

COVID-19: Operational Risk Assessment for School Reopening

SCHOOL NAME:

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Eileen Bhavsar	28/05/2020	1 st June 2020 Agreed by staff and Governing Body	Staff, pupils, parents, visitors, volunteers, contractors

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

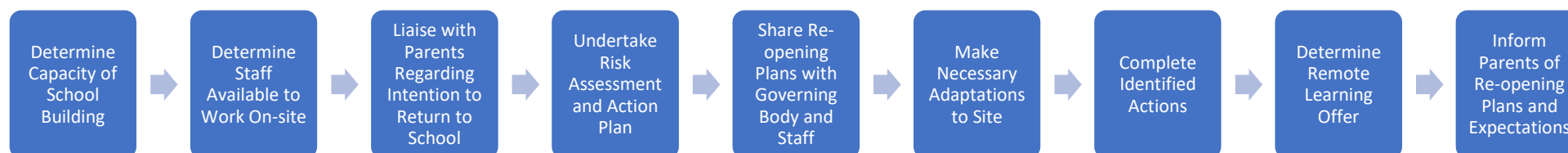
This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012 The Health Protection (Notification Regulations) 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020)	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

Suggested Steps of Re-opening Preparation:



Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major – e.g. likely to result in school closure	4. Likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green
1. Negligible	1. Negligible	Below 9 – green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed	Risk rating following controls (1-25)
A. Staffing Resources							
1. Risk that there are Insufficient staff to support all the pupils to be in school in all the year groups proposed by the DfE	3	3	9	<ul style="list-style-type: none"> Audit staff availability from the start of the week when extra pupils will be attending. 	Yes	Questionnaire sent to all staff 18.5.20 Enough staff are available to staff Key worker school and Y6 school. Some staff are not class based so cover will be available if staff sickness	3x3=9
				<ul style="list-style-type: none"> Establish how many and which staff will be available, through RAG rating (vulnerable staff/those fit for work) 	Yes		
				<ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many pupils and how many classes can be supported at any one time 	Yes	Y6 – 8 groups max 15 Key worker – Groups of max 10 per room (smaller rooms)	
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants (note DfE guidance on one teacher per group or one TA supervised by a teacher) 	Yes		

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				<ul style="list-style-type: none"> For pupils who need a high level of adult support, including those with special educational needs, ensure that there are at least two TAs available to support the pupil. Some pupils, for example those with Autism will need to be supported by the same adults, where possible 	Yes	NA in Y6 Key worker and vulnerable not necessary so far. Individual risk assessment for pupils if necessary	
				<ul style="list-style-type: none"> Full use is made of testing to inform staff deployment 	Yes	LB- to put testing details in staff Covid Handbook	
				<ul style="list-style-type: none"> Ensure there is the capacity within the staff to deliver on site learning (for those attending school) and home learning (for those who are still at home) 	Yes	Home learning Monitored by: Y3 - NG Y4 - HL Y5 - JD Y6 - LB	
2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning	3	3	9	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Yes		3x3=9
				<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. 	Yes		
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Yes		
				<ul style="list-style-type: none"> Full use is made of testing to inform staff deployment. 	Yes	LB – Testing information to be added to Covid Handbook	
				<ul style="list-style-type: none"> A blended model of home learning and attendance at school is utilised until staffing levels improve. 	Yes		
				<ul style="list-style-type: none"> For pupils with SEN, consider the use of an individual Re-integration Plan. 	Yes	AH – to risk assess SEND pupils and coordinate if necessary	

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3. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	4	4	16	<ul style="list-style-type: none"> Staff member only attends work if stringent social distancing can be adhered to; otherwise they should be encouraged to work at home 	Yes	Clinically / extremely vulnerable work at home Staff using public transport work at home Staff living with someone clinically vulnerable given choice of working at home	3x2=6
4. Risk of not covering essential functions (first-aid, DSL, SENCo).	3	3	9	<ul style="list-style-type: none"> Provide cover for the role from within available staffing 	Yes	Admin – remote Welfare/First Aid-redeployment of LSAs Penny/Wendy/Bhumika	3x3=9
				<ul style="list-style-type: none"> Or remote support via another school, Academy Trust or the LA 	Yes	Liaison with Infant school for First Aid if necessary	
				<ul style="list-style-type: none"> First Aid certificates extended for 3 months 	Yes		
				<ul style="list-style-type: none"> Follow Covid19-First responders guidance when administering emergency first aid as social distancing may not be possible to maintain while attending to individuals. 	Yes	Monday staff INSET Further training needed on dealing with suspected Covid case	
				<ul style="list-style-type: none"> Programme of training for additional staff in place (e.g. Safeguarding) 	Yes	All staff to have safeguarding training – refresher during week beg 1st June	
5. Risks to health and safety because staff are not trained in new procedures.	3	2	6	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. 	Yes	Shared with staff Tuesday 2nd June Staff Meeting to discuss Wed 3rd June LB Covid Handbook for staff to collate all new information and procedures	3x2=6

