

HORSLEY C of E (VA) Primary



Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

April 2021



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments in educational settings.

This is not a generic risk assessment that just applies to every setting. It is important that Headteachers/managers go through and adapt the risk assessment for their own school or early years setting.

It is strongly recommended that you involve employees in the risk assessment process. Once complete share the findings and provide any instruction needed to implement measures. Local monitoring must also follow to ensure measures are implemented and controlling the risks.

COVID-19 Risk Assessment for Schools and other Educational Settings

ASSESS
Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.
*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing.
Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public. Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.
PLAN

Building Management	Notes	Review Date
<ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). 	<ul style="list-style-type: none"> Alarm checked undertaken (Dec, 2020) Church checked by MC School premises checked by GP (Dec, 2020 & Jan, 2021, April 2021) 	Review in line with normal timescales
<ul style="list-style-type: none"> Review emergency and evacuation procedures (e.g. fire wardens, escape routes, assembly areas) 	<ul style="list-style-type: none"> Fire Practice undertaken (Sept, 2020) All staff inducted on fire procedures Segregate bubbles at fire assembly points 	Review after further fire drill practises
<ul style="list-style-type: none"> Ensure ventilation and AC systems working optimately (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). 	<ul style="list-style-type: none"> All staff to check ventilation – open windows, doors etc to aid ventilation. Do not prop doors open with dangerous objects. Use door stoppers. Fire doors to be kept shut when pupils not in school Provide structured opportunities for ventilating rooms during breaks etc. 	Ongoing (GP)
<ul style="list-style-type: none"> Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. 	<ul style="list-style-type: none"> DEN allocated room for managing pupils/adults with symptoms. GP (HT) allocated individual to manage suspected cases. GCC approved PPE equipment located in the DEN 	Ongoing (GP); Review after first suspected case of COVID-19
<ul style="list-style-type: none"> Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. 	<ul style="list-style-type: none"> PPE equipment available from LA (summer term). New equipment available from Sept, 2020 	Ongoing (GP). Order additional equipment as required.

	<ul style="list-style-type: none"> • DfE COVID-19 testing equipment delivered 28/8/20. Stored in DEN • New staff/volunteers provided with test kits • JF to monitor supplies 	
<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed 	<ul style="list-style-type: none"> • Hygiene posters to be displayed around the school, updated by JF. 	Ongoing (GP)
<ul style="list-style-type: none"> • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms, including closed bins near entrance. 	<ul style="list-style-type: none"> • Teachers to teach phrase 'Catch it, bin it, kill it' • All classrooms have bins in strategic position. Bins emptied daily by external cleaner • Tissues available. All classes have tissues. 	To be monitored by JF/GP
<ul style="list-style-type: none"> • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. 	<ul style="list-style-type: none"> • Juniors/Infants in separate areas of the building • KS1/2 toilets allocated accordingly • Library will not be used by pupils. • Staffroom will not be used by pupils • Staff to be mindful of cleaning touch surfaces – toilet doors and lock etc. • KS1/2 to share outside play area (playtimes and lunchtimes). Pupils to avoid close contact. 	Ongoing (GP)
<ul style="list-style-type: none"> • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required 	<ul style="list-style-type: none"> • Plan to be drawn and annotated by GP 	Ongoing (GP)
<ul style="list-style-type: none"> • Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). 	<ul style="list-style-type: none"> • Lunches to be eaten in the hall – both bubbles • Pupils to eat their lunch at tables within their bubble • Lunchtimes to be supervised by Bubble-specific TAs/MDSAs 	Ongoing (GP)
<ul style="list-style-type: none"> • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. 	<ul style="list-style-type: none"> • Staggered lunches not possible due to staffing and fact lunches are bought in. Both bubbles to have lunches (hot/cold) in hall from Term 5 • Social distancing measures in place for staff taking lunch/ break 	Review on a weekly basis. MDSAs to keep GP up-to-date on concerns
<ul style="list-style-type: none"> • Consider one-way system if possible for circulation around the building. • Stairways to be up or down only. • Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. 	<ul style="list-style-type: none"> • One-way system not possible due to the nature of the building. KS1/2 are sufficiently spaced to minimise contact between bubbles • Pupils are encouraged to keep left to avoid contact in areas of possible cross-over (e.g. exit points, foyer, etc.). 	Ongoing (GP)
<ul style="list-style-type: none"> • Stairways to be up or down only. 	<ul style="list-style-type: none"> • Only one staircase in building so must be used for ascending/descending access. 	Ongoing (GP)

