

Langdon Primary School – Coronavirus/Covid 19 Risk Assessment - from 1 September 2020



Detailing end of term arrangements July 2020

Arrangements for terms 1 and 2 in September - December 2020

Arrangements for the period 4.1.21 to 8.3.21 (national lockdown)

Arrangements for full school reopening from 8.3.21

This Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and to ensure the school continues to operate in a safe way.

This document was drawn up with reference to the following guidance:

- Current government and DfE guidance including for school reopening from June 2020; national lockdown Jan-March 2021; school reopening March 2021
- Current guidance for managing playgrounds and outdoor gyms
- KCC guidance
- Joint Union (Unison, NEU, GMB, Unite) guidance 'Planning guide for Primary Schools – Coronavirus crisis, Workplace checklist'
- Essex Schools Re-opening Risk Assessment and Action Plan template

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding/Child Protection Policy
- DfE Guidance relating to COVID-19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Key Principles

- Our core aim is to ensure the safety and well being of all members of the school community and this will be at the heart of our decision making with regard to school reopening
- We endeavour to maintain best educational practice for all Langdon children during this period of change.

Key Messages

- Good safeguarding is at the heart of what we do at Langdon and this will always be the case.
- The unique nature of our school environment and community is a major influence on our decision making and planning.
- We will continue to provide for vulnerable children and children of critical workers (using the government's criteria for these groups) as our priority.
- Children will return to school with a range of different experiences from their time during lockdown. Our plans take account of this and allow teachers to develop learning experiences and activities that are relevant to the learning and well being of the children in their class on return to school.
- We are mindful that some pupils, particularly those with SEND and those who are more vulnerable may need additional support and where possible, we will endeavour to provide this in order to address any gaps in learning and any social, emotional or well being need.
- For pupils who will not be returning to school at this stage, or for those in Years R, 1 and 6 who parents wish to keep at home, we will continue to provide a regular and tailored home learning offer.
- We will work within the government guidance for full school reopening as much as we possibly can. Where we have concerns that we are unable to do this, we will seek advice from the Local Authority in order to determine our course of action

Rationale

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes. Latest evidence now suggests it may be an airborne virus.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, and/or reduction in sense of taste or smell. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

This risk assessment allows us to plan to mitigate any risk to this virus and its effects on the whole school community.

Risk Assessment

All employers are required by law to protect their employees, and others, from harm. The minimum an employer must do is:

- Identify what would cause injury or illness in the organisation (hazard)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk as far as is reasonably practicable

It is the job of the leaders of this school to assess and plan measures and steps that will be taken in order to minimise risks from Coronavirus/Covid-19. The governors and staff who have been involved in this process recognise that whilst we can mitigate against the risks, we cannot completely eliminate them. We will work however, as far as practicable, in order to make the school 'Covid-secure'. This document outlines sensible measures and steps that we will put in place and take in order to control risk to Coronavirus/Covid-19 in this school.

We believe in order to provide transparency in our approach it is right to share our risk assessment with the whole of our community and to publish it on our website for parents, carers and pupils to view.

We will monitor and review the preventative and protective controls that are outlined in this document regularly to ensure they are working and take action to address any shortfalls. As such, this document is a working document, subject to change and improvement in light of our experience and changing guidance and advice.

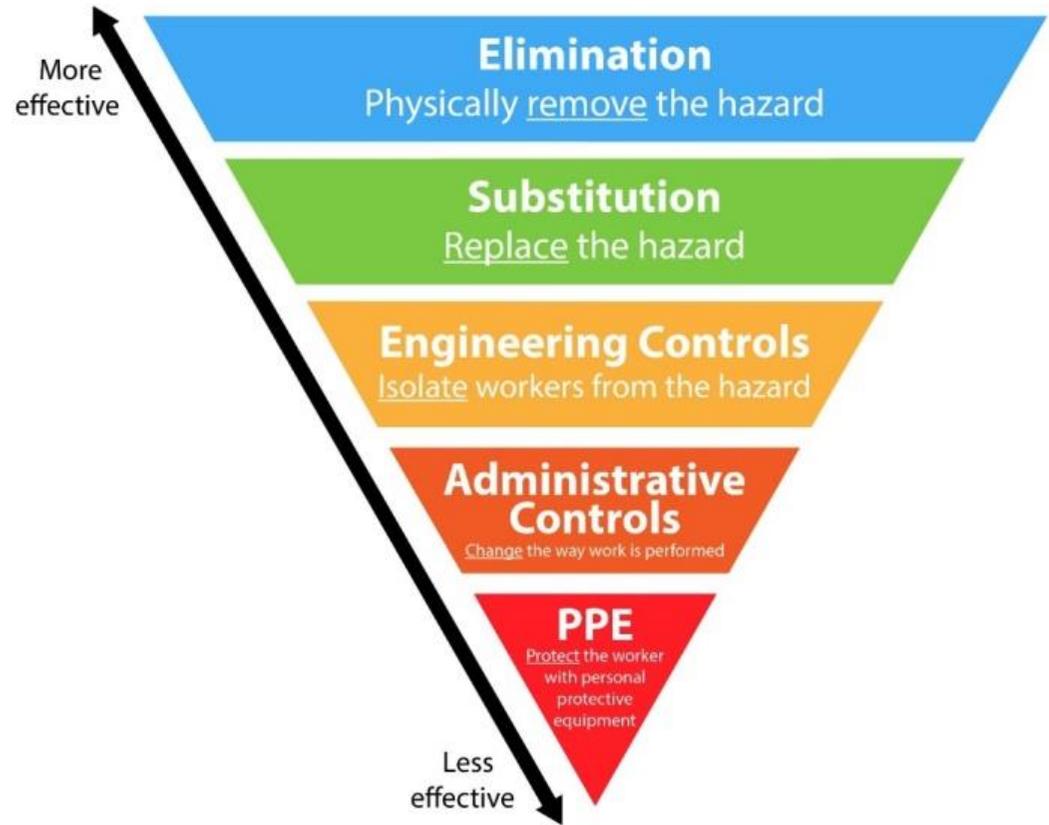
Risk Assessment Matrix

This risk assessment matrix has been used to assess how serious a risk the spread of COVID-19 in our school will be in light of no action taken and then again if our planned actions are taken. This gives a prediction about how effective our methods of control will be. To establish the level of risk I have multiplied the consequence by the likelihood. For any score above 8, the risk is high, and above 16 it is extreme.

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

Hierarchy of control

The Hierarchy of Control has been used in order to determine what our methods of control will be and the order in which they should be used in the case of any escalation or de-escalation of the current situation. Although called a hierarchy, actions and measures we take have been considered in totally in order to ensure that they are most effective when applied.



Steps to keeping schools open fully or partially in response to coronavirus



Staffing - Hazards

Identified Hazard:

- The school has enough staff in order to effectively open from 1.9.20 and where necessary beyond this date
- The school has all staff, including crucial staff, roles covered ie. DSL accessibility, paediatric first aider on site, site management
- Staff absence
- Some staff may not be able to attend work due to shielding, vulnerability, living with vulnerability issues
- Work overload, anxiety, bereavement and consequent negative affect on staff well-being may impact on attendance/provision
- Limited or slow access to testing if needed
- Staff are not aware of return to school arrangements
- Peripatetic staff in school increases risk

Links to guidance:

- **Section: System of Controls**

- Prevention**

- ❖ **1. Minimise contact with individuals who are required to self isolate by ensuring that they do not attend school**
 - ❖ **6. Consider how to minimise contact across the site and maintain social distancing wherever possible**
 - ❖ **10. Promote and engage with the NHS Test and Trace process**
 - ❖ **11. Manage and report confirmed cases of Coronavirus (Covid-19) amongst the school community**
 - ❖ **12. Contain any outbreak by following local health protection team advice**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)

- **Section: School Workforce**

- ❖ **Staff who are extremely clinically vulnerable**
 - ❖ **Staff who are clinically vulnerable**
 - ❖ **Pregnancy**
 - ❖ **Staff who may otherwise be at increased risk from coronavirus (Covid-19)**
 - ❖ **Employer health and safety obligations**
 - ❖ **Equality Duties**
 - ❖ **Supporting Staff**
 - ❖ **Staff Deployment**
 - ❖ **Supply staff and other temporary or peripatetic staff**
 - ❖ **Recruitment**
 - ❖ **Deployment of ITT trainees and school engagement**
 - ❖ **Performance management and appraisal**
 - ❖ **Staff taking leave**

