

School Name: St John & St James' C of E Primary School, Isabella Road, London, E9 6DX




The following template has been designed as a guide and will need to be completed and adapted to local context.


Key to Residual Risk Assessment

	The residual risk is unacceptable. Further action must be taken to mitigate the risk	As per normal procedures, Headteachers will retain overall responsibility for risk assessment. It is expected that other members of staff will engage in the risk assessment process. All staff must understand the mitigations in place. Please engage with the school Health and Safety rep.
	The residual risk is high, other mitigation should be considered if possible	
	The residual risk is moderate.	
	There is low residual risk.	



		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5




1. START OF THE DAY AND END OF THE DAY




AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Parents	Parent contact with pupils and staff	<ul style="list-style-type: none"> • Communication to parents to ask only one parent to accompany pupil to school • Allocated entrances • Communication to parents re protocols on website • Parents not to gather at school gate or playgrounds during drop off and collection times • Information to parents e.g. e-bug, use of public transport, handwashing and social distancing • Encourage families to walk or cycle to school • Pastoral staff and one SLT member available daily by telephone to answer parent questions and pass on information from parents to teachers 	Jo Smith Maisie Adamsdale Nikki Lawrence Nifa Begum Dionne Khaleel Sharon Rees	Please assess the residual risk. 
Drop off	Social distancing on drop off	<ul style="list-style-type: none"> • Different entrances: N=Churchwell Path, R-2=KS1 Main, 3-4=KS1 Car Park, 5-6= Isabella Road • Procedure for pupils who arrive late (enter via Isabella Road, report to office) • N&R: Parents can drop children to the classroom door due to new settling in periods • Y1-6: Parents to drop and go at entrances – no entry to the school • Markings at school entrance • Signage- to include FAQs and directing parents to guidance on website • Staff presence at drop off • Communications to parents – on website with link to google translate or in key languages as well as English • System in place for safe removal of face coverings on arrival at school • One member of staff from each class to greet pupils and supervise handwashing and sanitising on arrival 	Jo Smith Dionne Khaleel Sharon Rees Bartek Ratynski	Please assess the residual risk. 
Pick up	Social distancing on collection	<ul style="list-style-type: none"> • Different exits: N=Nursery Playground, R-2=KS1, 3-6= KS2 • Parents to wait in the designated playgrounds; teachers to bring children out to allocated collection points • No loitering after children have been handed over to parents they will be encouraged to leave the school site 	Jo Smith Dionne Khaleel Sharon Rees Bartek Ratynski	Please assess the residual risk. 

		<ul style="list-style-type: none"> • Markings at school entrance • Signage • Staff presence at collection • Communications to parents on website with link to google translate or in key languages as well as English 		
Safely moving children to and from classes observing social distancing	<p>Children are used to interacting with each other and staff on their way to class</p> <p>Mixed messages avoided</p>	<ul style="list-style-type: none"> • Daily Briefings to staff in hall or amphitheatre (weather permitting) • Daily briefings to children each morning via zoom • Messaging to parents on website • Makings on floors and signage • Enhanced staff presence during the period • Scripted reminders with all staff using the same language e.g. thank you for remembering one person in the toilets at once 	Jo Smith All staff	<p>Please assess the residual risk.</p> 


2. IN CLASS/LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Transition of virus	Transition of virus	<ul style="list-style-type: none"> • No contact sports to take place during learning time or after school clubs • No choir until further notice • No singing assembly • No residential trips to take place during academic year 2020-21 • No school trips until summer term 2021 	SLT	<p>Please assess the residual risk.</p> 
Classroom	Observing social distancing	<ul style="list-style-type: none"> • Daily staff briefing to remind staff of requirements • Signage • Positioning of tables to face the IWB where possible • Positioning of staff – to have a work station at the front of the room from which they aim to maintain 2 metre social distancing whenever possible • Staff to stand behind children to look at their work where possible • Use of social bubbles [key stages] • Class sizes capped at 30 • Allocated entry points: N-2 enter directly to classrooms, 3-4 KS2 boys stairs, 5-6 KS2 Girls stairs 	Jo Smith All staff	<p>Please assess the residual risk.</p> 


