



Activity/ Task		Hazard/Risk	Controls in place		Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional actions required
General								
Safeguarding		<ul style="list-style-type: none"> A concern being raised about a member of our school community 	Two DSLs – HT & SENCo. HT on site each day SENCo on site 3 days per week		1	1	1	Safeguarding update training completed Sep 1 st INSET Ongoing staff briefings
Fire safety		<ul style="list-style-type: none"> A fire or emergency could occur on site during this period of time 	All staff (inc DEALT office) will be aware of their working area and the fire escape routes. Fire drill in Term 1 (planned for w/b 10 th Jan '22)		1	1	1	Conduct a termly fire drill.
PREVENTION OF CONTACT WITH & SPREADING COVID – Year group bubbles								
Class groups		<ul style="list-style-type: none"> Transmission rate could increase 	Children are in classes as normal. Able to mix and work across classes and adults. Regular reminders to children about handwashing, cleaning of areas and 'catch it bin it kill it'.	If we move to a contingency plan Children will be kept within a class bubble. Movement around the school will be kept to minimum. Designated toilets and sinks for each class.	5	2	10	Staff and pupil briefing Inform parents Signage for toilets and sinks.
Use of resources		<ul style="list-style-type: none"> COVID 19 may transfer via surfaces Children will touch all surfaces. 	Regular cleaning regime is in place. All classrooms are cleaned daily.	If we move to a contingency plan Each bubble to have allocated resources	5	2	10	Staff and pupil briefing Curriculum resources per class bubble or consider 3 day (72 hour) rotation. Laptops to be wiped down after each use.



			(stationary and exercise books). Resources can be shared within class bubbles. Books can go home but when returned out of cycle for 3 days (72hrs.) Staff to not share stationary.				
Entry and exit of school site	<ul style="list-style-type: none"> Large groups of pupils and parents on site Lack of social distancing Exposure risk higher 		If we move to a contingency plan				
		<p>Children enter site between 8.30-8.45am each day on their own. Except for new EYFS pupils who are walked onto the playground by parents.</p> <p>EYFS & KS1 parents enter site at 2.55pm to collect children. KS2 parents wait in school driveway at 3.10pm to collect children</p>	<p>Morning: Two entry points:</p> <p>EYFS & Yr 1/2 to arrive via gate between 8.30 and 8.45am Encourage use of Drop Off point.</p> <p>Yr 2/3, 3/4, 5/6 to arrive via the Drop Off point between 8.30 and 8.45am</p> <p>No gathering on playground, all pupils to go directly to class.</p> <p>No parents on site, other than new EYFS parents walking pupils to school door. Encourage EYFS pupils to leave parent at gate.</p>	5	2	10	<p>Staff briefing</p> <p>Signage for parents</p> <p>Parent communication</p> <p>Staff availability to attend to exit points and facilitate safe pick up</p>

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			<p>Afternoon: Staggered times and pick up points.</p> <p>Pupils collected from school hall doors:</p> <ul style="list-style-type: none"> • EYFS at 2.55pm • Yr 2/3 at 3.10pm <p>Pupils collected from school gate:</p> <ul style="list-style-type: none"> • Yr 1/2 at 2.55pm • Yr 3/4 at 3.10pm <p>Pupils collected from Drop Off Point:</p> <ul style="list-style-type: none"> • Yr 5/6 at 3.10pm <p>Pupils to Wrap Around collected from office at 2.55pm</p> <p>All staff members and parents to wear face mask.</p>				
<p>Staff photocopier and phones</p>	<ul style="list-style-type: none"> • COVID 19 may transfer via surfaces 	<p>Anti-bacterial spray placed at photocopier with staff encouraged to regularly use.</p>	<p>If we move to a contingency plan</p> <p>No more than three people in the school office at one time. Anti-bacterial spray placed at entrance, photocopier,</p>	5	2	10	<p>Staff briefing</p>



