

**Grove Primary School**  
**Coronavirus (Covid-19) Risk Assessment plan for the re-opening of Grove School**

**Risk assessment prepared by leaders and staff at Grove School**

**Date: 15.6.20/ 14.7.20/24.8.20**

<b>Review dates:</b>	<b>Reason for review</b>	<b>Changes:</b>
14.7.20	<p>Gov.uk guidance on full opening -schools released on 2.7.20  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> *</p> <p>Section 1:</p> <ul style="list-style-type: none"> <li>• A requirement that people who are ill stay at home</li> <li>• Robust hand and respiratory hygiene</li> <li>• Enhanced cleaning arrangements</li> <li>• Active engagement with NHS Test and Trace</li> <li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination as far as is reasonably possible</li> </ul> <p>Contacts are reduced and will include:</p> <ul style="list-style-type: none"> <li>• Grouping children together</li> <li>• Avoid contact between groups</li> <li>• Arranging classrooms with forward facing desks</li> <li>• Staff maintaining distance from pupils and other staff as much as possible</li> </ul>	Each section of the risk assessment has been reviewed and updated – these are in blue in this risk assessment.
24.8.20	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p> <p>E-Bug</p> <ul style="list-style-type: none"> <li>• Promote 'catch it, bin it, Kill it'. Use of <a href="#">e-bug</a> learning from Public Health England.</li> </ul>	Each section of the risk assessment has been reviewed and updated – these are in orange in this risk assessment.

	<ul style="list-style-type: none"> <li>Read the guidance on <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection and use of PPE.</li> </ul> <p>EHCP Note the duty to secure and deliver the provision in the EHCP remains and will only be modified, potentially, where a local outbreak occurs.</p>	
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The sole purpose of this risk assessment is to [staff and governors at Grove](#) in preparing for the full opening of Grove School in September 2020 **while reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted / amended / added - to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued in May/ June and July/ August 2020
  - o [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - o [Details on phased wider opening of schools, colleges and nurseries](#)
  - o [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - o [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - o [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - o [Opening schools for more children and young people: initial planning framework for schools in England](#)
  - o <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- [August 2020:](#)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB <b>IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before more pupils return to Grove School (beyond critical worker/vulnerable)</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.
Birmingham City Council	BCC
National Health Service	NHS
Public Health England	PHE
Department for Education	DFE

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>1. Following guidance and communication with staff and pupils</b></p> <p>The risk is that school lapses in following national and local guidelines and advice, putting everyone at risk</p>	Low	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>• The school to keep up-to-date with advice issued by, but not limited to, GOV.UK, DfE, NHS, Department of Health and Social Care and PHE and Birmingham City Council and review its risk assessment accordingly</li> <li>• Information on the school website is updated.</li> <li>• Pupils updated via website, in class and by letter</li> <li>• DFE guidance shared with staff by email as new updates come through</li> <li>• LA guidance shared with staff by email from Schools Noticeboard as updates come through</li> <li>• Any change in information to be shared with staff through regular briefings and regular training</li> </ul> <p>As a result, the school has the most recent information from the NHS, PHE, government and BCC and this is distributed throughout the school community.</p>	Low	Low	All staff	Ongoing	P Matty/ J Baker

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>2. Systems of controls – protective measures are fully in place</b></p> <p>The risk is of Covid-19</p>	High	<p>System of controls</p> <ul style="list-style-type: none"> <li>This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.</li> </ul> <p><i>Prevention:</i></p> <ul style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> <li>Numbers 1 to 4 must be in place in all schools, all the time.</li> </ul>	Low	Medium	All staff	Ongoing	<p>P Matty</p> <p>J Baker</p> <p>All staff to be responsible for checking prevention measures.</p>