		<ul style="list-style-type: none"> Marking expectations: individual and group marking where possible. Teacher input for misconceptions with a particular focus on writing marking Coats on back of chairs 		
Classroom	Children requiring additional support	<ul style="list-style-type: none"> Specific staff assignment to each class with a clear plan for absence Staff PPE where appropriate (stock checks carried out daily to ensure adequate levels are maintained at all times) face masks, visors, gloves & aprons Social stories sent home to all children with EHCPs informing them of procedures in school and how to ensure good hygiene practices Support staff to either sit slightly behind child, 2 metres apart or perspex between adult and child 	Jo Smith Bartek Ratynski All staff	Please assess the residual risk. 
Classroom	Children leaving the classroom	<ul style="list-style-type: none"> On call system to respond to children leaving class without authorisation: class based adult to call the main office, member of pastoral team to respond & locate child with the view of returning to class when appropriate Individual risk assessments completed for identified children with a clear plan which considers the needs of the child identified Transition plans in place for at risk children REU supporting with transition work at home before returning to school to support emotional regulation Daily zones of regulations check in 	Dionne Khaleel Sharon Rees Nifa Begum All staff	Please assess the residual risk. 
Classroom	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> Staff who wish to wear visors may do so Hand sanitisation stations and soap in all classrooms Regular breaks for handwashing Supervision of handwashing/support for pupils unable to complete appropriately Staff briefings to remind all staff of protocols Establishment phase to teach pupils correct handwashing processes Zoom / virtual Assemblies to reinforce correct handwashing processes Signage with instructions and key messages including catch it, kill it, bin it Unnecessary items removed from classrooms Soft furnishings and soft toys removed 	Nikki Lawrence Bartek Ratynski Cleaning Team All staff	Please assess the residual risk. 



		<ul style="list-style-type: none"> Bins emptied twice daily (double bagged) Classrooms are ventilated; doors and windows to be opened at the start and closed at the end of the day – site team Children required to wear a clean set of uniform each day Pupils to wear Velcro or slip on shoes if unable to tie own shoe laces Cleaning kits available in each classroom for scheduled daily wipe downs (Full site touch point sanitisation @ 10.00am, 12.00pm, 2.00pm by Site Manager) 		
Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> Individual resources allocated to each table for stationary storage Books and whiteboards stored in rows to limit cross contamination between children Individual water bottles to be used Labelled cups to be used by those who do not have water bottles – must be cleaned in the dishwasher each day Resources only used within classroom Deep cleaning of any shared areas or resources Resource rotas implemented where necessary Cleaning of equipment Cleaning of toys (if appropriate) 	Nikki Lawrence Bartek Ratynski Cleaning Team All staff	Please assess the residual risk. 
Toilets	General hygiene	<ul style="list-style-type: none"> Individual toilets allocated to each class: N-1= individual classroom toilets, 2=KS1 shared toilets, 3= KS2 Boys Inside, 4= KS2 Boys Outside, 5= KS2 Girls Outside, 6= KS2 Girls Inside Monitoring of handwashing Monitoring of children in toilet area Bars of soap in place of dispensers Ensure adequate stock levels Toilets cleaned after each break Checks after break and lunch Enhanced cleaning 	Bartek Ratynski Cleaning Team All staff	Please assess the residual risk. 
Toilets	Intimate care	<ul style="list-style-type: none"> Trained staff available PPE available and used Handwashing Staff briefing Signage Ensure adequate stock levels 	Dionne Khaleel Sharon Rees Nifa Begum All staff	Please assess the residual risk. 