			printer, kitchen work surface. Phones will be regularly wiped down.				
Staff member or child develops COVID symptoms on site	<ul style="list-style-type: none"> Staff member or child exhibits COVID symptoms. (cough, temp, loss of taste or smell) Spread of COVID 	Isolation room to be used – staff resource room. Access to disabled toilet. PPE must be worn by supervising staff if a distance of 2m cannot be met. PPE available in school office. Parent to be contacted immediately. Room/toilet to be cleaned appropriately. Child to be sent home with recommendation that they have a test and engage with TRACK AND TRACE. School to follow guidance dependent on test result.		5	2	10	<p>Staff briefing Parent communication Prep room Prep site manager & cleaner</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID19) infection.</p>
Contact with a diagnosed case of COVID-19	<ul style="list-style-type: none"> Staff member or child has had contact with or diagnosed with COVID-19 Information from TRACK AND TRACE or parent contact 	Lateral flow testing will continue by staff. Staff/children must not come to school if they have symptoms. Positive case/s will be reported to PHE and track and trace, who will contact any close contact cases.	<p>If we move to a contingency plan</p> <p>If we have several confirmed cases within 14 days, we may have an outbreak. We will call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of our contingency / outbreak management plan. We can reach them by calling</p>	5	2	10	<p>PHE / DfE will support the school's decision making process. Track and trace will make contact with anyone deemed a close contact. Parents to be informed of additional illnesses to be aware of; request a child who is unwell not to be sent to school.</p>

			the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case				
Play time and social distancing	<ul style="list-style-type: none"> Children fail to social distance 	Children will play in playground. Daily rota for the outdoor equipment.	<p>If we move to a contingency plan</p> <p>Each class to have designated play areas and times. One class bubble per week to be rotated onto the outdoor equipment. Children will be reminded about respecting social distancing. Supervision by bubble staff.</p>	5	2	10	<p>Staff briefing</p> <p>Children regularly reminded about hands, face, space</p> <p>Parent communication</p> <p>TA duty</p>
			<p>If we move to a contingency plan</p> <p>Hot meals available for all pupils. EYFS, Year 1 and Year 2 will eat in the school hall. MDS to set out socially distanced seating. MDS will clean all benches and tables before and after use.</p>	5	2	10	<p>Brief MDS and WSM of plan and Covid guidelines</p> <p>Parent communication</p> <p>Staff briefing</p> <p>Liaise with Site Manager re: additional cleaning</p>
Lunch time and social distancing	<ul style="list-style-type: none"> Children unable to social distance in hall whilst eating 	Children will eat in the hall and play outside, as at play time. Children reminded of hygiene.					



			<p>Year 3, 4, 5 and 6 will eat at their desks. Staff can eat at their desk or in staffroom if there is available seating, no standing or gathering in the staffroom.</p>				
<p>Mass gatherings</p>	<ul style="list-style-type: none"> The risk of spreading or catching COVID 19 increases during mass gatherings. 		<p>If we move to a contingency plan</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Staff briefing HT "Teams or Zoom video" collective worship Parent communication</p>
		<p>Whole school collective worship as normal in the school hall. Singing assembly as normal in the school hall. Celebration assembly involving pupils and parents as normal in the school hall. Sporting events involving large numbers of pupils take place as normal. The school will respond to updated guidance eg: Omicron variant, in regards to events on school site.</p>	<p>No whole school worship – use virtual methods. Hall not to be used by more than one bubble. Designated drop off and pick up points. Marked areas for groups to use in play and lunchtimes and PE / outdoor learning sessions.</p>				



Class environment Seating and Ventilation	<ul style="list-style-type: none"> • COVID 19 may transfer via surfaces • Children will touch all surfaces. 		If we move to a contingency plan			10	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts
		<p>Keep well ventilated (open windows) Doors open where possible</p> <p>CO2 monitors installed in all classrooms and offices/work spaces</p> <p>Air purifiers to be used in smallest, enclosed rooms. E.g. Maple Class, Hazel Class, Library, Office spaces</p>	<p>Access to sinks for hand washing Hand sanitiser dispensers for staff Hard surfaces cleared each day to aid cleaning Minimal soft furnishings All difficult to clean resources removed from pupil access Social distancing seating arrangements in rows (in all but EYFS /Yr 1) Keep well ventilated Doors open where possible Open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air Heating should be used as necessary to ensure comfort</p>	5	2		



			levels are maintained particularly in occupied spaces.				
Taking registers	<ul style="list-style-type: none"> COVID 19 may transfer via surfaces Children will touch all surfaces. 		If we move to a contingency plan	5	2	10	Staff briefing Secretary following COVID hygiene daily when collecting registers
		Registers will be taken and returned to office.	Class registers taken electronically Lunch registers only used by teacher & secretary. Secretary to collect all lunch registers from classroom each day.				
Pupil – hygiene and personal care plans	<ul style="list-style-type: none"> Children are responsible for their own personal care Some children may have care plans around personal care 		If we move to a contingency plan	5	2	10	Staff briefing Daily reminders of hand washing / regular fun ways to remember Parent communication Signage for children
		Requirements of PHCP are adhered to	Staggered use of toilets – one in/one out Allocated toilets per class bubble. Child will be reminded how to ensure cleanliness after using the toilet. Those with care plans will have an additional risk assessment in place Staff involved in care plan				



