

## COVID-19 Risk Assessment – Full Opening: Schools

### The Government has asked schools to adhere to the following:

It is our plan that all children, in all year groups, will return to school full-time from the beginning of the autumn term.

This guidance is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedure that fit your school.

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

### Personal Protective Equipment (PPE) including face covering and face masks:

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: **System of controls – response to any infection**

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

### Social distancing in early years and primary schools:

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘small groups’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children’s ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

In the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on small groups within their system of controls and increase the size of these groups. At primary school, schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘small groups’.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from children and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

### **Measures within the school:**

Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many children who have complex needs or who need close contact care. These children’ educational and care support should be provided as normal.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating children side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies with more than one group.

When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.

### **Transport arrangements:**

Social distancing has significantly reduced available transport capacity. This guidance sets out a new framework for supporting transport to and from schools from the autumn term.

We are making a distinction between dedicated school transport and wider public transport:

- by dedicated school transport, we mean services that are used only to carry children to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school children only
- by public transport services, we mean routes which are also used by the general public

Schools should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours. We recognise that this option will be more feasible in some circumstances than others.

Schools should encourage parents, staff and children to walk or cycle to school if at all possible. For some families, driving children to school will also be an option.

Families using public transport should refer to the [safer travel guidance for passengers](#).

### **Attendance**

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks children falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

All other children who are not self-isolating must attend school. Schools should bear in mind the potential concerns of children, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include children who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of children with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that children of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

#### **Response to infection:**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

## Health and Safety Risk Assessment – Full Opening: Schools

School	Forest Academy	Assessment No.	
Site		Location	
Subject of Assessment	Opening schools to all children		
Assessed by	Abi Oldfield	Assessment Date	Monday 12 <sup>th</sup> July 2020
Reviewed by	Central Team and Trustees	Review Date	Tuesday 1 <sup>st</sup> September 2020
Details of workplace / activity	Children and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons affected (who may be harmed)	Children, Employees, Contractors and Visitors.