3. OFFICE AREAS


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Office	Cross contamination	<ul style="list-style-type: none"> • Air conditioning systems cleansed and switched off • Frequent cleaning of surfaces • No hot desking • Limitation of 3 people at a time in the office (signage displayed) • Adequate ventilation (windows and doors to be opened at the start and closed at the end of each day) • Protocol in place for cleaning reception desk areas between users • Limit parental access to the office area; telephone communication where possible • Limit visitors on site – essential services only • Cleaning materials available at photocopying station: touch areas to be wiped down after each use • NB to sign all staff and visitors in each morning • Marked areas to maintain 2 metre distance from admin staff 	Bartek Ratynski Nikki Lawrence All staff	Please assess the residual risk. 



4. SHARED AREAS

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Shared spaces e.g. staff rooms and dining halls	Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> • Reduce the use of shared areas to essential access only (e.g. library, music room, ICT suite, MPR, Junior Group Room, Infant Group Room, PPA room) • Remove seating from staffroom to allow only essential seating – 5 staff in the staffroom at anyone time. • Additional staffroom in place • Staff made aware of the importance of maintaining distance from other adults • Cleaning materials provided; seats and tables to be cleaned after each use • No hot desking (staff to use computer equipment in their allocated rooms where possible) 	Bartek Ratynski All staff	Please assess the residual risk. 


		<ul style="list-style-type: none"> Staff to eat in their allocated rooms, KS1 staff seating area (back of hall/Year 2 class) and staffroom where necessary Microwave ovens to be removed from the staffroom to prevent cross contamination and excessive waiting times All staff to be allocated free meals & eat in the hall Frequent cleaning of surfaces in any spaces to be used Signage in place to advise users to minimise time spent in the area Air conditioning systems cleaned and switched off 		
Medical Room / Meeting Room	Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> Reduce use of these areas Basic first aid kits provided to all classes Serious first aid to be given in medical area Area to be fully disinfected after use PPE equipment available to staff administering first aid – aprons, gloves, face mask & visor Meeting room to be used as isolation room for any staff/pupils who fall ill during the school day Children falling unwell procedure in place and shared with all staff 	Nikki Lawrence Dionne Khaleel Sharon Rees Nifa Begum All staff	Please assess the residual risk. 
Water fountains	Cross Contamination	<ul style="list-style-type: none"> Water fountains switched off and covered to remain out of use Children to use their own water bottle Cups will be provided for children who do not have a water bottle; this will be clearly marked with the child's name, will remain on their desk throughout the day and will be washed after use 	Bartek Ratynski All staff	Please assess the residual risk. 

5. CURRICULUM SPECIFIC LESSONS



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Music Room	Transmission via instruments Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> Music room to remain out of use Music lessons to take place in classrooms Singing lessons to take place in the hall if possible or outside Class sets of instruments to be allocated at the start of the term All instruments to be wiped down with sanitiser after each use Recorders must be clearly labelled with child's name, cleaned after each use and only used by the named child (limit use of recorders if possible) Not to be used in the autumn term 	Louise Messenger All staff	Please assess the residual risk. 

ICT Suite	Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> Daily cleaning between 5.00am and 8.00am Daily touchpoint wipedowns (8.30am, 12.00pm, 2.00pm) ICT suite to be used by KS2 breakfast club between 8.00am and 8.30am (stations to be labelled and used by the same children each day) ICT suite to remain out of use by all classes during the school day ICT suite computers to be used by staff only throughout the day Staff to wipe down keyboard and mouse after use 	Bartek Ratynski Cleaning Team All staff	Please assess the residual risk. 
Library	Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> Daily cleaning between 5.00am and 8.00am Daily touchpoint wipedowns (8.30am, 12.00pm, 2.00pm) Library to remain out of use by classes Nursery-Year 5 during the school day Library to be used by Year 6 only throughout the school day (AR book swaps only) 	Bartek Ratynski Cleaning Team All staff	Please assess the residual risk. 


6. LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Lunch service	Moving to and from lunch service whilst maintaining social distancing and hygiene requirements	<ul style="list-style-type: none"> Lunch served in dining hall Kitchen staff to wear masks – kitchen has individual risk assessment Dining seat markings Split service (N=11.30, R-Y2= 12.00pm, 3-4=12.30pm, 5-6=1.00pm) Social distancing queueing; floor markings Monitoring of movement Children to finish their food and wait until the supervising adults ask them to walk to the playground Leaders of lunchtime supervision have level 2 food hygiene training Allocated play spaces for each class Allocated supervision to each class to minimise contact (as per lunchtime rota) 	Bartek Ratynski Dionne Khaleel Sharon Rees Jamal Perry Midday Meals Supervisors All staff	Please assess the residual risk. 

7. BREAKTIMES


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> Large box with equipment for each key stage bubble that is only used by that group Cleaning of equipment daily Allocated play spaces for each class Breaktimes to be supervised by key stage bubble adults (as per playground rota) Careful supervision-all staff briefed – children in playgroups & have planned activities to maintain social distancing 	All staff	Please assess the residual risk. 
Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> Staggered play times (as per playground rota) Allocated playgrounds (as per playground rota) Cleaning of play areas Breaktimes to be supervised by key stage bubble adults (see separate playtime supervision) 	Bartek Ratynski Joseph Andrews All staff	Please assess the residual risk. 

8. BREAKFAST CLUB

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of eating space Use of play space and play equipment	Cross contamination Moving to and from breakfast service whilst maintaining social distancing and hygiene requirements Cross contamination of bubbles	<ul style="list-style-type: none"> Entry via the Isabella Road entrance Parents to drop and go (no entry to site) Children to enter via the main office Children to wash hands on arrival (medical area) Two bubbles in operation during breakfast club (Bubble 1 = EYFS & KS1. Bubble 2 = KS2) One adult allocated to each bubble group One adult to remain in hall serving throughout duration One adult to wash up and wipe down surfaces after each service Site manager to pack away tables after final sitting 	Debbie Golesworthy Julie Prevost Lisa Hawkins Bartek Ratynski Nifa Begum	Please assess the residual risk. 


		<table border="1"> <thead> <tr> <th></th> <th>8.00-8.30</th> <th>8.30-8.55</th> </tr> </thead> <tbody> <tr> <td>Bubble 1 (JP)</td> <td>Hall (eating)</td> <td>KS1 Playground or Year 2 corridor</td> </tr> <tr> <td>Bubble 2 (LH)</td> <td>ICT Suite or Amphitheatre</td> <td>Hall (eating)</td> </tr> <tr> <td>Hall & Kitchen</td> <td>Prep & Serve Wipe down and washing up</td> <td>Prep & Serve Wipe down and washing up</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Computers in ICT suite to be allocated to children; use of the same machine each morning (max 2 per station) 		8.00-8.30	8.30-8.55	Bubble 1 (JP)	Hall (eating)	KS1 Playground or Year 2 corridor	Bubble 2 (LH)	ICT Suite or Amphitheatre	Hall (eating)	Hall & Kitchen	Prep & Serve Wipe down and washing up	Prep & Serve Wipe down and washing up		
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9. AFTER SCHOOL CLUBS


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of play space and play equipment	<p>Transmission via play equipment</p> <p>Moving to and from areas whilst maintaining social distancing and hygiene requirements</p> <p>Cross contamination of bubbles</p>	<ul style="list-style-type: none"> Three bubbles in operation during After School Club (Bubble 1 = EYFS, Y1 & 2. Bubble 2 = Year 3 & 4. Bubble 3 = Year 5 & 6) EYFS/KS1: Reception children to be taken into the nursery classroom by R adults, AK to collect Year 1 and 2 children from their classes and take them into the Nursery class to join other in their group. All children to wash their hands when they arrive in the Nursery classroom before any snacks are consumed or any activities are commenced Year 3-6: Children are to be taken into the hall by their class adults where they will join one of two lines (1. Sports, 2. Non-Sports) and await collection by the club leader All children must wash their hands before entering the hall for registration Physical activities to be carried out outside where possible (weather permitting) Family Liaison Officer to take registers to each group each day (SR) Club leaders to take registers and send back to the office by 3.40pm 	<p>Sharon Rees</p> <p>Adiatu Kebbay</p> <p>Louise Messenger</p> <p>Julia Barrett-Mowatt</p> <p>Jamal Perry</p> <p>Dionne Khaleel</p>	<p>Please assess the residual risk.</p> 



