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as 	Low/Medium	<p>PS to ensure all staff have received the guidance Principal to ensure staff are kept up to date with latest government, PHE, NHS, policies and procedures.</p> <p>Principal to share RA and ensure staff sign to say they have received it, read it and understood it</p>	All Staff by 01/09/21 And then when revised version is released.	
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		<p>soon as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> ➤ Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. ➤ If you test positive please telephone (DO-NOT TEXT) Principal. If uncontactable please telephone Vice Principal. Failure to reasonably make myself or Emma W aware that you have tested positive or have been advised by an official body to self-isolate may result in you being subject to disciplinary action. ➤ Twice weekly LFTs in place for all staff (see separate RA) 				
Poor Hygiene Practice	Staff Children All visitors to site	<p>Ensure the following comprehensive infection controls are in place:</p> <ul style="list-style-type: none"> ➤ Pupils, staff and visitors to wash their hands with soap or alcohol-based sanitiser (that contains no less than 70% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance regularly including at the following times: <ul style="list-style-type: none"> - When entering school - Before snacks - When entering the school after breaktime - Before lunch - When entering school after lunch - After any toilet visit - After any sneezing or coughing or use of tissues ➤ Sufficient amounts of soap (or hand sanitiser where applicable), clean warm water and paper towels are supplied in all toilets and kitchen areas. ➤ Handwashing – 20 seconds, soap and water. Use Happy Birthday x 2 song (must be hummed) to support children. ➤ Children encouraged to not touch their face, eyes and nose 	Low/Medium	<p>Scott to check that hand washing equipment is in place each day</p> <p>Emma W to ensure posters are displayed around school</p>	<p>SS daily check from 01/09/21</p> <p>EW by 03/06/21</p>	

		<ul style="list-style-type: none"> ➤ Children and staff to use an elbow for a cough or sneeze ➤ Good respiratory hygiene to be reinforced each day – catch it, bin it, kill it ➤ Children to have their own classroom pack of resources placed on tables each day. ➤ Mid-day cleaning of door handles/contact points; children’s toilets; frequently touched areas in staffrooms; main office/entrance area (incl. door panels); bins changed after lunch waste has been disposed; ➤ Doors will be propped open when safe to do so ➤ Symptomatic individuals do not attend and need to have a PCR test ➤ Staff and children to make school aware as soon as possible of any symptoms. ➤ Revisit e-bug and PHE hygiene resources as a class ➤ Classrooms to be well ventilated – windows open daily ➤ School uniform to be worn by children and washed regularly. Staff to return to wearing smart work clothing. ➤ One zip wallet per child to stay in school which contains all of their own resources 		Daily reminders given to pupils by Yr Grp staff	Ongoing from 01/09/21	
Infected Environments/ Surfaces	Staff Children All visitors to site	Midday Cleaning <ul style="list-style-type: none"> ➤ Toilet and sink areas to be cleaned and bin emptied ➤ Door handles and push door plates to be cleaned 	Low/Medium			
Ill Health	Staff Children All visitors to site	<ul style="list-style-type: none"> ➤ Staff are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, high temperature, a loss or change of taste and smell and are kept up to date with 	Low/Medium	PS to ensure staff kept up to date with guidance	Ongoing from 01/09/21	

		<p>national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> ➤ If a member of staff displays signs of the known symptoms during the school day the staff member will be sent home immediately and a test will take place. ➤ Any pupil who displays signs of the known symptoms during the school day is immediately taken out of the class and parents contacted for the child to be collected. The child’s family should then organise a test to be taken – school have a minimum number of tests for families we worry may not organise their child to be tested. ➤ Temperature can be taken to check if it has reached the possible symptom level. ➤ The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen. ➤ The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff and asked to collect their child. ➤ Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. ➤ Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. ➤ Pupil should be taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. ➤ Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 				
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		<p>immediately or call 999 if they become seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> ➤ Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, calpol is administered in accordance with the Administering Medications Policy. 				
Pre-existing medical conditions	Staff	<ul style="list-style-type: none"> ➤ Staff who were previously considered to be clinically vulnerable can now return to work. ➤ Staff who have been previously advised to work from home are to ensure that they comply with all aspects of the RA rigorously. ➤ School to be vigilant to any spikes in local cases which could put these staff at increased risk and then plan accordingly. 	Low/Medium	Principal to maintain contact with vulnerable staff re: potential to return to work on site date.	PS from 01/06/20 at least half termly	
Spread of the Infection	Staff Children All visitors to site	<ul style="list-style-type: none"> ➤ Anyone who displays symptoms of coronavirus should get a test. ➤ In the case of a child needing a test school will ask parents to inform them immediately of the results of the test (see section 8 within Prevention) ➤ Staff are informed not to come into school if they show signs of being unwell with coronavirus symptoms and get a test. ➤ Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell with coronavirus virus symptoms and get a test. ➤ Staff and pupils to be tested and isolate until test results are returned. ➤ If a case is confirmed school will contact the local health protection team who will work with the school identify what action should be taken. ➤ The health protection team will provide definitive advice on who must be sent home. 	Low/Medium	<p>Ensure information is shared with parents in newsletter</p> <p>Principal to make staff aware of RA</p> <p>Need signage for visitors to school with symptoms messages – EW to print</p>	<p>PS by 01/09/21</p> <p>PS by 01/09/21</p> <p>EW by 06/09/21</p>	