	<ul style="list-style-type: none"> Stairs only used by juniors/adults Infants use downstairs toilets 	
<ul style="list-style-type: none"> Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. 	<ul style="list-style-type: none"> Children to keep left and minimise movement during transition points. Floor markings not necessary. 1 child at a time in the toilets therefore limiting movement in corridors. Queing to be avoided. KS1/EYFS to use band system 	Ongoing (GP)
<ul style="list-style-type: none"> In areas where queues may form, put down floor markings to indicate distancing. 	<ul style="list-style-type: none"> Signage used to encourage social distancing. Markings not necessary due to an established 'COVID awareness culture.' Staff to remind children regularly about keeping one's distance. SLT to be present at entrance/exit points during start of day/hometime (where possible) One-way system for collection/drop-off to prevent bottlenecks in alley way 	Ongoing (GP/PF)
<ul style="list-style-type: none"> Can separate doors be used for in and out of the building (to avoid crossing paths)? 	<ul style="list-style-type: none"> Class 1/ 2 Bubble outside door access for KS1 and EYFS. Class 3/4 Bubble outside door access for KS2 	Ongoing (GP)
<ul style="list-style-type: none"> Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary 	<ul style="list-style-type: none"> All internal doors to be propped open during the school day (shut at night) Fire extinguishers not to be used to prop up doors. Ensure all fire doors are shut at the end of the day (Last to leave the building to check accordingly). 	Ongoing (GP)
<ul style="list-style-type: none"> Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. 	<ul style="list-style-type: none"> External cleaner to increase cleaning by 1 hour daily (reduced caretaking hrs) Daily cleaning to focus on core areas in all classrooms/corridors (e.g. tables, chairs, door handles) 	Ongoing (GP)
<ul style="list-style-type: none"> Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). 	<ul style="list-style-type: none"> Outdoor classroom/church KS1/Fdn Stage rooms (drop-off/pick-up) 	Ongoing (GP)
<ul style="list-style-type: none"> Organise classrooms for maintaining space between seats and desks. 	<ul style="list-style-type: none"> KS1/Reception areas to operate with minimal social distancing. No expectation for KS1 social distancing. Common sense prevails. KS2 classrooms to adopt social distancing but this is very restricted due to size/shape of rooms and full classes. 	Ongoing (GP)

	<ul style="list-style-type: none"> Pupils to be spaced out to maximise opportunities for social distancing Class teachers to review classroom layout regularly and make modifications where relevant 	
<ul style="list-style-type: none"> Inspect classrooms and remove unnecessary items. 	<ul style="list-style-type: none"> Teachers to prepare rooms in January, Adjustments made from 5th Jan Teachers to inspect rooms daily GP to check classrooms regularly (informal drop-ins) 	Ongoing (GP)
<ul style="list-style-type: none"> In toilets: middle cubicle/ sink/ urinal of 3 to be taken out of use. 	<ul style="list-style-type: none"> Children go to the toilet 1 at a time. New posters prepared and ready to be put up for in January Pupils to be reminded of use of toilets on 2/9/20 and regularly thereafter 	Ongoing GP)
<ul style="list-style-type: none"> Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. 	<ul style="list-style-type: none"> Posters updated and put up for January Pupils to be reminded about handwashing ritual daily (building on current practice) 	Ongoing (GP)
<ul style="list-style-type: none"> Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds. 	<ul style="list-style-type: none"> Teachers to revisit songs in Jan to sing alongside handwashing (lasting 20 seconds). Note: pupils already encouraged to do this – will need to be reintroduced and reinforced 	Ongoing (GP)
<ul style="list-style-type: none"> Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. 	<ul style="list-style-type: none"> Compost Loo to be cleaned daily Ensure hand sanitizer is renewed as necessary. Additional hour in place (see above) KS1 only to use the Compost Loo. 	Ongoing (GP)
<ul style="list-style-type: none"> A COVID-19 message to display on computer screens when locked. 	<ul style="list-style-type: none"> Not necessary (optional for individual staff) 	Ongoing (GP)
Timetabling and Lessons	NOTES	Review Date
<ul style="list-style-type: none"> Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. 	<ul style="list-style-type: none"> Staggered starts and ends removed from January onwards as they were not effective. All pupils in school 8:45 – 8:55 School day ends 3:15 (normal time resumed) EYFS/KS1 – enter/exit via decking area KS2 – enter exit/via alleyway door 	Ongoing (GP)
<ul style="list-style-type: none"> When timetabling, groups should be kept apart and movement around 	<ul style="list-style-type: none"> Pupils to receive lessons in base class; outdoors (when outdoor learning can take place) 	Ongoing (GP)