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		<ul style="list-style-type: none"> <li>• Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</li> <li>• Number 6 applies in specific circumstances.</li> </ul> <p><i>Response to any infection</i></p> <ul style="list-style-type: none"> <li>• 7) engage with the NHS Test and Trace process</li> <li>• 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• 9) contain any outbreak by following local health protection team advice</li> <li>• Numbers 7 to 9 must be followed in every case where they are relevant.</li> </ul> <p>As a result, risk will be reduced and Grove will be an inherently safer environment.</p>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>3. COVID – 19 case</b></p> <p>The risk is a pupil or member of staff is tested and has a confirmed case of coronavirus.</p>	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for the <a href="#">number of days Public Health England recommend</a>.</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> <p><a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.</a></p> <p>Systems of control:</p> <p>Prevention:</p> <ul style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> </ul> <p>Response to any infection*</p> <ul style="list-style-type: none"> <li>7) engage with the NHS Test and Trace process</li> <li>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) contain any outbreak by following local health protection team advice</li> <li>Numbers 7 to 9 must be followed in every case where they are relevant.</li> </ul> <p>As a result, school will follow the advice of the LA and PHE to reduce the risk of Covid-19 to the school community.</p>	Medium	Medium	All staff	Ongoing	<p>Public Health England</p> <p>LA</p> <p>J Baker P Matty</p>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>4. COVID -19 case</b></p> <p>The risk is ill health – pupils and staff</p>	High	<ul style="list-style-type: none"> <li>If anyone in <a href="#">at Grove</a> setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</a>.</li> <li>Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>Any pupil who displays symptoms of Covid-19 is <del>immediately</del> referred to Assistant Head Teachers / <a href="#">deputy headteachers</a>.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask <b>must</b> be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>Unwell pupils who are waiting to go home are supervised in a first-aid room where they can be at least two metres away from staff.</li> <li>PPE <b>must</b> be worn by staff caring for the child while they await collection <a href="#">if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)</a>.</li> <li><a href="#">Once in the first aid, the door is closed to other areas in school. Ideally a window should be opened for ventilation.</a></li> <li>If contact with a child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be</li> </ul>	Medium	Medium	All staff	Ongoing	J Baker P Matty

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		<p>worn</p> <ul style="list-style-type: none"> <li>A member of staff calls for emergency assistance immediately if the pupil's symptoms worsen, call 999</li> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated following the latest government advice</li> <li>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (reception house downstairs). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>The areas around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> <li>Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> </ul>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p><b><u>Staff:</u></b></p> <ul style="list-style-type: none"> <li>All staff advised of the procedure in school if a member of staff becomes unwell. If a member of staff displays a possible symptom of coronavirus they should put on a face mask immediately</li> <li>Ensure all staff absences are appropriately recorded.</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to P Matty or J Baker</li> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>The areas around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection. The LA are informed and PHE contacted.</p>					

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		<p><i>Prevention: *</i></p> <ul style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> </ul> <p><i>Response to any infection*</i></p> <ul style="list-style-type: none"> <li>7) engage with the NHS Test and Trace process</li> <li>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) contain any outbreak by following local health protection team advice</li> </ul> <ul style="list-style-type: none"> <li>Numbers 7 to 9 must be followed in every case where they are relevant.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>					
<p><b>5. Premises</b></p> <p>The risk is utilities, plant and equipment has not been inspected / serviced within the recommended timescales</p>	<p>Low</p> <p>School has remained open and statutory testing has taken place throughout.</p>	<ul style="list-style-type: none"> <li>School has a scheme of work whereby competent contractors are engaged to carry out statutory testing / inspection of all plant and equipment.</li> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly flushed prior to school reopening.</li> <li>Any plant/equipment that has been 'mothballed' during the lockdown will be inspected and checked by a competent person before coming back into use, and before reopening of the school.</li> </ul> <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ul>	Low	Low	M Fyffe L Haste	Ongoing	E Mills and Governors