			<p>administration can only do so with PPE Each group will have their own dedicated toilets.</p> <ul style="list-style-type: none"> • EYFS – EYFS toilets • Yr 1/2 - Yr 1/2 toilets • Yr 2/3 – Music Room toilet • Yr 3/4 – Junior toilets (cubicle designated for their bubble) • Yr 5/6 – Junior toilets (cubicle designated for their bubble) 				
<p>Pupil and staff wellbeing</p>	<ul style="list-style-type: none"> • Some of our community may be struggling emotionally at this time 	<p>All staff will continue to monitor pupil wellbeing and support each other. Clear routines and expectations will be established to provide comfort and security to support wellbeing. Staff are aware of safeguarding policies. Staff have access to a counsellor and wellbeing package. Staff are in contact with each other to offer support. SLT are monitoring all groups. Flu jab offered to all staff members. CT / SENCo liaise with vulnerable children and their families, modifications made to entry etc to support child/family</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Staff briefing</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing (http://www.educationsupport.org.uk) Information about extra mental health support for pupils and teachers (https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)</p>	

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Classroom readiness for pupils	<ul style="list-style-type: none"> Cluttered surfaces make effective cleaning difficult 		If we move to a contingency plan	5	2	10	Staff briefing
		All surfaces to be clear for ease of cleaning at start and end of day	All surfaces to be clear for ease of cleaning at start and end of day				
Cleaning regime - classrooms	<ul style="list-style-type: none"> All areas of the school are potential infection hazards 		If we move to a contingency plan	5	2	10	Staff briefing Stock
		Daily cleaner will ensure that the site is effectively wiped down and sanitised each day.	Cleaning daily a.m. and p.m. will ensure that the site is effectively wiped down and sanitised each day. When possible, additional cleaning will take place.				
Hand washing / Respiratory regimes	<ul style="list-style-type: none"> COVID is highly likely to be transmitted on the hands 	All pupils and staff to wash hands on entry and exit to classroom. Access to sinks for hand washing Personal hand sanitiser dispensers for staff. Hand sanitiser stations at all appropriate places around the school including by the sign in ipad. Sign in ipad has QR code option.		5	2	10	Staff briefing Ensure supplies are ordered Focus every morning to recap on the correct way and why.
SCHOOL OPERATIONS							
Attendance	<ul style="list-style-type: none"> Children are absent from school 	SCHOOL IS FULLY OPEN TO ALL PUPILS Attendance is compulsory. Pupils isolating at home will be supported by class teacher and online learning plans. HT / SENCo will provide additional support for those families feeling anxious or vulnerable about attending school.		5	1	5	In the event of the contingency plan coming into effect, teachers will telephone those children who are learning remotely. DSL will liaise with any external agencies if a vulnerable child does not attend school.
PPE inc. Face Coverings			If we move to a contingency plan	5	2	10	Staff communication Parent communication

		All staff welcome to wear a face mask in communal areas inside school, should they wish.	Face coverings will be worn in all communal areas or classrooms (by staff and visitors, unless exempt).				
Identify any staffing vulnerabilities leading to low staffing levels	<ul style="list-style-type: none"> Staff may be classified as vulnerable or caring for someone who is. Staff may feel vulnerable and mental health is affected Staff member/household has symptoms and is self-isolating Staff member may be pregnant Staff member may test positive on LFT 		If we move to a contingency plan	5	2	10	Staff communication Dialogue with shielding staff and risk assess proposed attendance Discussion with those staff who may span two or more bubbles All NHS and GOV.UK guidance followed: www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
		Staff have access to a counsellor upon request. Staff well-being being monitored by SLT. A RA would be in place for any pregnant members of staff.	Individual risk assessments completed where appropriate Contingency plan in place for lockdown				
Social distancing	<ul style="list-style-type: none"> Staff may gather in close proximity. 		If we move to a contingency plan	5	2	10	
		Staff may move around the school as they see fit to enable their role in school.	Consider creating additional staff spaces. Reduced seating in staff room.				
CURRICULUM/BEHAVIOUR/PASTORAL SUPPORT							
Behaviour	<ul style="list-style-type: none"> Some children may be unable to follow the expectations and put others at risk 		If we move to a contingency plan	5	2	10	Staff briefing Parent communication re behaviour expectations and sanctions SENCo & HT to support
		Use school behaviour policy	Behaviour policy Covid amendment in place				
Uniform	<ul style="list-style-type: none"> Children cannot use / change / put on their clothes effectively 		If we move to a contingency plan	5	2	10	Staff briefing Parent communication re uniform expectations