		<ul style="list-style-type: none"> Allocated exit points: EYFS/KS1 = Nursery playground, Bubble 2 & 3 Isabella Road Parents to be allowed access to the playground only. Not allowed to enter the school building under any circumstances 		
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10. FIRST AID PROVISION

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> PPE identified as required in place in Medical room – aprons, gloves, masks, visors PPE used whilst treating aprons, gloves, masks, visors Ventilation of Medical room Cleaning of room after each use Trained staff available within each class Basic first aid packs provided to each class to minimise the number of people requiring treatment in the medical room In the event of a serious accident or emergency in which a child or adult requires hospital treatment; office to call 999 and await emergency service response. Staff are not to take children directly to the hospital. Sick children to use allocated toilets & wipes down after use 	Dionne Khaleel Nifa Begum Sharon Rees First Aiders	Please assess the residual risk. 





11. GENERAL WELFARE



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Child develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> Protocol in place for identification, treatment and return home: 'Children Falling Unwell Procedure' document shared with all staff Adult to call the office Pastoral team to use PPE; collect child, take temperature and isolate child in the meeting room - aprons, gloves, masks, visors Office to call parent/carer [and 999 if the child case is sever/appears life threatening] Child to be sent home & record kept by school Rooms used by the child are to be cleaned immediately 	Jo Smith Dionne Khaleel Sharon Rees Nifa Begum Nikki Lawrence Bartek Ratynski All staff	Please assess the residual risk. 

		<ul style="list-style-type: none"> Allocated toilet station for unwell child awaiting collection; to be cleaned immediately after use PPE to be worn by staff if a child becomes symptomatic aprons, gloves, masks, visors Child's family advised to get a test for the child for Covid-19 Protocol in place for if the test is positive; contact Public Health England to inform of case and to seek advice [likely to be that all members of that class including staff are asked to isolate for 14 days, possible extension to entire bubble] Inform HLT & PA If a child or adults case appears to be life threatening, the office will call 999 and await emergency service response. Staff are not to take children or other staff members directly to the hospital Office to record on Covid register Parents given letter containing isolation details, testing details & return date Short notice/rapid closure protocol in place (where an outbreak rather than an individual case occurs) Families and staff to engage in NHS track & trace 		
A confirmed case of Covid-19 in the setting	Risk of transmission to others	<ul style="list-style-type: none"> Contact PHE and follow agreed guidelines Inform HLT and PA NHS track and trace Short notice closure protocol in place (where an outbreak rather than an individual case occurs) Raid closure procedure in place 	Jo Smith Nikki Lawrence	Please assess the residual risk. 
General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> Cleaning daily between 5.00 and 8.00am Doors to be opened each morning and closed each evening (site manager) Rooms to be ventilated at all times (windows opened each morning and closed each evening) Full site wipe down of surfaces and touch points at 10.00am, 12.00pm and 2.00pm daily (8.30am in ICT suite) Soap provision and sanitiser provision checked every morning before school hours 	Bartek Ratynski Cleaning Team All staff	Please assess the residual risk. 