the school site kept to a minimum to avoid creating busy corridors, entrances and exits.	<ul style="list-style-type: none"> Class teachers are not to mix classes KS1 and KS2 staff to limited contact and adopt social distancing, where possible. 	
<ul style="list-style-type: none"> Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. 	<ul style="list-style-type: none"> Core lessons (1x English/1x Maths) to take place daily (AM) using Microsoft Teams (KS2) and ClassDojo (KS1/EYFS) Links to other resources to be provided by teachers No worksheets handed out at school to limit contact/visitors 	Ongoing (GP)
Policies & Procedures	NOTES	Review Date
<ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, e.g. Safeguarding/Child Protection, Behaviour, Curriculum, NQTs, Special Educational Needs, Visitors to School 	<ul style="list-style-type: none"> Relevant policies reviewed in January, 2021 Add COVID-19 relevant additions when policies are updated throughout the year. GP to liaise with Chair of Governors 	Ongoing (GP)
<ul style="list-style-type: none"> Ensure website is compliant with regards to the publishing of policies. 	<ul style="list-style-type: none"> Website reviewed regularly New COVID-19 section available from Menu bar on school website Historic COVID-19 documentation available (e.g. homelearning packs, letters) Risk Assessment to be added to website w.c 5/1/21 (Term 4) and w.c. 19/4/21 (Term 5) 	Ongoing Review (PF/GP/JF)
<ul style="list-style-type: none"> Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. 	<ul style="list-style-type: none"> Maintain key systems/procedures from Spring Term (e.g. school to sign staff in, glass screen used to provide protection, sanitiser available on entry to the building) Review in Staff Meetings 	Ongoing Review (JF/GP)
<ul style="list-style-type: none"> Governing boards and school leaders to have regard to staff (including the head teacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. 	<ul style="list-style-type: none"> Staff well-being is a regular agenda item on governing body meetings. Staff Well-being Policy in place Letters sent to parents stating online learning expectations (i.e. 8:30-3:30pm only during school days only) Staff to be given flexibility to manage online learning and Key Worker provision Staff to work from home where possible ELSA support in place from September for pupils Teachers to monitor well-being of pupils Counselling available for staff, if required 	Ongoing Review (GP)
Response to Infection	NOTES	Review Date