- **Section: School Meals**

- **Section: Estates**

- **Section: Educational visits**
- **Section: Wraparound provision and extra curricular activity**
(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)
- **Section: Curriculum**
 - ❖ *Music, dance and drama in school*
 - ❖ *Physical activity in school*
- **Section: Behaviour, discipline and well being**

Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Sufficient staffing	Are all staff able and required to work from 1.9.20 onwards and beyond that when full school opening is in place?	High 12	<ul style="list-style-type: none"> - Nationally, most staff are expected to attend school (except those extremely clinically vulnerable advised specifically to stay at home by their medical care team) - For this school, all staff are expected to attend school unless advised otherwise by their medical care team - HT to inform staff about any reopening procedures including risk assessments made for this - Follow up texts/phone calls for those who request advice about returning to work eg. childcare/shielding/vulnerability/illness/anxiety - As per KCC guidance direct staff who are anxious and do not want to return to SPS human resources team - Any staff who have a holiday booked that involved quarantining on return and during term time are advised to find out if they can change the dates of their travel to allow quarantine during the school holiday period - If staff cannot change their holiday dates to avoid quarantining during the school term period, then they will be expected to work from home if possible or if not, to accept that this will be unpaid leave 	LPS	20.7.20	Moderate 6
	What are the options in case staffing arrangements cannot be maintained?	Moderate 6	<ul style="list-style-type: none"> - Alternatives for the following roles if unavailable: <ul style="list-style-type: none"> ❖ DSL (phone contact at all times) ❖ Paediatric first aider (other first aid trained staff to be alert) ❖ HT (phone contact at all times/senior teacher in school) ❖ If staff members unable to be in school - reduce to one member of staff in class bubbles, use HT or PT teacher to cover classes as needed ❖ Breakfast Club staffing reduced temporarily to one 	LPS	16.7.20	Low 3

			❖ Site staff to cover each other			
	Are staff aware of the need to be flexible about starting/finishing times to allow for staggering of entry to school?	Low 2	<ul style="list-style-type: none"> - HT to confirm new starting/finishing times with staff - Allow staff time to seek advice or discuss if this proves difficult 	LPS	20.7.20	Low 2
	How will staff workload be kept reasonable given the requirement to teach and provide home schooling support?	Moderate 6	<ul style="list-style-type: none"> - Pre-prepared home learning packs to be made ready for each class during the Summer holiday break 2020 - Online remote learning training to be undertaken by staff through the DfE's EdTech programme - Plans for online remote learning to be considered and in place by beginning of the Autumn term - PT intervention teacher/HT and TAs to be used to provide home learning preparation and support as necessary - From Jan 2021 full remote learning offer in place managed by CT and TA 	LPS	1.9.20	Low 3
	How will staff receive their PPA entitlement?	Low 3	<ul style="list-style-type: none"> - TAs and teachers in EYFS/KS1 bubble - TAs and PT intervention teacher (music) to cover classes to allow teachers to have PPA in KS2 - Staff to use staff room for PPA, classroom (if conducive to good working conditions) or to undertake PPA at home - In the event of full school/bubble closure and remote learning taking place, staff will take PPA on Friday afternoons and parents will be directed to seek resources appropriate to their child from Oak National Academy or from BBC Bitesize or similar resources 	LPS	1.9.20	Low 2
	Will staff need to attend staff meetings or development days?	Low 2	<ul style="list-style-type: none"> - Staff meetings and development days to follow social distancing measures and to take place only if absolutely necessary - Use of hall rather than class bubbles - Cleaning before and after meeting to happen - As far as possible, online staff meetings/development days to be used 	LPS	1.9.20	Low 2
	Will annual leave arrangements be affected for staff on all year round contracts?	Low 3	<ul style="list-style-type: none"> - All year round staff who have not taken their annual leave entitlement due to COVID-19 will be able to carry 4 weeks unused leave over the next 2 years but they will continue to be encouraged to take this in school holiday time as far as possible so long as it fits with school priorities 	LPS	16.7.20	Low 1
Unlimited staff access to building	What are the arrangements for staff to be in school for preparation prior to full school reopening and for	Moderate 2	<ul style="list-style-type: none"> - Prepare school for full opening as much as possible prior to the date of opening - Discuss with staff the need to socially distance and follow hygiene measures if visiting school during school holiday periods 	All staff	20.7.20	Low 2

	new terms?					
Illness	What will happen if a member of staff falls ill (NOT Covid-19 related)?	High 9	<ul style="list-style-type: none"> - Reduce to one staff member in class bubble - Use HT/PT teacher as 'on call' as needed - Office Manager to be covered by HT if necessary - HT to be covered by senior teacher - Breakfast Club staff to reduce to one - Site staff to cover each other 	All staff	1.9.20	Moderate 6
	<p>What happens if a member of staff falls ill (Covid-19 related)?</p> <p>What happens if a member of staff has to manage a pupil who falls ill (Covid-19 related)?</p>	High 12	<p><u>Advice for staff with symptoms:</u></p> <ul style="list-style-type: none"> - Anyone developing symptoms of high fever, persistent cough, anosmia (loss of, or change to, normal taste or smell) during the school day will be sent home and advised to follow 'stay at home' guidance for households with possible or confirmed Coronavirus infection - Anyone who develops symptoms at home MUST not come into school but stay at home to self isolate for ten days - Arrange to do LFD test and to have a Coronavirus test - If it will significantly increase the likelihood of staff engaging with a Coronavirus/Covid-19 test, issue a home testing kit - Other members of their household should self-isolate for 14 days from when symptomatic person first showed symptoms - If contacted by NHS Test and Trace, engage with the process - Inform school of the outcome of any test - If <u>negative</u> and feeling well, return to school but if feeling unwell continue to stay at home until recovered - If <u>positive</u> self-isolate for at least 10 days or until high temperature ONLY abates (cough and anosmia can last beyond 7 days, up to several weeks) - Phone Public Health England on the DfE Helpline 0800 046 8687 and explain the circumstances and act on their advice <p><u>Advice for staff managing pupils with symptoms:</u></p> <ul style="list-style-type: none"> - Phone Public Health England on the DfE Helpline 0800 046 8687 and explain the circumstances and act on their advice - Isolate the symptomatic person in the cabin following government guidance regarding PPE and isolation procedures with a staff member from the class bubble - Staff member supporting the child must wear PPE – gloves, apron, face mask, glasses or goggles - If a child is symptomatic DO NOT leave them unattended - If the child deteriorates and a paediatric first aider is required call for assistance - Paediatric first aider must put on PPE prior to attending the isolation room - Refer to guidance which is on display in the cabin for what to do to care for the person and those providing support - Arrange for deep cleaning to take place 	All staff	1.9.20	Moderate 6

			<ul style="list-style-type: none"> - Arrange for testing of pupil to take place – seek information on how to do this via the school office - If advised, inform parents of the outbreak using PHE provided template letter - If advised, following contact with a symptomatic person, staff/pupils to self-isolate for 10 days - If tested, staff/parents should inform school of the result and continue to self-isolate even if negative - Complete necessary accident/incident forms through Kelsi link and RIDDOR Covid-19 link - If further suspected cases arise, continue to engage with PHE for advice 			
	What should a member of staff who has supported a child with Coronavirus/Covid-19 symptoms do?	High 9	<ul style="list-style-type: none"> - Wash hands thoroughly with soap and running water for 20 seconds and/or use hand sanitizer - Arrange for a thorough clean of the isolation room - Staff do not need to self-isolate unless they develop symptoms; if the child tests positive for Coronavirus/Covid-19 or if they have been requested to do so by NHS Test and Trace - If staff develop symptoms, they should arrange a test for Coronavirus/Covid-19 and self-isolate for 10 days if advised 	All staff	1.9.20	Moderate 6
	What will happen if staffing numbers fall eg. due to illness?	High 9	<ul style="list-style-type: none"> - CT to lead the bubble if TA absent, temporary suspension of out of class time including PPA or training - One member of support staff will carry on leading the bubble for short periods of time if CT absent with support from HT/other teaching colleagues - Use PT teacher to cover illness if necessary on longer term basis - If no solution possible, close the bubble - HT and Office Manager to provide cover for each other if necessary - Breakfast Club staff to cover each other as much as possible or consider closing Breakfast Club provision until staffing resolved - HT and other staff to cover Site Manager as far as possible 	LPS	1.9.20	Moderate 6
Catering staffing	What are the arrangements for school dinners?	High 9	<ul style="list-style-type: none"> - Keep contact with the catering company to ascertain provision at all times - Consider provided packed meals to reduce contact between staff/pupils - All KS1 pupils to be encouraged to have UIFSM packed lunches - If necessary for KS2 pupils, packed lunches from home - All meals, hot or cold, to be eaten in classrooms to allow for easy cleaning and social distancing during mealtimes 	DH	22.7.20	Low 3
Visitors who may have been in other settings	Will visiting staff or peripatetic teachers be in school?	High 9	<ul style="list-style-type: none"> - Dancextreme teacher will visit weekly to work with groups of pupils in the school hall - Trumpet teacher can visit weekly for individual teaching sessions only - Surfaces that can be contaminated via air borne particles to be kept to a minimum in the rooms used by peripatetic teachers - Following visits from the two teachers listed, they must clean surfaces with antibacterial spray; school cleaning staff to clean the surfaces in rooms used with disinfectant - A record of all visitor contacts to be kept in the school office in case required 	LPS	1.9.20	Moderate 6