		<ul style="list-style-type: none"> ➤ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ➤ The school is informed in advance by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. ➤ Staff inform the Principal when they need to return to work after having coronavirus. ➤ Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. ➤ Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible. 				
Staff/pupils with underlying medical conditions	Staff Pupils	<ul style="list-style-type: none"> ➤ Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections extremely clinically vulnerable or clinically vulnerable ➤ The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. ➤ Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary. 	Low/Medium	Office to ensure we have up to date medical information	CC by 06/09/21	
Engie Contractor Visits	Staff Pupils All visitors to site	<ul style="list-style-type: none"> ➤ Office staff to ensure Engie contractors have read covid-19 information on posters in office and are made aware of new school procedures. ➤ Scott to accompany visitors to ensure compliance with RA. ➤ Engie staff to comply with their own Engie UKBU RA 	Low/Medium	Gaynor and Scott to continue to liaise with Premises team at LA both on and off site re:		

				latest guidance		
Contacting Home/ Emergencies	Pupils	<ul style="list-style-type: none"> ➤ All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. ➤ Pupils' parents are contacted as soon as practicable in the event of an emergency. ➤ Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Low/Medium		CC by 06/09/21	
Office – external visitors	Staff Visitors to school	<ul style="list-style-type: none"> ➤ Visitors to use hand sanitizer before using signing in system. ➤ Advise parents that communication with school should be via telephone, dojo, text or email. ➤ LAC meetings will take place virtually until further notice. ➤ Visitors will be asked to complete a Visitor Agreement Form to ensure we have contact information and signed agreement of Covid mitigations in place. 	Low/Medium	Create poster asking visitors to hand sanitize before signing in	SS by 01/09/21 PS by 01/09/21 PS by 01/09/21	
Office – internal visitors	Staff Pupils Visitors to School	<ul style="list-style-type: none"> ➤ Registers on SIMs from 06/09/21 ➤ Telephones or walkie talkies to be used for communication with office so only emergency visits are made to the office – first aid emergency ➤ Telephones and walkie/talkies to be wiped after each use. 	Low/Medium			
Fruit and Milk Distribution	Staff Pupils	<ul style="list-style-type: none"> ➤ Scott to take fruit to fruit stand. ➤ Milk and fruit to be collected by staff as required. ➤ Fruit to be stored in classrooms in large plastic bowls which can be easily wiped clean ➤ Milk to be stored in large grey fridge/freezer 	Low/Medium	Scott to move delivery to designated areas on arrival		
Risk of Fire	Staff Pupils Visitors to School	<ul style="list-style-type: none"> ➤ Show the children where they need to stand on the first day back into school and refresh daily as it's a new routine ➤ Continue to comply with our Fire Safety procedures found within our Health and Safety Policy 	Low/Medium	Children to be reminded by CT of their new position.	EW by 01/09/21 Fire Drill to take place w/b 06/09/21	

Risk Rating	Description
Low	<i>No further action required</i>
Medium	<i>If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review</i>
High	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.</i>

I fully understand the RA and have been given the opportunity to review it, raise questions and add any omissions or oversights.

I agree that these are reasonable measures to be taken to reduce the risk posed to staff, children and our families and therefore agree to coming into work as of June 1st.

I understand that the risks will be continually monitored, that I will be able to raise any concerns, if noticed, and decisions will be taken with due regard for all our safety.

Signed: _____

Date: _____