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		Where possible children should wear school uniform however it must be accessible for them as staff cannot assist with things such as zips, laces etc. PE kit to be worn on PE days, to minimise changing. No need to change into PE kit for clubs, to minimise changing.	Where possible children should wear school uniform however it must be accessible for them as staff cannot assist with things such as zips, laces etc. PE kit to be worn on PE days, to minimise changing. No need to change into PE kit for clubs, to minimise changing.				
Preparation for school	<ul style="list-style-type: none"> COVID 19 may transfer via surfaces 	Pupils able to bring own stationary and belongings to school, where appropriate or necessary.	<p>If we move to a contingency plan</p> <p>Children to limit what they bring to school Bag, water bottle, lunch box, coat</p> <p>No stationary or books from home. No sharing with others.</p>	5	2	10	Parent communication re what pupils need to bring to school Resource audit
PE	<ul style="list-style-type: none"> Children will be at a higher risk of transmission during PE lessons 		<p>If we move to a contingency plan</p>	5	2	10	Staff briefing Parent communication Resource audit

		PE to take place as part of our broad and balanced curriculum.	<p>Groupings will be consistent. Sport will take place outside or in well ventilated hall. Contact sport will be avoided.</p> <p>Any individual equipment will be placed on 72 hour rota or immediately cleaned. Outdoor adventure equipment on a weekly rota with 72 hour change over.</p>				Timetable for outside space
Music / Singing	<ul style="list-style-type: none"> Children will be at a higher risk of transmission during music lessons / singing practice 	Music to take place as part of our broad and balanced curriculum.	<p>If we move to a contingency plan</p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</p>	5	2	10	In a contingency situation singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation can be maintained
Trips	<ul style="list-style-type: none"> Children / staff may be at higher risk of transmission during an off site visit. 	Educational visits may continue as per normal. Check Covid precautions as part of risk assessment.	<p>If we move to a contingency plan</p> <p>Adhere to revised guidance Consider measures such as grouping, no parent helpers and walking to sites only.</p>	5	2	10	Staff briefing Parent communication
Minibus	<ul style="list-style-type: none"> Transmission rate could increase 		<p>If we move to a contingency plan</p>	5	2	10	Add in a cleaning regime when a new group due to use. Driver to spray and wipe down after each use of the mini bus.

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		Mini bus available to hire from The Downs as normal.	Hand sanitizer available on-board Regular cleaning of minibus (when new group to use).				
Remote learning	<ul style="list-style-type: none"> Some children may remain out of formal education due to isolation or clinical vulnerability 	Full remote learning offer in place for pupils isolating Remote learning offer on website (published by 25 th January 2021)		1	1	2	Staff communication HT monitoring Communicate home learning expectations. Continue to update website content and sign-posting for parents and pupils
Staff							
Risk to school staff	<ul style="list-style-type: none"> Having staff on site during a pandemic. 		If we move to a contingency plan	5	2	10	Staff briefing (inc supply, visitors, etc.) Parent communication Risk assessments completed for key SEN / behavioural children Staff to avoid mixing bubbles before and after school. 15min ruling in staff room / office / communal areas
		Normal school operation.	Educators are considered Key Workers. Staff encouraged to test before they come to school. Use of non- touch thermometer Any monies must be done online – no cash received via the office. No contractors/visitors on site unless carrying out urgent works. Individual pupils who pose any behaviours that may present a hazard must have their own risk assessment in place.				
Workload for staff	<ul style="list-style-type: none"> Staff will be expected to plan for on site learning 		If we move to a contingency plan	5	2	10	Staff briefing Staff to ensure they take regular breaks and lunch. Staff to speak to HT if they feel overwhelmed by workload. HT will