<ul style="list-style-type: none"> Leadership team understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. 	<ul style="list-style-type: none"> Senior Leadership Team have engaged with the documentation. Regular updates received from DfE 	Ongoing (GP)
<ul style="list-style-type: none"> Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> book a test if they are displaying symptoms; inform the school immediately of the results of a test; provide details of anyone they have been in close contact with; self-isolate if necessary. 	<ul style="list-style-type: none"> Parents have been informed via letters in Autumn Term. Letters are available on the website Children displaying symptoms (covid related) to go home immediately 	Ongoing (GP)
Preparing Employees, Parents and pupils	NOTES	Review Date
<ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. 	<ul style="list-style-type: none"> Staff have worked with SLT on the risk assessment since the first pandemic Risk assessment regularly reviewed 	Ongoing (GP)
<ul style="list-style-type: none"> Where necessary, individual risk assessments for employees and pupils at special risk (take account of medical advice). 	<ul style="list-style-type: none"> Risk Assessments to be put in place where relevant 	Ongoing (GP)
<ul style="list-style-type: none"> Review EHCPs where required. 	<ul style="list-style-type: none"> No children currently on roll with EHCPs 	N/A
<ul style="list-style-type: none"> Regular communications for those who have coronavirus symptoms and are self-isolating, or if someone in their household does and they are self-isolating as a result 	<ul style="list-style-type: none"> Letters previously sent out to parents Email dialogue in place with families who are having to self-isolate in early September due changes to travel corridors Review, monitor as need arises 	Ongoing (GP)
<ul style="list-style-type: none"> Information to be shared about testing available for those with symptoms. 	<ul style="list-style-type: none"> Information available from gov websites Regular staff meetings with COVID-19 on the agenda Continue to provide information to parents as it becomes available, in the newsletter/on the website/by text 	Ongoing (GP)
<ul style="list-style-type: none"> Assess how many employees are needed in school and identify those that can remain working from home 	<ul style="list-style-type: none"> All staff now needed in school if all pupils are in school FT 	Ongoing (GP)
<ul style="list-style-type: none"> If shortage of teachers, allocate teaching assistants to lead a group, 	<ul style="list-style-type: none"> School closure if numbers are deemed too low. 	Ongoing (GP)

working under the direction of a teacher.	<ul style="list-style-type: none"> If the school closes, parents to be notified by text in first instance (GP/JF), website (JF) and GCC closure website (GP) 	
<ul style="list-style-type: none"> Identify and plan lessons that could take place outdoors. 	<ul style="list-style-type: none"> Teachers to plan this weekly. Review daily. 	Ongoing (GP)
<ul style="list-style-type: none"> Use the timetable to reduce movement around the school or building. 	<ul style="list-style-type: none"> PF to organise playground rota. Playground rota revised by PF as required. 	Ongoing (GP/PF)
<ul style="list-style-type: none"> Plan break times (including lunch), so that all pupils are not moving around the school at the same time. 	<ul style="list-style-type: none"> From April 2021 combined bubbles play outside. Pupils from bubbles encouraged not to have close contact 	Ongoing (GP/PF)
<ul style="list-style-type: none"> Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). 	<ul style="list-style-type: none"> Letters sent out to parents regularly Updates to be provided via text, the newsletter and as formal letters, where relevant. 	Ongoing (GP)
<ul style="list-style-type: none"> Parents to be informed only one parent to accompany child to school. 	<ul style="list-style-type: none"> Letter sent out to parents Updates via newsletter 	Ongoing (GP)
<ul style="list-style-type: none"> Parents and pupils to be encouraged to walk or cycle where possible. 	<ul style="list-style-type: none"> Existing culture of pedestrian travel. 	Ongoing (GP)
<ul style="list-style-type: none"> Staggered drop-off and collection times to be planned and communicated to parents. 	<ul style="list-style-type: none"> System has been tried and has proved unsuccessful. From w.c. 5/1/21 arrival 8:45; exit 3:15 for both bubbles from April 2021 Bubbles arrive/exit via separate parts of the building 	Ongoing (GP)
<ul style="list-style-type: none"> Make clear to parents that they cannot gather at entrance gates or doors. 	<ul style="list-style-type: none"> SLT presence at entrances at drop-off/pick-up Culture of distancing established but needs monitoring. Reminder letters sent to parents 	Ongoing (GP)
<ul style="list-style-type: none"> Encourage parents to phone school and make telephone appointments if they wish to discuss their child (avoid face to face meetings). 	<ul style="list-style-type: none"> Culture already established (e.g. no email). 	Ongoing (GP)
<ul style="list-style-type: none"> Discourage parents and pupils from bringing in toys and other play items from home. 	<ul style="list-style-type: none"> Class teachers to regularly remind pupils Remind pupils in September Avoid 'show and tell' sessions using material artefacts from home. Where appropriate quarantine items in school 	Ongoing (GP)
<ul style="list-style-type: none"> Provide advice on reducing risk on transport to/from school 	<ul style="list-style-type: none"> Note: most children walk to school from village/Nailsworth No school bus in operation 	Ongoing (GP)