			-			
	Will visiting specialists be in school?	High 9	<ul style="list-style-type: none"> - Visitors to attend by appointment only - Where visits can take place after normal school hours, they should - Guidance for attending school to be given to visitors at the time appointment is booked - A record of all visitor contacts to be kept in the school office in case required 	LPS	1.9.20	Low 3
	Can we use volunteers to assist in school?	High 9	<ul style="list-style-type: none"> - Volunteers must be risk assessed prior to use in school - Volunteers must not mix across the bubbles - They should maintain a 2m social distance with staff/pupils - If any doubt, school will not use volunteers 	LPS	1.9.20	Low 3
	Can the school engage with Initial Teacher Training programmes?	High 9	<ul style="list-style-type: none"> - Schools are strongly encouraged to continue to engage with ITT programmes - Advice given to students on placement, that they will be expected to follow, will be the same as for permanent staff - HT to update the Student and Volunteer Handbook in light of Coronavirus/Covid-19 accordingly 	LPS	1.9.20	Low 3
Staff infectious but asymptomatic or have low viral load	How can we be certain that staff are not infectious?	High 12	<ul style="list-style-type: none"> - From January 2021 twice weekly rapid testing with use of self administered LFD tests (see separate risk assessment) 	LPS	4.1.21	Moderate 6
Pregnancy	What should to support staff who are pregnant and therefore more vulnerable to viral risk?	High 12	<ul style="list-style-type: none"> - Follow current guidance for pregnant employees/clinically vulnerable employees - Complete expectant and new mother Risk Assessment and Covid-19 specific addendum Risk Assessment - If necessary, implement working from home procedures for those with underlying additional health needs or over 28 week gestation 	LPS	25.1.21	Low 3
Visitors for interview	How should recruitment be managed?	High 9	<ul style="list-style-type: none"> - Consider face to face interviews using Zoom - If not possible, conduct socially distanced with use of face coverings - Prior to any onsite interview share school protocols for on-site visits - Ensure all usual safeguarding checks are carried out as part of the recruitment process 	LPS	25.1.21	Low 3

Pupil Hazards

Identified Hazards:

- ❖ Grouping of pupils does not inhibit virus spread
- ❖ Contact between groups is routinely allowed
- ❖ Classroom layout and organisation is not conducive to limiting virus spread
- ❖ Illness of/accident to child
- ❖ Illness of/accident to adult
- ❖ Suspected or confirmed case of Covid-19 in school

Links to guidance:

- ❖ **Section: Systems of controls**
Prevention
- ❖ **1: Minimise contact with individuals who are required to self isolate by ensuring they do not attend school**
- ❖ **6: Consider how to minimise contact across the site and maintain social distancing wherever possible**
- ❖ **10: Promote and engage with the NHS Test and Trace process**
- ❖ **11. Manage and report confirmed cases of Coronavirus (Covid-19) amongst the school community**
- ❖ **12. Contain any outbreak by following local health protection team advice**
(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)
- ❖ **Section: Attendance**
- ❖ **Self isolating or shielding**
- ❖ **Pupils and families who are anxious about attending school**
- ❖ **Encouraging regular school attendance**
- ❖ **Vulnerable children**
(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20; Schools coronavirus (COVID-19) Operational Guidance))

Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Interrupted learning	Should all pupils attend school?	High 12	<ul style="list-style-type: none"> - Schools attendance is mandatory in times of full school opening unless guidance from the government states otherwise - Reassurances of school's approach to full opening and keeping children safe to be shared in letters prior to beginning of Autumn term - Staff to talk to reluctant or anxious parents - Office staff to follow up on absence as per first day calling procedures 	LPS	20.7.20	Moderate 6

			<ul style="list-style-type: none"> - HT to seek advice regarding persistent or frequent absence - Exception to mandatory attendance only pupils who are advised to continue to shield by medical specialists/GP (letter to be viewed by school) or those who have developed Covid-19 symptoms - Where pupils unable to attend school due to clinical or public health advice, absence will not be penalised - Remote learning to be in place for any pupils who cannot access school 			
High temperature symptoms	Should we routinely take pupils' temperatures in order to screen them for possible Coronavirus/Covid-19?	Moderate 2	<ul style="list-style-type: none"> - PHE is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method of identifying Coronavirus/Covid-19 - Follow guidance below for 'Illness – What will happen if a pupil falls ill (Coronavirus/Covid-19 related)? 			Moderate 2
Crowded/chaotic classroom organisation	Has classroom layout been considered to ensure social distancing as much as possible?	Moderate 6	<ul style="list-style-type: none"> - New furniture layout in place in all classrooms - Excess furniture removed - Front facing desks or polycarbonate barriers in use - Reminders of social distancing rules displayed in classrooms 	LPS	22.7.20	Moderate 2
	Have classrooms been stocked and prepared by teachers for reopening?	Moderate 2	<ul style="list-style-type: none"> - Resources and equipment for shared use prepared - Individual packs of equipment prepared 	Teachers TAs	1.9.20	Low 1
Illness	What will happen if a pupil falls ill (NOT Covid-19 related)?	Low 3	<ul style="list-style-type: none"> - Requirement that people who are ill stay at home - Follow 48 hour directive for stomach upsets with D&V - Class teacher to make decision about whether a child in their class should be removed from class to isolation room ready for home collection - HT to approve any decision to send a child home 	LPS Teachers TAs	1.9.20	Low 3
	What will happen if a pupil falls ill (Covid-19 related)?	High 12	<p><u>General advice:</u></p> <ul style="list-style-type: none"> - Anyone developing symptoms of high fever, persistent cough, anosmia (loss of, or change to, normal taste or smell) during the school day will be sent home and advised to follow 'stay at home' guidance for households with possible or confirmed Coronavirus infection - Self-isolate for at least 10 days - Arrange to have a Coronavirus test - Other members of their household should self-isolate for 14 days from when symptomatic person first showed symptoms - Pupils who are ill stay at home - Complete necessary accident/incident forms though Kelsi link and RIDDOR 	LPS Teachers TAs	1.9.20	Moderate 6

			<p>Covid-19 link</p> <ul style="list-style-type: none"> - <u>Specific advice for setting:</u> - <i>If child is awaiting collection:</i> - Isolate the symptomatic person in the cabin with door closed but windows open for ventilation following government guidance regarding PPE and isolation procedures with a staff member from the class bubble - Staff member supporting the child <u>must</u> wear PPE – gloves, apron, face mask, glasses or goggles - If a child is symptomatic DO NOT leave them unattended - If the child deteriorates and a paediatric first aider is required call for assistance - Paediatric first aider must put on PPE prior to attending the isolation room - If the child is seriously ill or injured and their life is at risk, call 999; do not visit the GP, urgent care centre, hospital or pharmacy. - If the child needs to go to the toilet whilst waiting to be collected, the toilet facilities should be cleaned and disinfected using standard cleaning products before being used by anyone else. - Phone Public Health England and explain the circumstances using the numbers for the Kent health protection team provided at the end of this document below - Take guidance from PHE/LA on wider school opening implications and on how to proceed, including how to inform other members of the school community - Arrange for deep cleaning to take place 			
	Do we have enough PPE to cover child related illness?	Moderate 2	<ul style="list-style-type: none"> - Office and site management staff to ensure adequate stocks of the following: <ul style="list-style-type: none"> ❖ disposable gloves ❖ plastic aprons ❖ face coverings ❖ face shields 	DH GS TD	16.7.20	Low 1
School uniform causing virus spread	Should pupils wear normal school uniform	Low 2	<ul style="list-style-type: none"> - School uniform policy resumed from beginning of Autumn term 2020 - HT to inform parents via letter - Parents asked to be more vigilant than usual regarding changing and washing if advised in the guidance to schools 	LPS	1.9.20	Low 1