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				<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	Monday and Wed staff training 1st & 3rd June Training /Guidance in Covid Handbook Infection control Fire evacuation Risk management	
6. Risk that staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them.	4	4	16	<ul style="list-style-type: none"> Members of staff that are clinically extremely vulnerable must continue to self-isolate and remain at home. Staff who are clinically vulnerable should continue to work from home. Where a clinically vulnerable member of staff cannot work from home and are essential to the running of the service, a risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to social distance and they must not be employed in any role where high-risk activities may be carried out, for example personal care. In those circumstance the workplace would not be suitable for their return 	Yes	Staff survey has identified all staff with health issues. All clinically/extremely vulnerable to work at home. All staff who use public transport to be given the choice to work at home. All staff who live with clinically vulnerable given the choice to work at home.	4x2=8
				<ul style="list-style-type: none"> All members of staff with underlying health issues and those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated 	Yes	Staff survey	
				<ul style="list-style-type: none"> Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice 	Yes	Staff survey/letter to staff who were self-isolating	
				<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable 	Yes	Staff were provided with guidance from DfE and NHS	

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				<ul style="list-style-type: none"> All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. 	Yes		
				<ul style="list-style-type: none"> Current government guidance is being applied. 	Yes		
B. Teaching Spaces, the Learning and School Environment							
7. Risk that there is insufficient accommodation to support pupils attending with a maximum class size of 15	3	2	6	<ul style="list-style-type: none"> Audit accommodation in order to establish how many class groups of up to 15 pupils can be accommodated at any one time (size of group is dependent on space available) 	Yes	Children to be in groups of no more than 15 <u>Year 6</u> 8 groups-7-10 in a group <u>Key Worker</u> 1 group – max 10	3x2=6
				<ul style="list-style-type: none"> Take account of the needs of individual pupils, including those with SEN. 	Yes	Y6 no current EHCP	
				<ul style="list-style-type: none"> Classes and outdoor areas remodelled to allow for individual workstations as appropriate and social distancing 	Yes	Most rooms have been set up. Key worker school needs to be moved to 3S week beginning 1st June	
				<ul style="list-style-type: none"> Spare chairs and other furniture removed so cannot be used 	Yes	Unnecessary furniture and resources have been moved and/or covered.	
				<ul style="list-style-type: none"> Protocols around 'social distancing' shared with pupils. These should be carefully demonstrated for pupils with SEN, checking that the pupil has understood social distancing. Where a pupil does not understand 'social distancing', accommodation needs to take account of this, and space identified where the pupil and those supporting them can go. 	Yes	Lesson are to be taught to Y6 on social distancing on first day with regular reminders	

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				<ul style="list-style-type: none"> Clear signage displayed in classrooms promoting social distancing 	Yes	Posters are printed and displayed in main corridors and each room	
				<ul style="list-style-type: none"> Children stay with their own teacher/teaching assistant and do not mix with other children ('bubble' model). This is particularly the case for pupils with SEN unable to adhere to 'social distancing'. 	Yes	<u>Year 6</u> 8 groups with allocated rooms	
8. Risk of transmission in large spaces used as classrooms/teaching spaces	3	3	9	<ul style="list-style-type: none"> Limits are set for large spaces e.g. dining hall, school hall, sports hall 	Yes	Movement around school will be monitored by adults who will control social distancing	3x3=9
				<ul style="list-style-type: none"> Large gatherings are not permitted 	Yes	Hall to be used as staff room and for training	
				<ul style="list-style-type: none"> Design and layout and arrangements in place to allow for social distancing 	Yes	Tables in classrooms have been arranged to enable social distance	
9. Risks of transmission during use of the outdoor learning environment for young children	3	2	6	<ul style="list-style-type: none"> Leadership are realistic about social distancing and young children in outside spaces 	Yes	Group/bubbles allocated playing area Staggered playtime for Key worker school	3x2=6
				<ul style="list-style-type: none"> Arrangements for handwashing, hand sanitiser, tissues, bins are in place in classrooms and outside 	Yes	Bins for toilets for paper towels to be ordered. Classrooms bins to be emptied after lunch	
				<ul style="list-style-type: none"> Close down drinking fountains and make arrangements for individual water bottles for children 	Yes	Taped off	
				<ul style="list-style-type: none"> Large climbing equipment will be difficult to clean and might need to be shut down in the current circumstances 	Yes	Signage in place	