		<ul style="list-style-type: none"> Bins emptied twice daily and double bagged Handwashing on entry and departure 		
Pupils with high levels of anxiety for a variety of reasons	Risk of withdrawal	<ul style="list-style-type: none"> Timetables shared with pupils and parents via the schools website Regular communication with parent/carer to share any changes CAMHS clinician support available to children and families Support presented on schools website Pastoral team to support families MHST support for families 	Jo Smith Maisie Adamsdale Nifa Begum Dionne Khaleel Sharon Rees	Please assess the residual risk. 
Pupils who have experienced DV	Risk of withdrawal	<ul style="list-style-type: none"> CAMHS clinician support available to children and families Support presented on schools website Pastoral team to support families MHST support for families 	Maisie Adamsdale Nikki Lawrence	Please assess the residual risk. 
Pupils who are unable to understand school rules or are unable to comply	Risk of non-compliance	<ul style="list-style-type: none"> Individual risk assessments in place for those children who are identified as 'high risk' Steps shared with staff Social stories sent home Transition plans in place REU supporting children before returning to school Reduced timetable 	Jo Smith Maisie Adamsdale	Please assess the residual risk. 
Visitors	Visitors on site spread or introduce the disease	<ul style="list-style-type: none"> Only essential visitors to be allowed on site Hand washing and sanitisation at point of entry to the building Visitor protocol in place <ul style="list-style-type: none"> social distancing to be observed hand washing upon entry to the site and when moving from one area to another within school – particularly if moving between classrooms If displaying symptoms unable to enter 	Nikki Lawrence Nifa Begum Bartek Ratynski	Please assess the residual risk. 
Death of member of school community		<ul style="list-style-type: none"> SLT to confirm information To be shared with staff [confidentiality reminder] WAHMS clinician available for support Support for staff available from SLT EP support 	Jo Smith Maisie Adamsdale	Please assess the residual risk. 




12. STAFF SAFETY AND WELLBEING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Staff safety	Risk of transmission Concern over the comparatively increased risk of COVID-19 to those of BAME backgrounds or those with certain conditions e.g. obesity or diabetes	<ul style="list-style-type: none"> Staff Vulnerability Risk Assessment carried out with all members of staff & individual strategies put in place for individual staff members 	NL JS	Please assess the residual risk. 
Staff travel	Public transport being overcrowded	<ul style="list-style-type: none"> School end day now ends at 3.30pm as opposed to 4.00pm which allows travel outside of 'peak' times. <ul style="list-style-type: none"> 3 members of staff identified for train travel (meet with staff in September to identify any individual concerns relating to travel) Staff to carry sanitiser & face masks 	Sonia Eames Bartek Ratynski Louise Stylianou	Please assess the residual risk. 
Staff toilets	Not enough toilets for one per pod	<ul style="list-style-type: none"> Cleaned daily between 5.00-8.00am Full site wipe down of surfaces and touch points at 10.00am, 12.00pm and 2.00pm daily Toilets allocated as follows: <ul style="list-style-type: none"> Nursery – Nursery and Reception staff KS1 – Year 1, Year 2 and SEND Lead Kitchen Changing Room – Kitchen, Year 3 – Year 6 Staff toilet (ground floor) - Office, Pastoral, Site and Headteacher Visitors toilet (ground floor) – visitors, Year 3-Year 6 	Bartek Ratynski Cleaning Team	Please assess the residual risk. 
Staff room	Staff sharing fridge/ kettle takes them outside their pod Social distancing to be observed	<ul style="list-style-type: none"> Cleaned daily between 5.00am-8.00am Additional rooms to be used Regular wipe down of touch points (door push panel, door handle, fridge handle, microwave, urn handle, drawer and door handles) Encouraging staff to have school meals [offered at no cost] No microwaves in staffroom to limit wait times 	Bartek Ratynski Cleaning Team All staff	Please assess the residual risk. 