Hazards and Risks		Existing Control Measures	Risk Level ( <i>Very High, High, Medium, Low</i> )	Who is responsible and review date	Supporting documentation
1.	<b>System of controls – prevention</b>	<ul style="list-style-type: none"> <li>The school has informed parents, children, carers, employees and visitors not to enter the school if they are displaying any symptoms of</li> </ul>	Low	AO and EW-WB 13.07.20	<b>Letter to parents re Reopening of</b>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> <li>Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school, only 1 adult per household to drop off children if children arrive/leave on their own;</li> <li>Pre-full opening, parents to be informed that school attendance will be mandatory again from the beginning of the autumn term – the usual rules on school attendance will apply (DfE Guidance for Full Opening: Schools);</li> <li>Parents of SEN children or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>Staff are briefed and consulted on school procedures and the plans for full opening;</li> <li>Staff are up to date on related guidance and support in relation to themselves and children such as stress and wellbeing including: The Department for Education has provided additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for children and teachers</a> is available.</li> <li>In relation to mental health and stress support, details are available to staff including confidential employee help lines (Inspire Employee Assistance Programme – 0800 030 5182) and information that can be provided to children; staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and</li> </ul>	<p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>AO and EW- WB 13.07.20</p> <p>A-AO and EW- WB 13.07.20</p> <p>M-AO and EW</p> <p>A-SENCo WB: 13.07.20</p> <p>M-AO and EW and Govs</p> <p>A-AO and EW</p> <p>M-AO, EW and Govs</p> <p>A-AO and EW</p> <p>M-AO, EW and Govs</p>	<p><b>Schools to all Pupils</b> sent WB 13.07.20 and resent WB 31.08.20 with any updates. As above</p> <p>Individual RA for SEND children <b>INSET 20.07.20</b> <b>School Reopening PP-Headlines</b> <b>INSET 03.09.20-Final Arrangements PP</b> Included in staff notices on 10.07.20 and 17.07.20</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<p>wellbeing</p> <ul style="list-style-type: none"> <li>There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 1:1 fortnightly check ins to continue in Autumn Term</li> <li>Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), on INSET day in September, including discussing whether additional training would be helpful.</li> </ul>	<p>Low</p> <p>Low</p>	<p>A-AO, EW and CD</p> <p>M-AO, EW and Govs</p>	<p>INSET 03.09.20-Final Arrangements PP</p>
2.	<p><b>System of controls – prevention</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Drop off / entry to the school.</li> </ul>	<p><b>Drop off:</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>The playground has been demarcated to enable parents to remain at least 2m away from other children during drop off of children;</li> <li>Parents are asked to not congregate in their drop-off areas before or after the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain on the school grounds keeping 2m away from others);</li> <li>Start times have been staggered for each phase small group in order to prevent large numbers of parents in the playground/on school grounds;</li> <li>Start times are designed to enable one group of parents to leave the site before the next group arrive;</li> </ul>	<p>Low</p> <p>Low</p>	<p>A-AO and EW:</p> <p>M- AO and EW weekly</p> <p>A-CS (PM)</p> <p>M-AO and EW daily</p>	<p>Forest Full Opening Guidance doc</p> <p><b>Letter to parents re Reopening of Schools to all Pupils</b> sent WB 13.07.20 and resent WB 31.08.20 with any updates.</p> <p>September Opening School</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<ul style="list-style-type: none"> <li>Parents are reminded to leave the site once their children have entered the building;</li> <li>Only one parent/guardian per child is permitted on site;</li> </ul> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>Children will be met at the designated KS1 entrance by their Teacher (EYFS/KS1 bubble on KS1 playground) KS2 bubbles to walk to classrooms at staggered intervals at the start of the day</li> <li>Parents/Guardians are NOT permitted to enter the school buildings (school office is out of use for the general public);</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;</li> <li>Good hand washing signage to instruct children how to do this effectively is displayed;</li> <li>On the first day, hand washing demonstrations will be provided to children on how to adequately wash their hands</li> <li>Children must enter via the designated, signed (specifically for this time) entrance to the building.</li> <li>Children are required to complete hand washing on entry to the school;</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>A-Teachers and TAs</p> <p>M- AO and EW daily</p> <p>A-CS (PM)</p> <p>M-AO and EW daily</p> <p>A-CT and TAs</p> <p>M-AO and EW daily</p>	<p>signage</p> <p>Forest Full Opening Guidance September 2020</p> <p><b>Letter to parents re Reopening of Schools to all Pupils</b> sent WB 13.07.20 and resent WB 31.08.20 with any updates.</p> <p>Entrance signage for KS1 and KS2 gates</p>