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>6. Premises</b></p> <p>The risk is contractors, deliveries and visitors increase the risk of infection.</p>	Medium	<ul style="list-style-type: none"> <li>Contractors to have a pre-booked appointment time to ensure that they are essential visitors prior to entry to the school</li> <li>All contractors will have emailed their names, DBS information and photographic ID to the officer manager prior to arrival to allow badges to be prepared.</li> <li>On arrival the contractor contacts the Building Site Supervisor by telephone</li> <li>Contractor will meet BSS in the allocated area, US outdoor kitchen</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site using designated hand washing facilities.</li> <li>Contractors watch a short video outlining protective measures on the school site and complete the contractor on site form</li> <li>The building site supervisor informs the officer manager when contractors have arrived and departed to allow the visitor system to be updated.</li> </ul>	Low	Medium	M Fyffe /L Haste	Ongoing	E Mills

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		<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>• Drivers are not permitted to enter the school premises when making deliveries</li> <li>• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p> <p><a href="https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-240520.pdf">https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-240520.pdf</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>7. Cleaning and hygiene</b></p> <p>The risk is cleaning is not sufficiently comprehensive.</p>	High	<ul style="list-style-type: none"> <li>• Cleaning schedules have been updated in school and have identified additional cleaning measures normally linked to deep cleans as part of the daily process.</li> <li>• Additional cleaning of frequently touched points is carried out to increase the regularity of cleaning: mid-morning, at lunchtime and mid-afternoon</li> <li>• <a href="#">Additional cleaning staff employed during the school day</a></li> <li>• Lidded bins are emptied frequently throughout the day.</li> <li>• Pupil tables and benches are cleaned with a disinfectant spray before and after the pupils having their lunch <a href="#">by catering team</a>.</li> <li>• Disposable gloves/wipes/sprays are situated in all classrooms and offices.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Medium	Medium	M Fyffe/L Haste Cleaning team	On-going	E Mills and Governors
<p><b>8. Cleaning and hygiene</b></p> <p>The risk is poor hygiene results in transmission of infection to staff and pupil</p>	High	<ul style="list-style-type: none"> <li>• All internal doors to be kept open using wedges during the day.</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Pupils must not bring any equipment to school to reduce the risk of infection</li> <li>• Where possible, staff do not share telephone handsets</li> <li>• Teaching resources in classrooms, shared resources cleaned regularly</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Guidance issued to staff on the use of the staff room and</li> </ul>	Medium	Medium	M Fyffe L Haste Cleaning team	Ongoing	E Mills and Governors

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>staff toilet areas</p> <ul style="list-style-type: none"> <li>• Staff to be reminded to adhere to <a href="#">government advice on social distancing</a> where possible with pupils and at all times with other staff</li> <li>• Staff should avoid close face-to-face contact and minimise time spent within one metre of anyone</li> <li>• Hand sanitiser to be in place in all classrooms, offices and entrance areas.</li> <li>• Staff <a href="#">advised to</a> use their own cups, plates and utensils</li> </ul> <p>As a result, the risk of infection to staff and pupils in school is reduced.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>					
<p><b>9. Cleaning and hygiene</b></p> <p>The risk is poor hygiene practice in school - <b>general</b></p>	High	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrances to the school, around school and in every classroom reminding staff, pupils and contractors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• Pupils to wash their hands thoroughly with soap or hand sanitisers and dry them with paper towels</li> <li>• Teachers to reiterate key messages in class-time to pupils to: <ul style="list-style-type: none"> <li>○ Cover coughs and sneezes with a tissue,</li> <li>○ To throw all tissues in a bin</li> <li>○ To avoid touching eyes, nose and mouth with hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the</li> </ul>	Medium	Medium	<p>M. Fyffe/L Haste and cleaning team</p> <p>All staff</p>	Ongoing	E Mills and Governors