Estates and Distancing Hazards

Identified Hazards:

- Non-compliant premises with regard to H&S requirements
- Emergency situation requiring evacuation of the buildings or site
- Emergency evacuation procedures are not clear or understood
- Staff, pupils and parents/carers unaware of the requirement to socially distance
- Working space does not conform to social distance guidance
- Increased staff having access to social bubbles
- Routes into and out of school do not allow for social distancing to occur
- Unlimited visitor, staff and pupil access to the buildings and/or site
- Classroom preparation and organisation is not conducive to reducing the risk of virus spread
- Waste management is not conducive to preventing virus spread

Links to guidance:

❖ Section: Systems of controls

Prevention

❖ **4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

❖ **5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents**

❖ **6. Consider how to minimize contact between individuals and maintain social distancing wherever possible**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)

- Section: Estates

- Section: Wraparound provision and extra-curricular activity

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)

- Covid-19: Guidance for managing playgrounds and outdoor gyms

❖ **Key principles for the safe usage of playgrounds and outdoor gyms during Covid-19**

Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Fire, legionella, gas	Have H&S checks been carried out in preparation for full	High 15	- Site Manager, Cleaner and HT to undertake necessary checks including but not limited to: <ul style="list-style-type: none"> ❖ Fire safety (alarm, call points, fire fighting equipment) 	GS TD LPS	1.9.20	Moderate 2

	site reopening and any issues adequately addressed?		<ul style="list-style-type: none"> ❖ Hot and cold water safety (flushing, temperature monitoring, cold water tank inspection, TMV servicing) ❖ Asbestos safety ❖ Gas systems ❖ Access and alarm systems 			
IT failure	Have IT checks been carried out in preparation for reopening and any issues addressed adequately?	High 9	<ul style="list-style-type: none"> - Check that essential devices work and network updates have taken place - Renew any expired licences - Check if there have been any filtering and monitoring changes that may affect provision through IT - Contact EIS and arrange technician visits regularly to address any issues 	LPS DH RJ	1.9.20	Moderate 2
Contact infection spread	Has the site been prepared and checked by site staff in preparation for school reopening?	Moderate 6	<ul style="list-style-type: none"> - External fitted play equipment to be out of bounds - Removal of excess furniture and place in storage - Removal or rendering unavailable storage units and contents within by turning to face wall - Removal of all resources and equipment that will not be used/required - Clearing and cleaning of all surfaces - Provision of soap, hand sanitizer, paper towels, cloths, detergent, tissues, bins for room use in place 	LPS GS TD	22.7.20	Moderate 2
	Can pupils use the outdoor trim trail?	Low 3	<ul style="list-style-type: none"> - Outdoor trim trail will not be used until further notice; staff to inform children and keep vigilance 	GS Teachers TAs	1.9.20	Low 2
Infection from coronavirus in wider school community	What will happen if someone if a staff member or pupil's household gets coronavirus symptoms?	High 9	<ul style="list-style-type: none"> - If contact with a symptomatic person, staff/pupils to self-isolate for 14 days 	All staff	16.7.20	Moderate 6
	What happens if there is evidence that children and families are seriously or persistently not complying with Coronavirus/Covid-19 guidance outside of school?	High 9	<ul style="list-style-type: none"> - School will give written reminders to the parents to lay out expectations both in and out of school and the reasons for this - If persistent or serious non-compliance continues seek advice and support via PHE and act upon advice received including liaison with outside agencies not limited to but including Social Services, Kent Police 	LPS	1.9.20	Moderate 6
Crowding	How should classes be organised?	Moderate 6	<ul style="list-style-type: none"> - Classes organised into 'bubbles' of distinct groups <ul style="list-style-type: none"> ❖ Bubble 1 – Years R/1/2 ❖ Bubble 2 – Years 3/4 ❖ Bubble 3 – Years 5/6 - Bubbles have very limited contact outside of the members of the bubble 	LPS	1.9.20	Low 3

			<ul style="list-style-type: none"> - Staggered start and finish times for each bubble - Guidance recommends, changes to the bubbles should happen rarely if at all - One time bubble change planned for 5.10.20 			
What are the physical and organisational structures to limit risk and movement around the site and buildings?	Moderate 6	<ul style="list-style-type: none"> - Staggered start times for each bubble <ul style="list-style-type: none"> ❖ Year R/1/2 8.45am ❖ Year 3/4/5/6 9.00am - Staggered finish times for each bubble <ul style="list-style-type: none"> ❖ Year R/1/2 3.00pm ❖ Year 3/4/5/6 3.15pm - Zoned break times (or staggered if wet) - Staggered lunch times - Lunches served in classroom to Years R/1/2 - Lunches collected from hall by Years 3/4/5/6 – staggered to avoid mixing bubbles - All classroom access via outdoors, no cutting through the KS1 classrooms or hall - One at a time in toilets/washing facilities - 2m distancing when queuing - Pupils will be allocated individual desks/seating areas that will not change during the day 	LPS	1.9.20	Low 3	
Has classroom layout been considered to ensure social distancing as much as possible?	Low 3	<ul style="list-style-type: none"> - New furniture layout in place in all classrooms – front facing desks for KS2 and polycarbonate barriers for KS1 - Reminders of social distancing rules displayed in classrooms 	LPS GS Teachers	22.7.20	Low 2	
Has signage been put in place to direct visitors, parents, pupils and staff as to how to enter and leave the site/rooms?	Low 3	<ul style="list-style-type: none"> - Info about who can enter the building and how visitors can make contact in necessary - One way system for entry/exit of site signs (check daily to ensure they are still intact) - 2m distancing markers for queuing - Reminders about hand washing/sanitizing on entry - Delivery staff to be asked to leave deliveries in entrance porch or (if wet) entrance hall only - Visitors by appointment only 	LPS GS DH	1.9.20	Low 2	
Can social distancing be rigorously maintained?	Moderate 6	<ul style="list-style-type: none"> - Letter to parents to explain that we will adhere to the principle but cannot guarantee social distancing with small children - Staff will organise classroom, learning activities and social times to assist social distancing as far as possible - Staff to be given guidance on how best to support social distancing in order to avoid air bourn transmission 	All staff	1.9.20	Moderate 2	
How will staff and	Moderate	<ul style="list-style-type: none"> - Shared understanding and awareness that children are not likely to maintain 	All staff	1.9.20	Moderate	