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<b>FA Breakfast and After School Club:</b> <ul style="list-style-type: none"> <li>Breakfast clubs will reopen from September. Children will follow strict hygiene routines on entry and exit of breakfast club prior to entering their bubble</li> <li>Those staff who work in Breakfast club as well as in other areas of the school, will also follow strict hygiene routines on entry and exit of breakfast club prior to entering their bubble</li> </ul>	<p>Low</p> <p>Low</p>	<p>A-AO,EW and JP</p> <p>M- AO and EW</p> <p>A-DA and SG</p> <p>M-AO and EW</p>	<p>Parents emailed WB 06.07.20 to express an interest in B and AS club</p> <p>Breakfast and After School Club Letter to all parents sent WB 13.07.20</p> <p>FA Breakfast and After School Club Safety Guidance September 2020 doc</p>
3.	<b>System of controls – prevention</b>  Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>Pickup / leaving the</li> </ul>	<b>Pick up:</b> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of children;</li> <li>Parents are asked to not congregate in the playground before the designated school finish time for their child (if more than one child is to</li> </ul>	Low	<p>A-AO and EW</p> <p>M-AO, EW and Gavs</p> <p>A – CS(PM)</p>	<p>Forest Full Opening Guidance September 2020 doc</p> <p><b>Letter to parents re Reopening of Schools to all</b></p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
	school.	<p>be picked up parents will be able to remain on the school grounds keeping 2m away from others);</p> <ul style="list-style-type: none"> <li>• Finish times have been staggered for each class in order to prevent large numbers of parents in the drop-off areas;</li> <li>• Finish times are designed to enable one group of parents and children to leave the site before the next group arrive;</li> <li>• Parents are reminded to leave the site once their children have been collected;</li> <li>• Only one parent/guardian per child is permitted on site;</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>• Children will be collected in the playground by their parent;</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings;</li> <li>• Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>• Children are reminded to wash hands as they leave the school building;</li> <li>• Hand-wash stations are located at the exits from the school (classroom or other);</li> <li>• Good hand washing signage to instruct children how to do this effectively is displayed.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>M-AO, EW and Govs daily</p> <p>A-CTs and TAs and CS(PM)</p> <p>M-AO, EW and Govs daily</p>	<p><b>Pupils</b> sent WB 13.07.20 and resent WB 31.08.20 with any updates.</p> <p>September Opening School signage</p> <p>Forest Full Opening Guidance September 2020</p> <p>Staff Safety Guidance September 2020</p> <p><b>Letter to parents re Reopening of Schools to all Pupils</b> sent WB 13.07.20 and resent WB</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<p><b>After school club:</b></p> <ul style="list-style-type: none"> <li>After school clubs will reopen from September. Children will follow strict hygiene routines on entry and exit of after school club prior to entering;</li> <li>Those staff who work in after school club as well as in other areas of the school, will also follow strict hygiene routines on entry and exit</li> </ul>	Low	A-DA and SG M-AO and EW and Govs daily	<p>31.08.20 with any updates.</p> <p>September Opening School Signage</p> <p>Parents emailed WB 06.07.20 to express an interest in B and AS club</p> <p>Breakfast and After School Club Letter to all parents sent WB 13.07.20</p> <p>FA Breakfast and After School Club Safety Guidance September 2020 doc</p>
4.	<p><b>System of controls – prevention</b></p> <p>Spread/contraction of COVID-19</p>	All assemblies will take place in class / within their phase bubble	Low	A-AO and EW M-AO and	Autumn 1 Assembly Rota

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<p>due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Classroom use / activities.</li> </ul>	<p><b>Early years staff to student ratio:</b></p> <ul style="list-style-type: none"> <li>In accordance with the early year's framework class sizes for early years will adhere to the following:</li> <li>Children three or over – one adult for every 13 children</li> <li>All other classroom controls are the same as primary below.</li> </ul> <p><b>Early years environment:</b></p> <ul style="list-style-type: none"> <li>Soft items and furnishings which cannot be cleaned as part of the daily routine (e.g. sofas, cushions, rugs, soft toys etc.) to be removed</li> </ul> <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>Normal classroom sizes will resume with 1 teacher and TA if required (specific needs of class) – different ratios in EEC;</li> <li>Children are kept in small groups as they cannot socially distance themselves at all times. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group;</li> <li>The phase small group will not interact with other phase small groups within the school;</li> <li>Staff should avoid close face to face contact and minimise the time spent within 1 metre of anyone; pupil's educational and care support should be</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>EW weekly A-AO and EW M-AO, EW and Govs</p> <p>A-JC,NA,GG M-AO and EW daily</p> <p>A-AO and EW M-AO, EW and Govs daily</p> <p>“ A – SENCo, CT and TAs</p>	<p>September 2020 2021 Staffing Doc</p> <p>Forest Full Opening Guidance September 2020 Staff Safety Guidance September 2020</p> <p>September 2020 2021 Staffing Doc</p> <p>Forest Full Opening Guidance September 2020 Learning</p>