		<ul style="list-style-type: none"> Staggered lunchtimes Staff allowed to eat in their allocated rooms Area to eat outside [back of hall/Year 2 building] Remove excess chairs to limit the number of people able to sit in the staffroom at one time 		
Anxiety	Staff at risk of not attending work/underperforming due to anxiety	<ul style="list-style-type: none"> Clear and consistent messages Supervision Time out as necessary Access to staff assistance programme WAMHS clinician working with staff weekly (1:1 support if needed) Fortnightly reflective practice with teaching & support staff Individual risk assessments for vulnerable staff members (hold meetings during INSET days in September) Staff encouraged to share their anxieties with leaders. Leaders to be in close contact with teams and to support and signpost 	Jo Smith Maisie Adamsdale	Please assess the residual risk. 
Workload	Staff not meeting deadlines	<ul style="list-style-type: none"> Timetables allow adequate planning time Weekly staff meetings Twice weekly staff briefing Regular communication with staff Support from SLT for colleagues who are working remotely due to being clinically vulnerable 	Jo Smith All staff	Please assess the residual risk. 

13. Safeguarding

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Pupil absence	Vulnerable pupils not attending school	<ul style="list-style-type: none"> Follow LA protocols 1st day calls in place for registered pupils Home visits on day 2 Protocols in place for pupils with a social worker Fines to be enforced for non-attendance as per LA guidelines SEND Lead, Pastoral Manager and Home Liaison Officer to speak to parents and encourage attendance CSC links where necessary 	Maisie Adamsdale Dionne Khaleel Sharon Rees	Please assess the residual risk. 

		<ul style="list-style-type: none"> • Protocols in place for pupils with a social worker • Good communication – link with class via Edmodo, school website 		
Changes to Safeguarding Arrangements		<ul style="list-style-type: none"> • PA Safeguarding policy in place and reviewed regularly with staff • Uploaded to school website 	Primary Advantage Central Team Nikki Lawrence	Please assess the residual risk. 
Staff absence	An increase in staff absence impacts on the ability of a school to provide ensure the safety of pupils within the normal peramaters or school health and safety and in the current context of distancing and isolation within bubbles	<ul style="list-style-type: none"> • Short notice closure protocol in place 	Jo Smith Nikki Lawrence	Please assess the residual risk. 
Bullying related to COVID	Pupils/families have experienced online abuse or bullying while at home Pupils bring attitudes about COVID into school	<ul style="list-style-type: none"> • Clear communication with parents / carers – regular website updates, text messages, emails • Staff completed online safety CPD • Staff completed 'Recognising Peer on Peer bullying' • Establishment phase lessons 	Jo Smith Nifa Begum Nikki Lawrence All staff	Please assess the residual risk. 

14. Learning

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Underachievement of key groups		<ul style="list-style-type: none"> • Monitoring and review of learning as part of stage 2 of the federation restart process • Weekly CPD to focus on addressing underachievement 	Class Teachers Jo Smith Louise Stylianou	Please assess the residual risk. 
Gaps in curriculum provision		<ul style="list-style-type: none"> • Leaders undertake a curriculum review as part of stage 2 of the federation restart process • A gradual return to the curriculum will be planned as part of stage 3 of the federation restart process 	Leaders	Please assess the residual risk. 

Pupil readiness for learning	On return to school, pupils are not ready to access learning due to social, emotional and behavioural needs or response to trauma	<ul style="list-style-type: none"> Establishment phase Plans for pupils with identified needs or EHCPs Monitoring and review of learning as part of Transition Plan Clear exclusion or pupil management processes in place 	Jo Smith Maisie Adamsdale Louise Stylianou Class Teachers Support Staff	Please assess the residual risk.
Staff absence	An increase in staff absence impact on the ability of a school to provide adequate learning for pupils	<ul style="list-style-type: none"> Short notice closure protocol in place Home learning review & CPD to support google classrooms 	Jo Smith Nikki Lawrence	Please assess the residual risk.

15. FINANCE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
School budget	Additional expenditure	<ul style="list-style-type: none"> Schools tracking additional expenditure Budget review meetings 	Nikki Lawrence	Please assess the residual risk.

16. ADDITIONAL INFORMATION

n/a

Please note, the assessment above will be used by the Central Team and the Governors COVID Committee in their oversight role. Please provide sufficient detail.

Signed

Date

Headteacher, Central team, COVID committee