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>classrooms and other key locations for staff, pupils and contractors</p> <ul style="list-style-type: none"> <li>•Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets, classrooms and kitchen areas and are refilled regularly.</li> <li>•Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>•Water bottles are taken home each day and parents/ carers advised to clean them thoroughly each day.</li> <li>•Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> </ul>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>10. Cleaning and hygiene</b></p> <p>The risk is poor hygiene practice <b>school entrances</b></p>	Low	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Areas touched to be wiped down</li> <li>• Staff do not walk through the administration offices</li> <li>• Administration contact with parents through phone calls, emails or Teams meetings</li> <li>• Visitors on site only through pre-arranged appointments unless in the case of a medical emergency</li> </ul> <p>As a result, the risk to administrative staff is reduced.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Low	Low	<p>M Fyffe/L Haste</p> <p>All staff</p>	Ongoing	E Mills
<p><b>11. Cleaning and hygiene</b></p> <p>The risk is poor hygiene practice <b>Office spaces.</b></p>	Medium	<ul style="list-style-type: none"> <li>• Tissues/hand sanitiser to be available in office locations</li> <li>• Staff to wash hands on arrival at school</li> <li>• Staff to wash hands as they leave a building and enter a building</li> <li>• Where possible, telephone handsets and keyboards are not shared.</li> <li>• Disinfectant spray and towels are available in all offices.</li> </ul> <p>As a result, the risk of the spread of any infection is reduced.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Low	Low	Office staff	Ongoing	J Baker

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>12. Cleaning and hygiene</b></p> <p>The risk is poor hygiene practice</p> <p><b>Spread of potential infection at the start and end of the school day.</b></p>	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Inform parents and carers not to enter the school if they display any symptoms of coronavirus</li> <li>• Inform parents and pupils about arrival and departure arrangements</li> <li>• Inform parents and pupils of the allocated entrance and exit points to school and where they should go on arrival</li> <li>• Staggered start and end times</li> <li>• Inform parents that they will not be able to come onto the school site without an appointment</li> <li>• Pupils to be supervised in hand washing on arrival and before leaving</li> <li>• All staff to wash hands on arrival in each school building and as they leave a building</li> <li>• Advise parents and pupils not to congregate on Dawson Road or Grove Lane</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at and leave school</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>	Low	Medium	All staff	Ongoing	J Basnett C Dowell E Gallagher

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>13. Cleaning and hygiene</b></p> <p>The risk is poor hygiene practice</p> <p><b>Toilet/changing facilities.</b></p>	High	<ul style="list-style-type: none"> <li>• Staff to follow intimate care procedures</li> <li>• Toilets to be cleaned regularly throughout the day including all the frequently touched surfaces</li> <li>• Pupils wash their hands thoroughly after they have used the toilet</li> </ul> <p>In line with Government advice:</p> <ul style="list-style-type: none"> <li>• Staff to wear PPE when supporting pupils with toileting routines</li> </ul> <p>As a result, safe practices followed and the risk of infection is reduced for staff and pupils.</p>	Low	Medium	All staff	Ongoing	J Basnett C Dowell E Gallagher
<p><b>14. The school day</b></p> <p><b>Arriving at school, breaktimes and lunchtimes and end of school day</b></p> <p>Risk high volume of pupils and parents at the same time</p>	High	<ul style="list-style-type: none"> <li>• School will welcome pupils from 8:30 to 8:50am each morning for pupils in Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6, parents leave their children at the school gate.</li> <li>• Pupils temperature check on arrival in school</li> <li>• Staggered breaktimes</li> <li>• Staggered lunchtimes</li> <li>• Staggered times for the end of the school day for all year groups</li> <li>• Additional exit collection points at the end of the school day on lower school</li> <li>• Communication with parents and carers on organisation for drop off and collection of children</li> <li>• Communication with parents/carers on not gathering at the school gates</li> <li>• Reminder to parents that coming onto the school site without an appointment is not allowed</li> </ul> <p>As a result, safe practices are followed and the risk of transmission is reduced.</p>	Low	Medium	All staff	Ongoing	Year group leaders Office managers