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				<ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam 	Yes	Very little equipment to be used. Personalised packs of resources /trays to be available	
				<ul style="list-style-type: none"> Games and activities which allow children's heart rate to raise and avoid the sharing of equipment are available 	Yes	Some physical activity to be offered in timetable	
				<ul style="list-style-type: none"> Outside spaces are divided and demarcated for smaller groups of children to use to facilitate children staying in their smaller groups 	Yes	Plan in place to section off the playground for different groups to play in	
				<ul style="list-style-type: none"> Where outside space must be shared arrangements for cleaning between groups are in place 	Yes	Staggered playtimes	
				<ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily 	Yes		
				<ul style="list-style-type: none"> Bike and wheeled toy play: dependent on numbers – either name labels or label bikes, scooter etc for individual children to use, with their names or arrange for bikes to be wiped down by an adult, between use by the children 	NA		
				<ul style="list-style-type: none"> Consider the removal or covering or areas which are difficult to clean such as mailable materials and planting areas. Consider replacing with individual resources which can be replaced when each child has finished using them 	Yes	Eg Book shelves covered and cushions removed	
10. Risks of transmission due to movement around the school.	4	4	16	<ul style="list-style-type: none"> Arrange for corridors to be one-way where possible 	Yes	Children will be supervised by adults	4x3=12
				<ul style="list-style-type: none"> Clear signage and markers for children 	Yes	Signs need to be put up <ul style="list-style-type: none"> - Social distance - Washing hands - Touching face 	

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				<ul style="list-style-type: none"> Corridors are divided where feasible 	Yes	SLT to mark corridors Adult supervision of children on site at all times	
				<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed 	Yes	Groups have been assigned different doors to use	
				<ul style="list-style-type: none"> Movement of pupils and staff around the school is minimised 	Yes	1 st and 3 rd June staff training Staff awareness to be raised in INSET regarding movement around the school	
				<ul style="list-style-type: none"> Pupils are reminded regularly of social distancing protocols 	Yes	Every day children reminded in class	
				<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision in place 	Yes	LSAs and teachers to support with supervision	
11. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	4	4	16	<ul style="list-style-type: none"> Start and departure times are staggered 	Yes	Soft start in morning Different door an areas of playground identified for pick up	4x3=12
				<ul style="list-style-type: none"> Procedures in place to hold children to reduce family waiting time due to staggering and increase turnover of parking spaces 	Yes	Parent's entry to be monitored by SLT. Holding areas in the playground to be identified for parents and children/groups.	
				<ul style="list-style-type: none"> Stagger time for SEN Transport drop offs and pick ups 	NA		
				<ul style="list-style-type: none"> Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council's Highways Department 	Yes	All doors to be used and allocated to groups	
				<ul style="list-style-type: none"> Determine a queuing system and a process for staff to greet each child, ensure they wash their 	Yes	As children enter through defined door.	

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				hands immediately on arrival, and then go straight to their classroom		Staff will monitor entrance to toilets and class room for hand washing etc. Queuing system will be in place using tape on floor to enable social distancing. Handwashing can also take place in classrooms	
				<ul style="list-style-type: none"> Do not allow parent/carers to enter the buildings to drop off or collect children nor any gathering at the school gates to talk to other parents. 	Yes	This has been made clear to parents and will be monitored. Social distancing to be marked on Childs Walk	
				<ul style="list-style-type: none"> Identify drop off and pick up waiting areas that can retain social distancing 	Yes	Identified areas in playground	
				<ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queueing 	Yes	SLT to monitor collection and pick up every day. Children and staff to stay in playground until all children collected.	
				<ul style="list-style-type: none"> Staff, pupils and parents are briefed and signage provided to identify entrances, exits and circulation routes 	Yes	INSET 1st June & 3rd June Also in Covid Handbook Parent newsletter SLT monitoring drop off and pick up every day	
				<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 	Yes	Leadership team to devise plan	
				<ul style="list-style-type: none"> Floor markings visible to all to avoid queueing 	Yes	Tape purchased Leadership to action queueing areas in	

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						playground and around site and split hallways.	
				<ul style="list-style-type: none"> Parents given advice on walking/cycling to school, avoiding public transport and minimising driving 	Yes	Letter to parents to advise about social distancing and safety at drop off and pick up	
				<ul style="list-style-type: none"> Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage 	Yes	This is currently in place but reminders will be given	
				<ul style="list-style-type: none"> Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space 	Yes	SLT to ask for parking restrictions around the premises to be suspended temporarily. Request granted. Staff given letters for cars	
12. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.	3	2	6	<ul style="list-style-type: none"> Advice to pupils and families on maintaining road safety procedures despite changes. 	Yes	Parents to be advised in a letter	3x2=6
				<ul style="list-style-type: none"> For those that have to drive, advice on places they should and should not pick up, drop off and park 	Yes	Parents to be advised in a letter to park and stride	
				<ul style="list-style-type: none"> Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families. 	N/A		
				<ul style="list-style-type: none"> Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented. 	N/A		
				<ul style="list-style-type: none"> Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc. 	N/A	To be reviewed as school re-opening expands.	
				<ul style="list-style-type: none"> Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required. 	N/A	To be reviewed as school re-opening expands.	