	pupils ensure social distancing?	6	<p>social distancing understood by all stakeholders and that we cannot guarantee this – parents informed of this by letter</p> <ul style="list-style-type: none"> - Teaching to reinforce the message when children return to school - Reminders given constantly - Signage to remind everyone - Seating plan and classroom activities to reflect safer distancing and contact measures - Staggered arrival, pick-up, break times - Social bubble organisation - Monitoring of use of toilet and handwashing facilities 			2
	How can staff access the toilet, kitchen and staff room facilities?	Moderate 6	<ul style="list-style-type: none"> - SS/AT/EK/EH – toilet in KS1 block; staff kitchen - JL/KC – toilet in office block; hall kitchen - RJ/SB – toilet in office block; hall kitchen - Office Staff/Site Management/Breakfast Club staff – toilet in office block; staff kitchen - Kettles to be provided in all rooms for staff use and to reduce kitchen usage – staff to supervise this use at all times to minimise risk to children - Staff work in pairs in their bubbles – to offer supervision in order to allow for breaks from pupils - Staff room only to be used for photocopying preferably at the end of the school day 	All staff	1.9.20	Low 3
	Can parents access the school office?	Low 3	<ul style="list-style-type: none"> - Telephone or email contact advised - Visitors by appointment only - Meetings outdoors is possible, social distancing in offices if not 	LPS DH	1.9.20	Low 2
	How will catering staff observe social distancing?	Moderate 6	<ul style="list-style-type: none"> - Contact catering company to ascertain what staff have been told - Use of kitchen and hall to set up, serve and clear lunches – no more than 2 members of staff in kitchen at any time, maintaining 1m+ distance - Lunch deliveries to be made to the hall door (KS2) or main entrance door (KS1) only – no admittance beyond this to limit staff in kitchen spaces 	LPS MD KS	1.9.20	Low 3
	How will pupils achieve social distancing at lunch collection time?	Low 3	<ul style="list-style-type: none"> - Pupils in Years R/1/2 to be served lunches by school staff - Pupils in Years 3/4/5/6 to collect lunches in hall according to bubbles, staff to ensure social distancing is maintained 	MD KS Teachers TAs	1.9.20	Low 2
	Can children use the school minibus?	Moderate 6	<ul style="list-style-type: none"> - For dedicated school transport, social distancing measures are not applicable - Use of the minibus must be in line with school bubble organisation - Pupils/staff must wash hands prior to embarking/after disembarking - Where possible distancing should be practised - School to take account of specific guidance regarding transport 	All staff	1.9.20	Low 3
Face to face contact	How should teachers organise desks and seating?	Moderate 6	<ul style="list-style-type: none"> - Pupils and desks to be arranged so they are all facing forwards or that they have polycarbonate barriers where pupils face one another - 2x pupils per desk - No activities in groups or circles indoors where 1m+ distancing cannot be 	Teachers TAs GS	22.7.20	Low 3

			<p>achieved</p> <ul style="list-style-type: none"> - Outdoor extended circles on the playground or field can be used - Unnecessary furniture to be moved out of the classroom and stored in the hall or elsewhere in school sheds 			
	How should teachers address whole classes, groups and individuals?	Moderate 6	<ul style="list-style-type: none"> - Staff should maintain 2m distance from other adults and, if possible, from pupils - Staff teaching whole classes should address pupils from the front of the class - Staff teaching groups should sit at the end of a row of pupils, facing the same direction, rather than around a table or in a circular group - Staff should sit side by side with individual pupils rather than face to face across desks - Staff to provide feedback and marking but whilst behind the pupils (looking over the pupil's shoulder) or side by side - Staff can use circles with 2m distancing for larger group activities outdoors 	Teachers TAs	1.9.20	Low 3
Mixed group or larger gatherings	Will face to face meetings be possible prior to full school reopening in September?	Moderate 6	<ul style="list-style-type: none"> - Prior to return to school in September, arrange socially distanced face to face meetings with pupils in class groups to 'touch base' with staff and peers - end of Term 6 - Face to face meeting to take place outdoors if weather clement/cancel if weather is not; all sit in circle; 2m distances marked; engage in discussion about positive experiences and light games; bring own picnic from home 	LPS Teachers TAs	17.7.20	Low 3
	Will breakfast club be available for pupils who attend school?	Moderate 6	<ul style="list-style-type: none"> - Breakfast Club will reopen at the beginning of the Autumn Term - 2x separate bubbles will operate – 1x EYFS and KS1, 1x KS2 with social distancing between the two bubbles - 1x member of staff to supervise each bubble - Zoning of hall for the two bubbles to ensure 2m social distancing - 2x tables for eating - Breakfast Club staff to ensure that cleaning of any areas and resources used takes place before the end of each session, including frequently touched surfaces such as tables, doors, taps, toilet doors and flushes 	LPS MD KS	1.9.20	Low 3
	Will after school clubs be available for pupils?	Low 2	<ul style="list-style-type: none"> - In order to allow for learning catch up, staff will not be providing extra-curricular after school clubs in the Autumn terms 	Teachers TAs	1.9.20	Low 1

	Can assemblies, performances, productions, services, etc take place?	Low 2	<ul style="list-style-type: none"> - Assemblies and other large group gatherings cancelled for foreseeable future in line with guidance - Staff to do class based assemblies, focussing on themes that arise from their pupils or are relevant to them at the current time - Whole school achievement assembly online weekly 	Teachers TAs	1.9.20	Low 1
	What are the arrangements for school dinners?	High 9	<ul style="list-style-type: none"> - Keep contact with catering company to ascertain provision - All KS1 pupils to be encouraged to have UIFSM packed lunches - All meals, hot or cold, to be eaten in classrooms to allow for easy cleaning and social distancing during mealtimes - If necessary, revert to packed lunches eg. in times of full school closure except for children of critical workers or vulnerable pupils 	LPS MD KS Teachers TAs	1.9.20	Low 3
Fixed play equipment	Is equipment in good order following a period where it has not been used?	High 12	<ul style="list-style-type: none"> - Site Manager to check condition thoroughly prior to use paying particular attention to areas that might have be affected by lack of use and weathering such as swing mechanisms/bolts/wobble boards - Reinstate daily visual checks - Reinstate weekly thorough checks and record keeping 	LPS Teachers TAs GS	1.2.21	Low 3
	What measures are in place to ensure social distancing between users?	Moderate 6	<ul style="list-style-type: none"> - Visual signs/reminders to be located at beginning and end of trim trail - Staff observation and supervision at all times - Impose one way system for use 	LPS Teachers TAs GS	1.2.21	Low 2
	What can be done to mitigate against virus transmission if social distancing is difficult?	Moderate 6	<ul style="list-style-type: none"> - Staff to clean smooth surfaces after use with anti-bacterial spray and wipes eg. metal handles and bars - Hand washing after use and always before returning to indoor classrooms - Reminders not to put face/mouths onto surfaces 	LPS Teachers TAs GS	1.2.21	Low 2

Health, Safety and Hygiene Hazards

Identified Hazards:

- Staff, pupils and parent/carers are not aware of/engage in good hygiene practices
- Hand hygiene procedures are not robust
- Respiratory hygiene procedures are not robust
- Cleaning arrangements are not sufficient or adequate to prevent or manage a Covid-19 case
- Cleaning and caretaking supplies are inadequate
- Inappropriate use and disposal of PPE
- Waste management is not conducive to preventing virus spread
- Illness of/accident to child
- Illness of/accident to adult
- Suspected or confirmed case of Covid-19 in school

Links to guidance:

- **Section: Systems of Control**

 - Prevention***

 - ❖ ***2. Ensure face coverings are used in recommended circumstances***
 - ❖ ***3. Ensure everyone is advised to clean hands thoroughly more often than usual.***
 - ❖ ***4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach***
 - ❖ ***5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents***
 - ❖ ***7. Keep occupied spaces well ventilated***

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)

- **Section: Estates**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)

- **Section: Curriculum**

 - ❖ ***Music, Dance and Drama in school***
 - ❖ ***Physical activity in schools***

- **Section: Contingency planning**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.8.20; Schools coronavirus (COVID-19) Operational Guidance)

Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Contact infection spread	Are pupils and staff able to access facilities to hand wash frequently and know how to do this to maximum effect?	High 9	<ul style="list-style-type: none"> - Handwashing facilities to be shared with staff and pupils: YR/1 classroom – KS1 toilet block Y1/2 classroom – KS1 toilet block Y3/4 classroom – hall toilet block Y5/6 classroom – classroom sink - Hand washing reminders to be displayed next to hand washing facilities - Wash hands at a minimum at the following times during the day: On arrival at school in the morning Before eating fruit snacks After break time Before eating lunch After lunch time break On return to class after lessons outdoors or in the hall - Staff to supervise pupils hand washing in order to ensure maximum effectiveness - Pupils should not use hand sanitizer because of risks associated with ingestion and appropriate and effective application - Staff use of hand sanitizer should be thorough, ensuring application to all parts of the hand, if used at any time instead of hand washing 	LPS	1.9.20	Moderate 6
	Should staff wear PPE all of the time eg. gloves, aprons, face coverings?	Low 3	<ul style="list-style-type: none"> - PPE is not required in the school setting unless there is a suspected case of Coronavirus/Covid-19 and the person is symptomatic or in the case of providing routine intimate care for pupils - Summary of the guidance on the use of PPE to be circulated to all staff prior to the start of the Autumn term - Any staff who feel anxious about not wearing PPE to be encouraged to talk to HT and individual agreement reached; staff can wear PPE including face coverings if they wish to or if 2m distancing cannot be maintained; staff organising drop off and collection of children at the beginning and end of the day or meeting with visitors to the school MUST wear face coverings from 2.11.20 - School to purchase and provide disposable gloves, aprons and face coverings in case required by staff - Full recommended PPE for Covid-19 suspected cases to be used – gloves, aprons, face coverings - PHE posters about how to safely use and dispose of PPE to be displayed and given to all staff 	LPS	1.9.20	Low 2
	Can pupils or staff	Low 3	<ul style="list-style-type: none"> - Pupils should not wear face coverings in school but those who have 	LPS	1.9.20	Low 1