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>15. The school day</b></p> <p><b>Movement around school during the school day breaktimes and lunchtime</b></p> <p>The risk is pupil and staff movement around the school buildings increases the risk of infection.</p>	High	<ul style="list-style-type: none"> <li>Simple systems where possible in place for movement around school</li> <li>Allocated outdoor areas for each year group are identified with staggered playtimes</li> <li>Pupils advised not to play contact games at playtime.</li> <li>Outdoor equipment bags for year groups from September 2020, these will be cleaned weekly</li> <li>Lunchtime staff and playleaders clean uniform each day</li> <li>Pupils to be supervised in washing hands before and after breaktime and lunch</li> <li>Lunch in halls September 2020. New dining room furniture in lower school, Cityserve cleaning risk assessment in place for preparing, serving and eating areas.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff move around school</p>	Low	Medium	All staff	Ongoing	Year group leaders
<p><b>16. The school day</b></p> <p><b>Movement around school</b></p> <p>Pupil movement when using the toilets increases the risk of infection.</p>	High	<ul style="list-style-type: none"> <li>Routes around school to minimise contact with other year groups</li> <li>Cleaning of toilets minimum of three times during the school day.</li> </ul> <p>As a result, safe practices are followed and the risk of transmission is reduced.</p>	Medium	Medium	All Staff	Ongoing	Year group leaders

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<b>17. The school day – early closure on Friday each week</b>	Medium	<ul style="list-style-type: none"> <li>To reduce the number of staff joining a year group and mixing between year groups the governors have agreed that school will close early on a Friday afternoon.</li> <li>Pupils will access the same learning time due to modifications in the school day.</li> <li>The risk of transmission of adults working between year groups and across key stages will be minimised by all full-time teaching staff accessing their planning, preparation and assessment time on Friday afternoon.</li> <li>The school will continue to provide care for parents who need access to care on Friday afternoons. Parental request form on school website.</li> <li>Cleaning schedule on Friday increased during the period of Covid-19.</li> <li>Staggered finish times on Friday afternoon, good communication with parents.</li> </ul>	Low	Low	All staff	On-going	P Matty
<b>18. The school day including resources in classrooms</b>  The risk is the spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> <li>Individual and very frequently used equipment in individual pupil packs, pens and pencils not for shared use</li> <li>Books and games can be used by children within the class, these will be cleaned regularly</li> <li>Frequently touched surfaces will be cleaned frequently during the school day</li> <li>Sports, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes</li> <li>Children will limit the equipment they bring into school to essentials such as lunch boxes, water bottles, hats, coats</li> </ul>	Medium	Medium	All Staff	On-going	Year group leaders

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of resources and rotation should apply to these resources.</li> <li>Where possible, windows to be opened to provide ventilation.</li> <li>If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>Staff to adhere to the government guidelines on social distancing between staff at all times</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p><b>19. Grouping of children</b></p> <p>The risk of groups mixing and having contact with other year groups.</p>	High	<ul style="list-style-type: none"> <li>Reduce the number of contacts between staff and children from other year groups</li> <li>Where possible year groups kept apart from other year groups</li> <li>Year group staffing teams in place</li> <li>Year group breaktimes and lunchtimes in place</li> <li>In the school day the contacts and mixing between year groups will be reduced to a minimum</li> <li>Staff movement around school minimised, all classrooms have telephone lines to communicate with administrators or other staff</li> <li>Daily debriefing with each year group team to review Covid-19 risk assessment and how the day has gone</li> <li>Adults maintain social distance between each other</li> </ul> <p>For young children they will not be able to social distance and will not be expected to do so within their groups (2.7.20 Guidance for full opening of schools)  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> *</p>	Low	Low	All staff	Ongoing	Year group leaders AHTs DHTs