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		<p>provided as normal for those with complex needs or who need close support care;</p> <ul style="list-style-type: none"> <li>Where possible, classrooms have been organised to achieve 2m distances between students and adults;</li> <li>Hand washing is completed on entrance to the class and between specific activities, following the 'catch it, bin it, kill it' approach;</li> <li>Children are allocated resources and are not encouraged to share;</li> <li>Children are regularly reminded not to touch their or other children faces;</li> <li>Classroom furniture has been reduced to make more space;</li> <li>Each class will have a dedicated outside PE time as a minimum to allow for outdoor learning;</li> <li>Play / sports equipment will be used in rotation. Equipment is cleaned before use by each designated class group;</li> <li>Classrooms have been adapted to the classroom to support distancing where possible. That should include seating children' side by side and facing forwards rather than face to face or side on;</li> <li>Children, where possible, have allocated desks which they will use throughout the school day;</li> <li>For individual and very frequently used equipment, such as pencils, pens, whiteboards and pens, rulers and pens, it is recommended that staff and children have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within their small groups; these should be cleaned regularly, along with all</li> </ul>	<p>Med</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Med</p>	<p>M-AO and EW and Govs daily</p> <p>A-CTs and TAs</p> <p>M-AO and EW daily</p> <p>A-CTs and TAs</p> <p>M-AO and EW and Govs daily</p> <p>"</p>	<p>Environment Checklist Autumn 1 2020</p> <p>September Opening School Signage</p> <p>Autumn 1 PE Timetable</p> <p>Forest Full Opening Guidance September 2020</p> <p>Staff Safety Guidance September 2020</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<p>frequently touched surfaces. Resources that are shared between classes or small groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between small groups, or rotated to allow them to be left unused and out of reach for a period of <b>48 hours (72 hours for plastics)</b> between use by different small groups;</p> <ul style="list-style-type: none"> <li>Shared resources can be taken home but this is avoided where unnecessary. All such resources are cleaned before used by others;</li> <li>Children and staff use hand sanitiser on entry to the classroom, following the 'catch it, bin it, kill it' approach;</li> <li>Each small group will have their own dedicated play equipment and area of the playground to use. Children may move around the playground as usual but stay within their specific group, not mixing with children from other small groups;</li> <li>All teachers and other staff can operate across different classes and small groups in order to facilitate the delivery of the school timetable. Where members of staff do need to operate in various small groups, we ensure a robust hygiene procedure is adhered to, to include: appropriate hand washing / sanitising prior to entering the class/small group, following the 'catch it, bin it, kill it' approach; adults should strive to maintain a 2m distance from others</li> <li>Where support staff capacity is available, schools may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>“</p> <p>“</p> <p>A-AO and EW M-AO and EW weekly</p> <p>“</p> <p>A-SENCo, AO and EW M- SENCo, AO and EW</p>	<p>Forest Full Opening Guidance September 2020</p> <p>Staff Safety Guidance September 2020</p> <p>Autumn Intervention Timetable -based on baseline assessments in Autumn1</p>