<ul style="list-style-type: none"> Daily briefing to be held for pupils on school rules and measures with reminders before leaving rooms. 	<ul style="list-style-type: none"> Class teachers to remind pupils thereafter (daily). Reinforce in assemblies held for each bubble 	Ongoing (GP)
<ul style="list-style-type: none"> Employees to be fully briefed about the plans and protective measures identified in the risk assessment. 	<ul style="list-style-type: none"> Share updates to Risk Assessment with employees as they arise (via email). Update risk assessment accordingly Review risk assessment regularly at staff meetings. Make adjustments as required Keep Chair of governors up-to-date on reviews and updates 	Ongoing (GP)
<ul style="list-style-type: none"> Regular (daily) staff briefings to include updates 	<ul style="list-style-type: none"> Small school – not necessary Continue to use email, text and WhatsApp to aid communication Weekly staff meeting used to share information and review risks 	Ongoing (GP)
<ul style="list-style-type: none"> Keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 	<ul style="list-style-type: none"> GP to stay in touch with staff not present in school if they are self-isolating 	Ongoing (GP)
<ul style="list-style-type: none"> Communicate with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). 	<ul style="list-style-type: none"> GP/JF to communicate with contractors, as appropriate 	Ongoing (GP)
<ul style="list-style-type: none"> Liaise with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. 	<ul style="list-style-type: none"> N/A as no transport providers used 	N/A
<ul style="list-style-type: none"> Communicate with others (e.g. extended school provision, lettings, regular visitors, etc.) 	<ul style="list-style-type: none"> Communication via email/telephone/text to continue Visitors are permitted to the school where necessary (e.g. contractors, postal deliveries, appointments with parents, etc.) 	Ongoing (GP)
Minimising Contacts & Social Distance	Notes	Review Date
<ul style="list-style-type: none"> Organise the school into Bubbles 	<ul style="list-style-type: none"> 2 Bubbles to be formed: infant and juniors. Crossover to be minimised Keep a record of pupils and staff in each bubble, lesson or close contact group. Groups use the same classroom or area of a setting throughout the day. Mixing between bubbles kept to a minimum Large gatherings such as assemblies or collective worship with more than one group/bubble to be avoided. 	Ongoing (GP)

	<ul style="list-style-type: none"> • Collective worship in the hall with both bubbles (KS1/2) but spaced out greater than 2m • Make use of available space accordingly • Multiple groups do not use outdoor equipment simultaneously. • Limiting the number of pupils who use the toilet facilities at one time. • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social time. • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same • Staff that move between classes and year groups, to keep their distance from pupils and other staff 	
<ul style="list-style-type: none"> • Keep parent appointments / external meetings on a 'virtual platform.' where possible or use telephone 	<ul style="list-style-type: none"> • Teaching staff to use Teams and Class Dojo/phone for communication • SEND plan reviews to be conducted via Zoom. Discuss with staff • All staff to report any safeguarding concerns to DSL in line with the School policy. 	Ongoing (GP)
Control Access	Notes	Review Date
<ul style="list-style-type: none"> • Entry points to school to be controlled (including deliveries). 	<ul style="list-style-type: none"> • JF to man office; SLT to man KS2 entrance and outside foyer (Review daily) 	Ongoing (GP)
<ul style="list-style-type: none"> • Parents' drop-off and pick-up protocols to be actioned to minimise contact. 	<ul style="list-style-type: none"> • Letters have been sent to parents 	Ongoing (GP)
<ul style="list-style-type: none"> • School start times to be staggered so class groups arrive at different times. 	<ul style="list-style-type: none"> • See above 	Ongoing (GP)
<ul style="list-style-type: none"> • IT Screens installed with reminders to protect employees in reception. 	<ul style="list-style-type: none"> • Screen already in place in foyer (glass door). Office staff to use if applicable. Note: staff can maintain 2 metres distance due to the tables in place 	Ongoing (GP)
<ul style="list-style-type: none"> • Floor markings outside school to indicate distancing rules (if queuing during peak times). 	<ul style="list-style-type: none"> • Not necessary due to established culture of social distancing. Monitor and make adjustments, if appropriate. 	Ongoing (GP)
<ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances. 	<ul style="list-style-type: none"> • Hand sanitiser in position in foyer. All classes to have hand sanitiser at class entrances • Children to hand wash on arrival and departure every day. 	Ongoing (JF)
<ul style="list-style-type: none"> • Visitors do not sign in with the same pen or touch screen devices in reception. 	<ul style="list-style-type: none"> • Office staff to sign in with the same pen. Parents not permitted to sign in • Attendance to be recorded in usual register 	Ongoing (GP)