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>20. Measures within the classroom</b></p> <p>The risk of face to face contact where social distancing measures are not possible</p>	Medium	<ul style="list-style-type: none"> <li>Adults to maintain 2 metre distance from each other.</li> <li>Adults to maintain social distance from children where possible.</li> <li>Adults should avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Pupils should be supported to maintain distance and not touch staff and their peers where possible.</li> <li>When working with younger children the school will follow the government advice to avoid close face to face contact and minimise the time spent within 1 metre of anyone.</li> <li>Leaders assemblies and collective worship will be via Teams for year groups/ key stages to avoid large gatherings.</li> <li>Assigned area for staffroom, one member of staff to access the kitchen area at a time.</li> </ul> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> *</p>	Low	Low	All staff	Ongoing	Year group leaders AHTs DHTs
<p><b>21. Safeguarding</b></p> <p>The risk is increased number of safeguarding concerns reported after lockdown.</p>	High	<ul style="list-style-type: none"> <li>Follow the updated guidance in the child protection and safeguarding policy</li> <li>Refresher training for all staff on KCSIE September 2020</li> <li>Safeguarding remains highest priority and policy is updated to reflect changes</li> <li>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</li> <li>All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details)</li> <li>School to consider any changes to day to day health and safety policies including changes to evacuation</li> </ul>	Medium	Medium	All Staff	Ongoing	J Baker



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements</p> <ul style="list-style-type: none"> <li>• Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</li> <li>• Reference to an addendum for the BCC Model Safeguarding Policy. A new safeguarding model needs to be adopted from September 2020; awaiting imminent approval.</li> <li>• DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils</li> <li>• Multi-agency arrangements in place to support early help</li> <li>• School is aware of support through Early Help Hubs</li> <li>• Advice is available through CASS, BCC Safeguarding and BCC Prevent Team</li> <li>• Staff are aware of the offer from the LA and partners so support pupil wellbeing, including initiatives such as 'You've Been Missed' bereavement support and any changes that have occurred in children's lives since they have been away from school.</li> <li>• Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home.</li> <li>• Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general.</li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<a href="#">covid-19-attendance-recording-for-educational-settings</a>					
<p><b>22. Safeguarding</b></p> <p>Attendance at school – pupils</p> <p>The risk is pupils absent from school.</p>	High	<ul style="list-style-type: none"> <li>School follow the latest Government guidance on attendance</li> <li>Communication with parents about parental duty to secure that their child attends school</li> <li>School follow attendance policy which includes the recording of attendance and following up on absence</li> <li>From September 2020, attendance at school will be compulsory for those children who are registered with you. Consequently, the Department for Education has requested that the local authority and schools set out their expectations for parents in relation to attendance from next term.</li> <li>BCC has revised the 'Whole School Letter' used for our legal processes to consider the impact of Covid-19. Grove will send this out to parents by email, or post or by pupil post, as well as placing the letter on your website. Even if your school does not use legal processes usually, we would advise that you ensure parents receive a copy. The letter should include the school's logo and, preferably, should be signed by the Head teacher. The letter can be found on our webpage</li> </ul>	Low	Low	All staff Including administrators	Ongoing	J Baker