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		<p>for academies).</p> <ul style="list-style-type: none"> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the leadership team / pastoral team will be asked to assist and follow behavior policy.</li> <li>We will use <a href="#">coronavirus: travel guidance for educational settings</a> in the autumn term so we can resume non-overnight domestic educational visits.</li> </ul> <p><b>Primary environment:</b></p> <ul style="list-style-type: none"> <li>Soft items and furnishings which cannot be cleaned as part of the daily routine (e.g. sofas, cushions, rugs, soft toys etc.) are removed</li> <li>Book corners can be used where soft furnishings have been removed, as above. Books should not be transferred between different bubbles and should be cleaned as per daily cleaning guidance.</li> </ul>	<p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Med</p>	<p>A-CS(PM)</p> <p>M-AO and EW daily</p> <p>A-CTs and TAs</p> <p>M-SLT daily</p> <p>A-CTs and TAs</p> <p>M-SLT daily</p>	<p>FA Behaviour Policy CV19 Addendum September 2020</p> <p><b>INSET 20.07.20</b></p> <p><b>School Reopening PP-Headlines</b></p> <p>Forest Full Opening Guidance September 2020</p>
5.	<p><b>System of controls – prevention</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing</p>	<ul style="list-style-type: none"> <li><b>Separate outdoor area for EYFS classes.</b> ?? Children will stay in these groups during lunch;</li> <li>Lunch area cleaned before and after each group's lunch (not just at the end of break). Phase small groups will enter the lunch hall without</li> </ul>	<p>Low</p> <p>Low</p>	<p>A-AO and EW</p> <p>M-SLT and Govs</p>	<p>Forest Full Opening Guidance September 2020</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
	measures during the school day including:	presence of other small groups.			
		<ul style="list-style-type: none"> <li>Separate playtime / lunch breaks are designated for each small group. Children will stay in these groups during lunch;</li> </ul>	Low	A-TAs, and SLT	FA September 2020 Lunchtime Guidance doc
		<ul style="list-style-type: none"> <li>Tables are wiped clean with appropriate disinfectant before and after lunch and after each small group has had their lunch before the next small group arriving;</li> </ul>	Low	M- AO, EW and Gofs daily	
		<ul style="list-style-type: none"> <li>Lunch area cleaned before and after each group's lunch (not just at the end of break);</li> </ul>	Low		
		<ul style="list-style-type: none"> <li>Children are advised to clean hands before and after eating lunch in the classroom, following the 'catch it, bin it, kill it' approach;</li> </ul>	Low	A-CTs and TAs	Premises Daily Checklist -CS
		<ul style="list-style-type: none"> <li>Lidded bins emptied twice a day</li> </ul>		M- SLT and CS (PM)daily	Forest Full Opening Guidance September 2020
		<b>Moving around the school:</b>			
		<ul style="list-style-type: none"> <li>Movement to different areas within the schools is reduced as much as possible;</li> </ul>	Low	A-AO,EW and CS(PM)	Forest Full Opening Guidance September 2020
		<ul style="list-style-type: none"> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> </ul>	Low	M-CT, TAs and SLT daily	Staff Safety Guidance September 2020
		<ul style="list-style-type: none"> <li>Pupils to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed;</li> </ul>	Low		



Hazards and Risks		Existing Control Measures	Risk Level ( <i>Very High, High, Medium, Low</i> )	Who is responsible and review date	Supporting documentation
		<ul style="list-style-type: none"> <li>Corridors are sterile environments and kept as clear as possible;</li> <li>While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits;</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>Separate times or areas (at a safe distance using government guidance) are issued for each separate class group.</li> <li>Children are only permitted to complete suitable activities with their class group;</li> <li>Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play led by adults (and Y6 playleaders on KS2 playground) Rough play is prevented;</li> <li>Daily inspection and enhanced cleaning programs in place for external areas and equipment;</li> <li>Outside play equipment and toys will be used in rotation;</li> <li>Equipment is cleaned before use by each designated class group;</li> <li>Outside play equipment and toys have been reduced; This is designed to enable successful and effective cleaning of all outside toys / play equipment.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Med</p> <p>Low</p>	<p>A-AO and EW</p> <p>M-SLT and Govs daily</p> <p>A-CTs and TAs</p> <p>M-SLT and Govs</p>	<p>Forest Full Opening Guidance September 2020</p> <p>FA September 2020 Lunchtime Guidance doc</p> <p>“</p> <p>“</p> <p>“</p>
6.	<b>System of controls – prevention</b>	<ul style="list-style-type: none"> <li>Government posters have been printed and displayed around the school to promote good hygiene - <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> </ul>	Low	A-AO, EW and CS(PM)	September Opening School