	wear face coverings in school?		<p>used public transport may have face coverings with them on arrival</p> <ul style="list-style-type: none"> - Communicate that face coverings cannot be used in school in writing to parents/staff prior to beginning of Autumn term - If pupils/staff come into school with face coverings, they must be removed and placed in a plastic bag, which is then sealed, and kept in school office until the end of the day - Pupils/staff must not touch the front of the face covering during use or when removing them - Pupils/staff must wash hands thoroughly prior to removing face coverings and again once face covering is removed - Staff can wear PPE including face coverings if they wish to or if 2m distancing cannot be maintained; staff organising drop off and collection of children at the beginning and end of the day or meeting with visitors to the school MUST wear face coverings from 2.11.20 			
	Will pupils have unlimited access to equipment and resources?	Moderate 6	<ul style="list-style-type: none"> - Individual and frequently used resources such as pencils, glue sticks, scissors, rulers, etc. to be placed in individual zippy bags for pupils to use - Classroom based resources such as books, games, counting equipment, toys etc. to be shared only within the class bubble and cleaned after use daily and allowed to dry overnight - Resources shared between bubble groups such as PE equipment or science equipment to be cleaned after use or rotated to allow them to be left unused or out of reach for 72 hours for plastics, 48 hours for all other products 	Teachers TAs	1.9.20	Moderate 2
	What will happen with regard to cleaning of shared equipment and resources used during the day?	Moderate 6	<ul style="list-style-type: none"> - Classroom based staff to wash resources and equipment used daily in hot soapy water and leave to drain and dry overnight - Teaching staff to consider having a rota of resources to allow for reduced usage (72 hours quarantine of resources for plastics, 48 hours for all other products) 	Teachers TAs	1.9.20	Moderate 2
	Can pupils bring equipment and resources into school from home?	Moderate 6	<ul style="list-style-type: none"> - Pupils may only bring the following into school – coat, hat or cap, lunchbox if necessary, book bag or school bag (gloves, hat and scarf can be added as weather deteriorates during Autumn term) - Staff to check regularly that book bags and school bags do not contain other items 	LPS Teachers TAs	1.9.20	Moderate 2
	Can children take home reading books?	Moderate 6	<ul style="list-style-type: none"> - Reading books can go home but must be cleaned or stored for 48/72 hours on return to school 	LPS Teachers TAs	1.9.20	Moderate 2
	Are pupils able to access hand washing facilities and know how to do this to		<ul style="list-style-type: none"> - Handwashing routine and places shared with staff and pupils <ul style="list-style-type: none"> ❖ EYFS/KS1 classroom – KS1 toilet block ❖ Y3/4 classroom – hall toilet block/mobile hand washing stations in all ❖ Y5/6 classroom – classroom//mobile hand washing stations in 	LPS Teachers TAs	1.9.20	

	maximum effect?		<ul style="list-style-type: none"> all - Hand washing signage in place near sinks - Staff to share information about good hand washing routines with children at beginning of Autumn term 			
	What should staff do in staff kitchens?	High 9	<ul style="list-style-type: none"> - Staff should wash all cutlery, crockery and other belongings immediately after use in hot soapy water before leaving to drain dry - Staff must not congregate in kitchens/staff room where social distancing cannot be maintained 	All staff	16.7.20	Moderate 2
	How will pupils access water for drinking?	Moderate 2	<ul style="list-style-type: none"> - Parents will be asked to provide pupils with a named water bottle daily - Where children forget cups of water will be provided and washed in hot, soapy water immediately after a drink has been consumed 	Teachers TAs	1.9.20	Low 2
	What do we do about pupils who need medication administering?	Moderate 2	<ul style="list-style-type: none"> - Medication to be kept in the school office as per usual systems - Staff to ensure medication forms received prior to accepting medication for pupils - Generic painkillers and anti-histamines to be available in school office – procedure for checking with parents prior to administering as usual - Asthma inhalers accessible in the child's bubble classroom 	DH Teachers TAs	1.9.20	Low 2
Respiratory infection spread	How can we reduce air borne transmission from coughs and sneezes?	High 9	<ul style="list-style-type: none"> - Ensure school has good supplies of tissues and lidded bins (one per classroom) - Teach pupils about the 'catch it, bin it, kill it' approach - Display reminders about what to do with regard to coughs and sneezes in every classroom and pupil toilet facilities - Encourage pupils to wash hands after coughing and sneezing - Ensure good ventilation in rooms by opening windows/doors as much as possible - Use of outdoor environment as much as possible 	Teachers TAs	1.9.20	Moderate 2
	How should intervention sessions be organised?	High 9	<ul style="list-style-type: none"> - Staff and pupils to sit side by side during teaching sessions, no face to face seating - Staff should try to maintain distancing if at all possible from individual pupils or small groups - Intervention teachers and TAs should call children to their groups using the intercom system or from the classroom door rather than entering class bubbles 	Teachers TAs	1.9.20	Moderate 2
	Should pupils and staff wear face coverings?	Moderate 6	<ul style="list-style-type: none"> - PHE do not currently recommend face coverings in school - Staff may wear face coverings if they wish to or if 2m distancing cannot be maintained 	LPS	1.9.20	Moderate 2
Cleaning routines and procedures	What will happen with regard to enhanced cleaning of the school environment?	High 9	<ul style="list-style-type: none"> - Any equipment, resources and furniture that are not needed to be removed and stored in the hall - All surfaces to be free from clutter to allow for easy cleaning - Tick sheets to highlight what needs cleaning and when to be visible and in place in each room 	LPS GS TD	1.9.20	Moderate 2

			<ul style="list-style-type: none"> - TD and GS to ensure cleaning of frequently touched surfaces 2x per day ie. toilet flush, door handles, light switches, entry buttons - Classroom based staff to support cleaners by wiping down surfaces with spray antibacterial cleaner during the day, particularly after coughs and sneezes, and after pupils have gone home - Particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly - Cleaning staff to wear washing up style gloves and aprons 			
	What will happen with regard to cleaning of shared equipment and resources used during the day?	Moderate 6	<ul style="list-style-type: none"> - Classroom based staff to wash resources and equipment in hot soapy water and leave to drain and dry overnight - Teaching staff to consider having a rota of resources to allow for reduced usage (48 hours quarantine for non-plastics, 72 hours for plastics) - No shared resources that can be put to the mouth eg. musical instruments 	Teachers TAs	1.9.20	Moderate 2
	Do we have sufficient products to allow for enhanced cleaning?	Moderate 2	<ul style="list-style-type: none"> - Site management, cleaning and office staff to ensure that stock levels are regularly checked and topped up 	GS TD DH	16.7.20	Low 2
	Are cleaning products safely stored?	High 12	<ul style="list-style-type: none"> - Staff to be reminded of safe storage of chemicals procedures 	GS TD LPS	16.7.20	Moderate 6
	What will happen if a deep clean is needed?	High 12	<ul style="list-style-type: none"> - Contact client.services@kent.gov.uk to request a bespoke service at additional cost to the school 	LPS GS TD	16.7.20	Moderate 6
	Are refuse facilities conducive to reducing germ spread?	Moderate 6	<ul style="list-style-type: none"> - Purchase lidded bins for each classroom - Teach children how to use these properly - Signage to support children in how to use bins properly 	LPS GS TD	1.9.20	Low 3
Poor ventilation	Are there good ventilation arrangements in place in all rooms?	Moderate 6	<ul style="list-style-type: none"> - Windows and external doors to be left open as much as possible - Fire doors to be closed when the room is exited by all or unoccupied for any length of time to comply with fire safety requirements 	GS All staff	16.7.20	Moderate 2
Well being	Have we procedures in place to check on staff well being?	High 9	<ul style="list-style-type: none"> - Encourage open approach so that staff feel able to communicate any concerns - Senior staff to check on staff well being regularly (at least once a week – liaise about who will do this and when) 	LPS Govs	1.9.20	Moderate 6