	<ul style="list-style-type: none"> JF to administer paperwork (incl. track and trace paperwork) 	
<ul style="list-style-type: none"> SLT to be on duty outside, as much as possible, to monitor protection measures. 	<ul style="list-style-type: none"> Teachers to continue established exit procedures. Report concerns to SLT. 	Ongoing (GP/PF)
<ul style="list-style-type: none"> Clinically vulnerable staff to have personalised risk assessment 	<ul style="list-style-type: none"> Risk assessments in place where relevant 	Review as advice changes and cases fall
<ul style="list-style-type: none"> Pupils to come in school dressed in PE kit on days undertaking PE 	<ul style="list-style-type: none"> Teachers to remind pupils Class letters to remind parents 	Ongoing (GP)
<ul style="list-style-type: none"> PE lessons to take place outside where possible 	<ul style="list-style-type: none"> Teachers plan accordingly (weather dependent). 	Ongoing (GP)
<ul style="list-style-type: none"> Implement Individual risk assessments where necessary (e.g. as pupils return to school) 	<ul style="list-style-type: none"> Pupils identified, where relevant 	Ongoing (GP)
<ul style="list-style-type: none"> Identify pupils in need of emotional support (ELSA) 	<ul style="list-style-type: none"> Review individual pupils/share concerns in weekly staff meetings. Liaise with parents and outside agencies, where relevant Target ELSA provision GP to action relevant support (e.g. TAC, TAF, Early Help). JE to liaise with parents. 	Ongoing (GP)/All class teachers to monitor
<ul style="list-style-type: none"> Ascertain pupil well-being and take appropriate actions 	<ul style="list-style-type: none"> Pupils to complete online well-being questionnaire in Sept. Analyse findings and take action to remedy pupil anxieties. 	Ongoing: (GP)/All class teachers to monitor

REVIEW					
<ul style="list-style-type: none">• Consultation with employees• Risk assessment published on school intranet and website.• Nominated employees tasked to monitor protection measures.• Members of staff are on duty at breaks to ensure compliance with rules.• Staff encouraged to report any non-compliance.• Review weekly in Weds Staff Meetings• The effectiveness of prevention measures will be monitored by school leaders/governors• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.• Update risk assessment following weekly government advice/LA updates (where relevant)					
Staff Meeting 21/5/20	By 25/5/20	G Price (Headteacher)	G Price/ P Feldon	Governors	As required

Staff Meeting 10/6/20	10/6/20	G Price	G Price/P Feldon	Governors. Monitoring visit planned	Actions as required
INSET 2/9/20	-	G Price			Actions as required
Staff Meeting 16/9/20	-	G Price	G Price		Actions as required
Staff Review 7/1/21	-	G Price	G Price	Govs	Actions as required
HT review 12/4/21		G. Price	Price		Actions as required