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<ul style="list-style-type: none"> <li>Unnecessary touching of the face is discouraged.</li> <li>Where children are wearing face masks, they will remove them before arriving in school. They will be reminded to not touch the front of their face, wash hands immediately on arrival, dispose of temporary coverings appropriately and place reusable ones in plastic bags to take home.</li> <li>Teachers will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>Toilets and wash stations have single use paper towel for drying hands.</li> </ul>		<p>“</p> <p>A-SLT M-SLT daily</p> <p>A-CTs and TAs M-SLT daily A-CS(PM) M-CS and SLT daily</p>	<p><b>Letter to parents re Reopening of Schools to all Pupils</b> sent WB 13.07.20 and resent WB 31.08.20</p> <p>Premises Checklist September 2020</p>
7.	<p><b>System of controls – prevention</b></p> <p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<ul style="list-style-type: none"> <li>The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➤ Frequent cleaning of classrooms, toilets, common areas and dining halls;</li> <li>➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>Classrooms furniture has been reduced in order to improve the ability to effectively clean;</li> <li>Classrooms will be cleaned after school and regularly cleaned during the day for frequently touched surfaces;</li> <li>More frequent cleaning of areas, including toilets;</li> </ul>	<p>Med</p> <p>“</p> <p>“</p> <p>Low</p> <p>Med</p>	<p>A-CS(PM and cleaners M-SLT daily</p> <p>A-CS (PM), CTs and TAs M-CS and SLT daily</p>	<p>Premises Checklist September 2020</p> <p>“</p> <p>“</p> <p>Forest Full Opening Guidance</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
	System of controls – response to any infection	<ul style="list-style-type: none"> <li>Equipment used by the children and staff will suitably cleaned at the end of each day or before it is used by another person in a different small group;</li> <li>We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>We will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; travelling in a small vehicle, like a car, with an infected person</li> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a small group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still</li> </ul>	<p>Med</p> <p>High</p> <p>High/Very High</p> <p>Med</p>	<p>A-AO and EW</p> <p>M-SLT and Govs</p> <p>A-AO and EW</p> <p>M- SLT and Govs</p> <p>A – AO and EW</p> <p>M-SLT and Govs</p>	<p>September 2020</p> <p>“</p> <p>Staff safety Guidance September 2020</p> <p>“</p> <p>Forest Full Opening Guidance September 2020</p> <p>Staff Safety Guidance September 2020</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		develop the coronavirus (COVID-19) within the remaining days; if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>			
8.	<b>System of controls – prevention</b>  Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>Employees are required to conform with social distancing requirements at all times;</li> <li>School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other;</li> <li>Each staff area has been assessed, a maximum number of staff per room has been placed on the door;</li> <li>Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants;</li> <li>Children will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>Employees will be provided with and wear PPE when required in accordance with government guidance.</li> </ul>	Med  Med  Low  Low  Low	A-AO and EW M-SLT daily  A-AO and EW M-SLT daily	Forest Full Opening Guidance September 2020  “  “  Staff Safety Guidance September 2020



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
	<b>System of controls – response to any infection</b>	<ul style="list-style-type: none"> <li>PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> <li>Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication.</li> </ul>	High	A-CS (PM) M-SLT daily	Staff Safety Guidance September 2020
			High	A-CS, AO and EW	
			Med	M-SLT daily	Premises Checklist September 2020
		<b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: <ul style="list-style-type: none"> <li>Put in a plastic rubbish bag and tied when full;</li> <li>The plastic bag is placed in a second bin bag and tied;</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>Waste is stored safely and kept away from children;</li> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> </ul>	High	A-CS, AO and EW	Staff Safety Guidance September 2020
			High	M-SLT daily A-CS, AO and EW M-SLT daily	
			High	“	“





Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<ul style="list-style-type: none"> <li>Premises' contractors will be encouraged, where possible, unless in an emergency, to come after hours to mitigate against staff and children;</li> </ul>	Low		
11.	<b>System of controls – prevention</b>  Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>One in one out management of toilets is in place;</li> <li>Student use of toilets outside of early years' is managed by staff and communicated to children;</li> <li>Posters and signage on display in toilets to encourage good hygiene practice, following the 'catch it, bin it, kill it' approach;</li> <li>Toilets are cleaned throughout the day.</li> </ul>	Low  Low  Low  Low	A-AO and EW and CS(PM)  M-SLT daily	Staff safety Guidance September 2020  Forest Full Opening Guidance September 2020  September Opening School Signage
12.	<b>System of controls – prevention</b>  Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>Children are suitably supervised at all times;</li> <li>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are</a></li> </ul>	Low  Med	A-AO and EW  M-SLT daily	Forest Full Opening Guidance September 2020  Staff Safety Guidance September 2020