			<ul style="list-style-type: none"> - Encourage staff to take regular breaks, including outdoor time for access to fresh air - Governors to check with leaders that staff are well and coping - Identify support mechanisms in case required – Staff Care Services 03000411411/Employee Assistance Programme (Counselling) 			
	Have we procedures in place to check on pupil well being?	High 9	<ul style="list-style-type: none"> - Prior to return to school in September, arrange socially distanced face to face meetings with pupils in class groups to 'touch base' with staff and peers - end of Term 6 - Face to face meeting to take place outdoors if weather clement/cancel if weather is not; all sit in circle; 2m distances marked; engage in discussion about positive experiences and light games; bring own picnic from home - Easy and relaxed reintegration into school in terms of learning - Opportunities for whole class circle time – outdoors where possible, 2m distancing - One to one questions to be addressed openly and honestly and with sensitivity – as usual procedures - Opportunities for time out from the curriculum through activities such as mindfulness colouring, yoga, circle time games, outdoor play etc. - During periods of remote learning, use of individual, group or whole class Zoom meetings to keep contact with pupils and between pupils - Referrals to outside support agencies if needed 	LPS Teachers TAs	16.7.20	Moderate 6
	What is a member of staff or pupil has had a bereavement of a family member, colleague or close friend?	High 9	<ul style="list-style-type: none"> - Offer in house support - For staff consider referral to the Employee Assistance Programme (Counselling) - For pupils consider advice from Early Help, KEPS or CHATTS counselling service - If the whole school is affected seek advice from Staff Care Services and/or KEPS for advice and/or purchase of a direct support package 	LPS Teachers TAs	1.9.20	Moderate 6
	Have we put procedures in place to deal with an emergency situation eg. fire?	Extreme 15	<ul style="list-style-type: none"> - Emergency evacuation practise in first month of return to ensure everyone knows what to do in an emergency - In response to this, make necessary changes to procedures 	LPS GS DH	1.9.20	Low 3
First Aid	How do we approach general first aid or Covid-19 related issues?	High 12	<ul style="list-style-type: none"> - First aid should be carried out where possible in the area the child is being educated and by an adult in that 'bubble' - First aid boxes in the classrooms; checked for stock every two weeks - Each class to have their own First Aid forms which should be brought to the office at the end of each day for the Office Manager to file - Where a child needs to go home the HT should be contacted to confirm - First Aiders should try to socially distance as much as is physically possible 	LPS All first aid trained staff SB KC	16.7.20	Moderate 6

			<ul style="list-style-type: none"> - When dealing with first aid, approach from the side of the child, rather than in front as much as is possible - Gloves should be worn, as should a mask and apron for any Covid-19 symptomatic people - Before putting any PPE on staff must wash hands - All PPE must be double wrapped in plastic bags and stored for 72 hours in shed before being disposed of in outdoor bins 			
Rising infection levels in the local or national community	What are the processes if there is a local or national lockdown causing further school closures?	High 12	<ul style="list-style-type: none"> - School will act on advice from PHE health protection team or according to government directives - School will continue to provide for critical worker's children or vulnerable pupils on a staff rota - Remote learning will take place via SeeSaw following staff training in September 2020/January 2021 - Home learning packs will be sent home by post for those who cannot access online learning links - Staff to use Zoom for individual, group or whole class lessons 	LPS Govs All staff	As required at any time	High 9

Communication Hazard

Identified Hazards:

- Unlimited access by parents/carers/visitors to the school buildings
- New parents and children do not understand entry to school procedures
- Poor communication systems leading to frustration
- Lack of engagement with Coronavirus/Covid-19 procedures such as NHS Test and Trace

Links to guidance:

- **Section: System of controls**

Prevention:

❖ **6. Consider how to minimize contact between individuals and maintain social distancing wherever possible**

❖ **10. Engage with the NHS Test and Trace process**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.7.20; Schools coronavirus (COVID-19) Operational Guidance)

Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Guidance and procedures for suspected cases is not accurately followed	Are staff aware of how to access NHS Test and Trace systems?	High 12	- HT to disseminate advice about NHS Test and Trace procedures to all staff - All classrooms to have and display a copy of this advice for easy access	LPS	1.9.20	Moderate 6
Unnecessary visitors to school site	Will parents be able to go to the school office or classroom as usual?	Moderate 6	- All visitors to the school site must have an appointment - No parents beyond school gate - All communications via telephone/email - Extraordinary and rarely occurring communications of a sensitive nature that necessitate face to face meeting eg. safeguarding concerns, may take place outdoors whilst maintaining 2m social distancing rules if needed or indoors whilst wearing face coverings and maintaining 2m social distancing rules	LPS DH	1.9.20	Moderate 2
	Do we have a system for communicating with parents beyond face to	Moderate 2	- Home Connect to send letters and emails - Telephone contact to office/HT and through this to teachers - Seesaw	LPS	1.9.20	Low 1

	face meetings?					
	Are all visitors to the school site aware of protocols for visiting the school?	Moderate 2	<ul style="list-style-type: none"> - Clear signage to ask visitors to telephone office - No visitors to enter the building without prior agreed appointment - Social distancing rules to be followed at all times and communicated prior to entry to school at the time the appointment is made 	LPS DH	1.9.20	Low 1
	Will staff/governor meetings take place?	Moderate 6	<ul style="list-style-type: none"> - Staff meetings and governor meetings will take place as and when required via Zoom - If it is considered safe to meet in person, then social distancing and good hygiene practises must be observed 	LPS Govs SQ	1.9.20	Low 2

Policy and Procedure Hazards

Identified Hazards:

- Staff/parents/pupils are not aware of return to school arrangements
- Safeguarding protocols and procedures are not robust, known, understood and followed
- Lack of engagement with Coronavirus/Covid-19 procedures such as NHS Test and Track

Links to guidance:

- **Section: System of controls**

Prevention:

❖ **6. Consider how to minimize contact between individuals and maintain social distancing wherever possible**

❖ **10. Promote and engage with the NHS Test and Trace process**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.3.20)

- **Section: Attendance**

- **Section: Estates**

- **Section: Safeguarding**

- **Section: Curriculum**

- **Section: Behaviour, Discipline and Wellbeing**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.3.20; Schools coronavirus (COVID-19) Operational Guidance)

Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Safeguarding and child protection matters	Have safeguarding policies and procedures been updated to cover pupils who are not attending?	High 12	Add LA template addendums to Safeguarding Policy Ratify with governing board Ensure that Safeguarding and Child Protection policy is updated, shared and ratified by the FGB in line with Local Authority revisions Ensure DSL is always contactable by phone or on site Check that staff have access to relevant phone numbers, including when working from home	LPS Govs	22.7.20	Moderate 6
Health and Safety matters	Does the Health and Safety Policy reference Coronavirus/Covid-19 responses?	Extreme 15	- H&S Policy to be updated before beginning of Autumn term using national guidance and Kent template	LPS Govs	1.9.20	

First aid matters	Does the First Aid Policy reference Coronavirus/Covid-19 responses?	High 12	-Addendum added in Summer Term 2020 to cover Coronavirus/Covid-19	LPS Govs	16.7.20	Low 3
Behaviour and discipline issues	Has the school put in place any behaviour policies and procedures linked to school reopening organisation, health and hygiene, etc?	High 9	- Teaching staff to agree what rules will be communicated with pupils when school reopens - Teachers to organise work around the new rules for school in the first week of return after periods of lockdown - Individual support to be given to pupils who exhibit challenging, unsafe or oppositional behaviour - Where pupils persistently or deliberately lack compliance with the policies and procedures an individual risk assessment and behaviour plan will be drawn up in the first instance	LPS Teachers	1.9.20	Moderate 6
	What happens if a pupil becomes too challenging/difficult to manage safely in school for themselves or other pupils/staff?	High 9	- School Behaviour and Discipline Policy applies	LPS Govs	1.9.20	Moderate 6
Poor attendance	Are parents aware of the requirements regarding attendance and does school policy reflect the requirements?	High 9	- Schools attendance is mandatory again from the beginning of the Autumn term and after lockdown from 8 March 2021 - Reassurances of school's approach to full opening and keeping children safe to be shared in letters prior to beginning of Autumn term - Staff to talk to reluctant or anxious parents - Office staff to follow up on absence as per first day calling procedures - HT to seek advice regarding persistent or frequent absence - Exception to mandatory attendance only pupils who are advised to continue to shield by medical specialists/GP (letter to be viewed by school) or those who have developed Covid-19 symptoms - Where pupils unable to attend school due to clinical or public health advice, absence will not be penalised - Remote learning to be in place for any pupils who cannot access school	LPS	20.7.20	Moderate 6
Suspected cases are not followed promptly	Are staff aware of the procedures to follow if a case is suspected?	High 12	- HT to share risk assessment with staff in order to ensure that risks understood and of the control measures to use if needed - HT to disseminate information to all staff prior to beginning of Autumn Term for reading - Signage in all classrooms and in cabin (isolation room)	LPS	16.7.20	Moderate 6
	Are staff aware of how to access NHS	High 12	- HT to disseminate advice about NHS Test and Trace procedures to all staff	LPS	1.9.20	Moderate 6