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	<ul style="list-style-type: none"> Staff will be expected to set home learning for those pupils shielding Attend staff meetings in-person and virtually where necessary 	<p>PPA will continue to support planning time, can be taken off site to support wellbeing and productivity. Teachers will provide a remote plan for pupils isolating. Staff meetings in person.</p>	<p>Move to virtual staff meetings. Prepare for online face-to-face meetings / class catch-ups / activities if whole class is isolating.</p>				support staff member to manage workload or ease workload – staff are highly valued!
Staffroom	<ul style="list-style-type: none"> Staff may be unable to socially distance. 		<p>If we move to a contingency plan</p>	5	2	10	Staff briefing – reminder of practicing sensible social distancing
		<p>Staff room in use as normal. Full availability of seating and access to coffee and tea facilities.</p>	<p>Teachers and TAs continue to have staggered and separate break times. Decreased number of seats in order to create more socially spaced out seating. Limited to 4 seated adults and 1 adult at the counter</p>				
Office	<ul style="list-style-type: none"> COVID 19 may transfer via surfaces Staff may be unable to socially distance. 		<p>If we move to a contingency plan</p>	5	2	10	Monitor and review regularly
			<p>Only 3 adults in main office at a time or 2 adults & 1 child if first aid is needed Anti-bacterial spray available for photocopier and phones - regularly wipe down. Wipe down/rotate ice packs</p>				



<p>Supply staff PPA cover Peripatetic teachers outside agency (e.g social workers) volunteers</p>	<ul style="list-style-type: none"> Transmission rate could increase 		<p>If we move to a contingency plan</p>	5	2	10	<p>Ensure visitors aware of guidance on hygiene and social distancing Direct them to use hand sanitizer inside the main door on arrival into building Supply agency staff rarely used - only as a last resort. All cover internal where possible. Supply staff – same staff member used for duration of absence where possible</p>
<p>Students / Work experience</p>	<ul style="list-style-type: none"> Transmission rate could increase Asking student to enter work place whilst the pandemic is ongoing immediately places them and school community in a risk position 	<p>Students complete teaching practice placements in line with guidance.</p>	<p>If we move to a contingency plan</p>	5	2	10	<p>Assigned mentor to support student and to monitor outcomes. All necessary paperwork and permissions must be in place before placement commences.</p>



			unwell and must inform staff if they feel unwell on site. If student develop symptoms, they must follow PHE guidance and get tested and inform their college/school etc. immediately.				
Staff travel to school	<ul style="list-style-type: none"> Staff may be vulnerable on their way to work. 		If we move to a contingency plan	5	2	10	<p>Staff briefing</p> <p><i>Close contact can include</i></p> <ul style="list-style-type: none"> a person who has travelled in a small vehicle with someone who has tested positive or in a large vehicle near someone who has tested
		Staff can car share. Caution should be given to following sensible safety guidelines, e.g. ventilation.	<p>Car parking – leave space between cars when possible (or wait until the person next to you has moved on)</p> <p>Staff to walk and cycle if possible</p> <p>Car sharing should be limited for those in the same household or bubble</p> <p>Staff cannot bring children to school unless own child.</p> <p>Only use public transport when absolutely necessary</p>				
STAFF LATERAL FLOW TESTING PROGRAMME							
Staff engagement with LFT	<ul style="list-style-type: none"> Staff may not wish to participate in LFT Staff may have questions / concerns Staff may not have enough information to fully engage 		If we move to a contingency plan	5	1	5	<p>Communication with staff about LFT</p> <p>SLT to keep up to date with information around LFT</p> <p>Privacy notice shared</p> <p>“How to” video shared</p> <p>Covid Coordinator: Matt Reynolds</p> <p>Covid Registration Assistants: Sharon Lund</p> <p>Contact helpline if tests not delivered</p> <p>Staff info provided regarding access to tests.</p>
		LFT is available to all staff and volunteers who regularly attend school.	Staff will be encouraged to engage with the process as it is a way of stemming				



			the rate of COVID infection.				Staff to notify nhs track and trace / office of results, void tests, missing parts etc Staff to follow protocols and isolate if LFD Test gives a positive result.
Managing / Administrating the storage and distribution of LFT	<ul style="list-style-type: none"> COVID Coordinator and COVID Administrator must be onsite. LFT could be distributed incorrectly Ensuring stock levels are adequate 		If we move to a contingency plan				Ensure all staff have access to the LFTs, especially if either HT or Secretary is off site. Missing parts of tests – report to 119
		A clear process is in place: LFT stored in a secure area in office. When unmanned the office must be locked. Temp is between 2-30 degrees.	Only HT and Secretary can access the LFTs from their storage in HTs locked cupboard. Ensure that the procedure is communicated clearly to all staff. Only the HT and Secretary can hand out additional resources such as handbook.	3	3	9	

CONTINGENCY PLAN FOR OUTBREAK

		<p>In the event of an outbreak we will follow the above RA labelled “if we move to a contingency plan”.</p> <p>Please see separate plan for remote learning.</p>				
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