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>under both FAST-track and the Leave in Term Time sections: <a href="https://www.birmingham.gov.uk/info/20014/schools_and_learning/690/pupil_attendance_advice_for_schools/2">https://www.birmingham.gov.uk/info/20014/schools_and_learning/690/pupil_attendance_advice_for_schools/2</a></p> <ul style="list-style-type: none"> <li>In autumn 1 2020, the first half term it is important that schools continue to work in partnership with parents to encourage full attendance, using Early Help and other resources such as those provided by the #you'vebeenmissed campaign.</li> <li>Meetings should be informal and supportive in the early stages. We would like schools to refrain from calling formal FAST-track 'School Attendance Review Meetings' (SARMs) in the first half term.</li> <li>Whilst schools are free to use the Leave in Term Time letters (LD1 and LD2) now for leave requested next academic year, the Education Legal Intervention team will not be accepting referrals for unauthorised leave taken in the first half term. This is to take into account any confusion as to whether attendance was compulsory or not when the parents booked their leave.</li> <li>When reviewing requests for leave in term time, schools may also need to think about whether parents have been key workers during the pandemic, or whether the family has suffered loss due to Covid-19 in the last few months.</li> </ul> <p>Draft BCC Education (Penalty Notice) Code of Conduct</p> <ul style="list-style-type: none"> <li>The Department for Education has also asked local authorities to review their code of conduct for issuing penalty notices, to take into account the issues raised by Covid-19. Any change to codes of conduct must be subject to consultation with schools. You will find the draft document at <a href="https://www.birmingham.gov.uk/school-attendance">https://www.birmingham.gov.uk/school-attendance</a></li> <li>The main changes are:</li> <li>as directed by the DfE no penalty notices or prosecutions will be instigated for Covid-19 absence</li> </ul>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>penalty notices will now be issued for a second subsequent offence relating to unauthorised absence. A third offence would mean the case would be referred straight to Court.</li> <li>the threshold for 'straight to court' cases, where the offence is considered too serious for penalty notices to be issued, has changed from 40 to 60 sessions</li> <li>the overall threshold for issuing penalty notices is still 20 sessions but in relation to unauthorised Leave in Term Time referrals, the number of required unauthorised absence sessions for the previous 12 calendar months is now 12 and the number of G codes prompting referral has reduced to 8, which will help schools with those families who try to avoid sanctions by going on leave for 4 days not 5.</li> <li>'12 calendar months' will not include the 5 month period between March and the beginning of September which can be discounted.</li> </ul>					
<p><b>23. First aid</b></p> <p>The risk is an inability to maintain social distancing when dealing with <b>serious accidents</b></p>	<p>Medium – it is not possible to maintain social distancing when dealing with a serious accident.</p>	<ul style="list-style-type: none"> <li>Safety of the injured / affected to be prioritised during a serious accident</li> <li>Call for immediate assistance from J Baker or E Mills</li> <li>2 metre social distancing is not required when attending to <b>emergency</b> situations</li> <li>Staff to wear PPE – disposable aprons, face masks and disposable gloves</li> <li>Follow first aid procedures</li> </ul>	<p>Medium</p>	<p>Low</p>	<p>All staff</p>	<p>On-going</p>	<p>P Matty</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<b>24. First aid</b> Minor first aid The risk is an inability to maintain social distancing when dealing with minor first aid	Medium	<ul style="list-style-type: none"> <li>Follow First aid procedures</li> <li>Wipes and plasters available for pupils to use in all classes and in the outdoor areas</li> <li>PPE available in all classes and outdoor areas</li> </ul>	Low	Medium	All staff	On-going	J Baker
<b>25. First aid</b> The risk is lack of first aiders in school	Low – all staff are first aid trained	<ul style="list-style-type: none"> <li>First aid procedures kept under constant review through the daily meetings with year group teams.</li> </ul>	Low	Low	All staff	Ongoing	J Baker
<b>26. Fire safety and lockdown</b> Emergency evacuation due to fire etc. The risk is a lack of people in safety critical roles	Medium	<ul style="list-style-type: none"> <li>Leaders to communicate updated fire and lockdown procedures to all staff – summer term</li> <li>Induction training for NQTs on Fire Safety and Lockdown in August 2020</li> <li>Refresher training for all staff on Fire Safety and Lockdown in September 2020</li> <li>All staff have completed Educare Fire Marshall training</li> <li>Fire drills are maintained in line with updated fire evacuation procedures</li> <li>Lockdown procedures – regular termly practice drills for staff</li> </ul> <p>As a result, all staff and pupils understand how to evacuate the building safely.</p>	Low	Low	Fire Marshalls M Fyffe	September 2020	P Matty

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>27.Behaviour</b></p> <p>The risk is poor pupil behaviour increases the risk of the spread of the infection.</p>	Low	<ul style="list-style-type: none"> <li>Pupils are reminded of the Grove Expectations on their return to school</li> <li>Personal, social and health curriculum is a focus for teaching</li> <li>Staggered <b>lunchtimes and playtimes and the end of school day.</b></li> <li>Follow the school behaviour policy</li> <li>Risk assessments in place for pupils where appropriate</li> </ul> <p>As a result, pupils and staff understand and follow Grove School behaviour policy</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p>	Low	Low	All staff	On-going	C Dowell
<p><b>28. Vulnerable pupils</b></p> <p>The risk is pupils with more significant needs are not adequately prepared for a return to school or safely supported.</p>	Low	<ul style="list-style-type: none"> <li>Prepare social stories to support pupils with significant needs and share with parents and pupils prior to pupils returning to school.</li> <li>Individual risk assessments reviewed</li> <li>Consultations with agency professionals</li> </ul> <p>As a result, pupils with more significant needs are well supported.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p>	Low	Low	All Staff	Ongoing	C Dowell