	Test and Trace systems?		- All classrooms to have and display a copy of this advice for easy access			
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Curriculum and Learning Hazards

Identified Hazards:

- There is not an entitlement to educational provision for all pupils in place
- Educational provision for those out of school (eg. for local or national lockdown or if self-isolating or ill) is not in place or adequate
- Pupil well-being is too fragile to allow for quality learning to take place

Links to guidance:

- **Section: Educational visits**
- **Section: Wraparound provision and extra-curricular activity**
- **Section: Curriculum**
 - ❖ *Remote education*
 - ❖ *Early years foundation stage (EYFS) to Key Stage 3*
 - ❖ *Key Stages 1 and 2*
 - ❖ *Relationships, sex and health education (RSHE)*
 - ❖ *Music, dance and drama in school*
 - ❖ *Physical activity in school*
 - ❖ *Catch-up support*
 - ❖ *Behaviour, discipline and wellbeing*
 - ❖ *Pupil wellbeing and support*
- **Section: Remote Education**
 - ❖ *Delivering remote education safely*
 - ❖ *Special educational needs*
- **Section: Assessment**
 - ❖ **Section: Contingency Planning**

(Actions for Schools During the Coronavirus Outbreak; Guidance for full school opening 2.7.20, updated 28.3.20; Schools coronavirus (COVID-19) Operational Guidance)

Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Narrowing of the curriculum	Can educational visits take place?	High 9	<ul style="list-style-type: none"> - Full risk assessment to take place as usual for off site visits if able to go ahead as per the guidance to schools - Staff to consult health and safety guidance on educational visits when considering viability of venues - If guidance prohibits visits off site then no visits will take place 	LPS Teachers	1.9.20	Moderate 2
	Will all pupils study all subjects?	Moderate 6	<ul style="list-style-type: none"> - Staff will teach a full range of subjects from the EYFS and National Curricula 	LPS Teachers	1.9.20	Low 2

	Will PE and Sport be taught as usual?	High 9	<ul style="list-style-type: none"> - For Term 1 pupils will not take part in swimming lessons or sessions at Dover Gym Club (this will be revisited periodically in light of local and national guidance but the school will remain cautious about a resumption in service) - Dancextreme coaching to take place in school with smaller groups of pupils; video lessons to be made available for periods of school closure as part of the remote learning package - Class teachers to teach PE to class groups/bubbles - All equipment used must be thoroughly cleaned after use or marked and quarantined for 72 hours - Staff will not teach contact sports in lessons - Outdoor lessons will take priority over indoor lessons 	LPS Teachers	1.9.20	Low 2
Gaps in pupil learning or understanding	How will staff address gaps in learning/ understanding, particularly for the more disadvantaged?	Moderate 6	<ul style="list-style-type: none"> - Staff to determine through use of assessment procedures the most important components for progression in each subject and teach these as a matter of priority - Staff will assess and identify gaps in learning during September for whole cohorts and then plan with colleagues to address these first following transition - Staff to assess and identify gaps in learning after periods of school closure or whole bubble isolation and then plan with colleagues to address these as appropriate - TAs to provide intervention for basic skills in reading, writing and mathematics for groups of pupils or individuals under the direction of the class teacher - PT intervention teacher to focus on Year 5 and 6 to address any gaps in core curriculum - HT to investigate government's catch up funding for tutoring and whether this can be used to pay school staff (all qualified teachers regardless of job role) to tutor pupils rather than an outside agency on the premise that class teachers know their pupils and their learning needs best - For most disadvantaged access the government's National Tutoring programme in addition to school provision - Arrange for regular and frequent after school catch up tutoring for groups/individuals for the Autumn Term 	LPS Teachers	1.9.20	Low 2
Local or national lockdown	How will pupils be taught if we go into further school closures?	High 9	<ul style="list-style-type: none"> - School has signed up for the DfE's school to school Ed Tech Demonstrator programme to find out how best to address online face to face teaching - Staff will offer online learning following guidance received - Staff meetings in Autumn term to set up remote learning training for teachers (staff development day 2.10.20) - PPA to be used to set up remote learning activities for use if further school closures 	LPS Teachers	5.10.20	Moderate 6

			- From January 2021 – online lessons to take place for individuals, groups or whole classes as appropriate			
	What will happen for pupils who are unable to access online learning?	Moderate 6	<ul style="list-style-type: none"> - Home learning packs will be prepared in case these are needed in addition to online learning or for those pupils who cannot access online learning - Questionnaire parents to ascertain scale of difficulties regarding IT access in the home - School to apply for government funded IT hardware - School laptops to be untethered from the network to allow these to be loaned to children for online learning purposes 	LPS Teachers	1.9.20	Low 2
	Will critical worker's children and vulnerable children be able to attend?	Low 3	<ul style="list-style-type: none"> - Resumption of provision for critical worker children and vulnerable children with staff rota to accommodate this 			Low 3
Pupils unable to access school	How will pupils with medical needs, or those who are self isolating, who are unable to attend school to be taught?	Moderate 6	<ul style="list-style-type: none"> - School staff to work alongside parents to determine the best method of teaching for the child at home - Mixture of methods of remote online learning, home learning pack and Purple Mash activities to be considered - IT hardware to be made available – either government funded laptops or school laptops - For those with longer term complex or serious health needs, refer to the East Kent Health Needs Education Service for tutoring support (could be exiting class teacher under local contract agreement with the school and EKHNES) 	LPS Teachers	1.9.20	Low 2
Contact virus spread	Will work be completed in books as usual?	Moderate 6	<ul style="list-style-type: none"> - All plastic covers will be removed from books - Work will be completed in books as usual - Pupils will have a named box for their belongings to be collected in, including books 	Teachers TAs	1.9.20	Low 2
	Will staff be expected to mark work in the usual way?	Moderate 6	<ul style="list-style-type: none"> - Work will be marked and feedback given as usual - Staff will, as much as possible, mark in the moment to avoid collecting large piles of books in - Staff will mark side by side with pupils, avoiding face to face contact 	Teachers TAs	1.9.20	Low 2
	Will reading/text books be used in the usual way?	Moderate 6	<ul style="list-style-type: none"> - Staff should use texts/teaching resources via the IWB as much as possible rather than books - Books should be used on a rota system and quarantined (particularly if sent home as home readers) for 48 hours 	Teachers TAs	1.9.20	Low 2
Inappropriate Behaviour	Has the school put in place any behaviour policies and procedures linked to school	High 9	<ul style="list-style-type: none"> - Teaching staff to agree what rules will be communicated with pupils when school reopens - Teachers to organise work around the new rules for school in the first week of return - Individual support to be given to pupils who exhibit challenging, 	Teachers TAs	1.9.20	Moderate 6

	reopening organisation, health and hygiene, etc?		unsafe or oppositional behaviour - Where pupils persistently or deliberately lack compliance with the policies and procedures an individual risk assessment and behaviour plan will be drawn up in the first instance			
	What happens if a pupil becomes too challenging/difficult to manage safely in school for themselves or other pupils/staff?	High 9	- Individual risk assessment to be completed to outline the risks and strategies to mitigate against these within the classroom bubble - Where, despite best endeavours, we cannot ensure safety of a child or their peers, parents will be asked for permission to refer to suitable outside support agencies as per the school's behaviour and discipline policy	Teachers TAs	1.9.20	Moderate 6

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