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		<p><a href="#">clinically extremely vulnerable from COVID-19.</a></p> <ul style="list-style-type: none"> <li>School leaders will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a>.</li> <li>Specific risk assessments for new and expectant mothers are completed</li> <li>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. If people with significant risk factors are concerned, school will discuss their concerns and explain the measures school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>Staff that travel abroad during the summer holiday to countries that are not on the <a href="#">Coronavirus (COVID-19): travel corridor list</a> will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home</li> </ul>	<p>Med</p> <p>High</p> <p>High</p> <p>High</p>	<p>A-AO and EW M-SLT weekly</p> <p>A-AO and EW M-SLT weekly</p> <p>A-AO and EW M- SLT half termly</p>	<p>“</p> <p>“</p> <p>“</p> <p>Staff safety Guidance September 2020</p>

Hazards and Risks		Existing Control Measures	Risk Level ( <i>Very High, High, Medium, Low</i> )	Who is responsible and review date	Supporting documentation
13.	<p><b>System of controls – prevention</b></p> <p>Lack of suitable premises management</p>	<ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings;</li> <li>The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time;</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence. This will be implemented on a regional hub level and if required, supported at a Trust level;</li> <li>The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>A-CS(PM), AO and EW M-SLT daily</p> <p>“</p> <p>“</p> <p>A-CS(PM) AO and EW M-SLT and Govs</p>	<p>Forest Full Opening Guidance September 2020</p> <p>“</p> <p>“</p> <p>FA Managing Premises Functions RA</p>
14.	<p><b>System of controls – prevention</b></p> <p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitiser is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with</li> </ul>	<p>Low</p> <p>Low</p>	<p>A-CS(PM) M-SLT weekly</p>	<p>FA Material Safety Data Sheets</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
		requirements; <ul style="list-style-type: none"> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Low  Low  Low	“  A-CS(PM) and cleaning staff  M-CS and SLT weekly	
15.	<b>System of controls – prevention</b>  Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed:               <ul style="list-style-type: none"> <li>➢ Safe assembly of occupants following social distancing requirements;</li> <li>➢ Safe exit via the nearest final exit;</li> <li>➢ Training occupants of any changes to evacuation;</li> <li>➢ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	Low  Low          Low	A-AO,EW and CS  M-CS,SLT and Goves half termly       A-CS (PM)  M-CS (PM) weekly	FA Fire Evacuation Policy Addendum September 2020  <b>INSET 03.09.20-Final Arrangements PP</b>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Who is responsible and review date	Supporting documentation
16.	<b>System of controls – prevention</b>  Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> <li>The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>	Low  Low  Low	A-AO and EW and Harrison's  M-AO,EW and Harrison's	Harrison's documentation re COVID 19

ACTION PLAN (Additional Control Measures Required/Recommended Actions)		
Hazards and Risks		Recommended Actions
	Kendor Private Nursery on site	Share all FA RAs and September Whole School Opening guidance with Kendor staff. Request all Kendor RAs and whole school opening guidance and share key information with staff on INSET day 03.09.20
	Beckmead Pupil Referral Unit on Site	Share all FA RAs and September Whole School Opening guidance with Beckmead staff. Request all Beckmead RAs and whole school opening guidance and share key information with staff on INSET day 03.09.20


***Please note:***

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Please see the school's full opening guidance to review all process and protocols, related to this risk assessment.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a ✓ in the box and note the action in the action plan.*

*Any further actions identified should be completed before the assessed task is carried out.*