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>29. Vulnerable pupils</b></p> <p>Vulnerable pupils (SEND and or medical) do not receive appropriate support.</p>	Low	<ul style="list-style-type: none"> <li>Appropriate planning and consultation with social workers, SEND professionals is in place to support vulnerable pupils</li> <li>Individual risk assessment for pupils with medical needs overseen by C Dowell.</li> </ul> <p>As a result, vulnerable pupils are well supported in school</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p>	Low	Low	All Staff	Ongoing	J Baker E Mills
<p><b>30. Communication with parents</b></p> <p>The risk is poor communication with parents results in parents not fully informed of and understand the health and safety requirements of the school including what to do should a child show symptoms of Covid-19.</p>	Medium	<p>The school communicates with parents on key Government guidance including:</p> <ul style="list-style-type: none"> <li>social distancing</li> <li>what you should do if your child shows symptoms of Covid-19</li> <li>what to do if someone in your household is ill</li> <li>the behaviour expectations of children</li> <li>health and safety requirements of school by: text message, email, the school website, information posters and banners on the school premises and written communication.</li> </ul> <p>As a result, parents receive timely and accurate information and guidance from school.</p>	Low	Low	All leaders	Ongoing	P Matty, J Baker

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p><b>31. Communication with staff</b></p> <p>The risk is poor communication with staff and lack of awareness of policies and procedures</p>	Low	<ul style="list-style-type: none"> <li>• All staff/are aware of school communication systems including daily updates, signposting to Government and BCC guidance, email, training and development.</li> <li>• All staff involved the risk assessment process for the planned reopening of school.</li> <li>• All policies impacted on by coronavirus controls are updated</li> <li>• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>Child protection and safeguarding policy</li> <li>- Fire safety policy</li> <li>- Fire evacuation procedures</li> <li>- Lockdown procedures</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> </ul> </li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <ul style="list-style-type: none"> <li>• Staff receive any necessary training that helps minimise the spread of infection.</li> </ul>	Low	Low	All leaders	Ongoing	P Matty, J Baker, E Mills



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now < >	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all staff in school are adhering to current Government advice and school policies and procedures and are aware of the policies and procedures in place to keep themselves safe in school					
<b>32. Staffing numbers</b>  Insufficient staff to teach bubbles of returning pupils	High	<ul style="list-style-type: none"> <li>• Clinically vulnerable staff and staff within the BAME vulnerable group offered Occupational Health referrals to support them in school</li> <li>• Staff follow the reporting staff absence procedures</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or a has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the latest government guidance. Get a Covid-19 test. The NHS guidance is to be followed once the result of the test is provided to the member of staff.</li> <li>• If the member of staff receives a result that coronavirus test result is negative. They did not have the virus when the test was done. They may return to work if you've not had a fever for 48 hours and feel well. Talk to the headteacher before returning to school.</li> <li>• If the member of staff feels well but someone they live with tests positive, they are required to self-isolate (not leave the home or have visitors in the home) for the length of time with the latest government guidance. If you get symptoms of coronavirus, self-isolate in line with the latest government guidance.</li> <li>• The member of staff must inform the headteacher of the test result immediately.</li> </ul> <p>As a result, staffing levels are sufficient</p>	Low	Low	Senior leaders	On-going	P Matty, J Baker, E Mills

#### Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools- colleges-and- other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance- on- vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and- college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental- health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19- outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus- covid- 19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with- coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on- educational- and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid- 19- implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the- coronavirus- outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the- coronavirus- outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)

- Information re testing:

Ref: PM.Sch.laptop.Covid-19 risk assessments.24.8.20

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