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13. Risk of transmission because pupils do not observe agreed protocols of social distancing at playtimes	3	4	12	<ul style="list-style-type: none"> Playtimes are staggered 	Yes	And/or areas in playground identified to play	3x3=9
				<ul style="list-style-type: none"> External areas are designated for different groups 	Yes		
				<ul style="list-style-type: none"> Pupils are reminded about the protocols of social distancing before every playtime 	Yes		
				<ul style="list-style-type: none"> Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. 	Yes	Where needed. We do not have any pupils with EHCP plans in Year 6	
14. Risk of transmission because pupils do not observe agreed protocols of social distancing at lunchtimes (Key worker school only)	3	2	6	<ul style="list-style-type: none"> Pupils are reminded about the protocols of social distancing before every lunchtime 	Yes	In place already for key worker school	3x2=6
				<ul style="list-style-type: none"> Pupils wash their hands before and after eating 	Yes	In place already for key worker school	
				<ul style="list-style-type: none"> Dining room areas and other spaces are configured to ensure social distancing measures are in place when the children eat 	Yes	In place already for key worker school	
				<ul style="list-style-type: none"> Floor markings are clear to avoid queues 	Yes	Floor markings to be put in place with tape across school site including dining hall	
				<ul style="list-style-type: none"> Other arrangements may be in place e.g. delivering packed lunches/grab bags to classrooms, pupils eating own packed lunches in classroom, pupils eating in outdoor spaces 	Yes	Key worker children able to socially distance in dining room due to low numbers. NB: Year 6 children not staying for lunch.	
				<ul style="list-style-type: none"> If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food 	Yes	EB- to include guidance in letter to parents Letter to be included in Covid Staff Handbook	
<ul style="list-style-type: none"> Eating areas are thoroughly cleaned after lunchtime 	Yes	Caretaker					

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15. Staff rooms and offices do not allow for observation of social distancing guidelines	4	4	16	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing 	Yes	Staff room including appliances to be relocated to the main hall to enable staff social distancing.	4x3=12
				<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms 	Yes	To be detailed in Covid Handbook issued to staff 2 nd June. Staff meeting 3 rd June	
16. The configuration of medical rooms may compromise social distancing measures	3	4	12	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms 	Yes	Queuing system to be marked outside of room. Pupils to be supervised by an adult if in need of medical attention.	3x2=6
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged 	Yes	Group room Needs to be included in Covid Handbook	
				<ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms 	Yes	Training on use needed	
				<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas 	No	To be conformed with cleaning company	
17. Groups of people gather in reception areas which may contravene social distancing guidelines	3	4	12	<ul style="list-style-type: none"> Parents are made aware of new school procedures prior to their children starting back at school 	Yes	Included in letter to parents	3x2=6
				<ul style="list-style-type: none"> Social distancing floor markings are clearly in place 	Yes	Leadership to action by INSET day	
				<ul style="list-style-type: none"> Social distancing protocols and guidance are clearly displayed to protect those staff on reception duty 	yes	Visitors are not allowed on site, essential contractors escorted on the premises.	
				<ul style="list-style-type: none"> Non-essential visitors to school and deliveries are minimised 	Yes		

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				<ul style="list-style-type: none"> Arrangements are in place for visitors to stay apart 	Yes	Visitors are escorted, at a social distance, from the gate	
C. Hygiene and protective controls							
18. Risk that social distancing between pupils and between staff and pupils is difficult or impossible to maintain, leading to a risk of transmission.	3	5	15	<ul style="list-style-type: none"> Ensure frequent hand cleaning and good respiratory hygiene practices 	Yes		3x3=9
				<ul style="list-style-type: none"> Regular cleaning 	Yes		
				<ul style="list-style-type: none"> Minimise contact and mixing (see above) 	Yes		
				<ul style="list-style-type: none"> See sections above re start and end of day arrangements, playtimes and break times 	Yes		
19. Risk of staff or children with the virus coming into school when symptoms are not clear.	4	4	16	<ul style="list-style-type: none"> Testing of staff or pupils 	Yes	Included in staff handbook and letter to parents	4x4=12
				<ul style="list-style-type: none"> Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Yes	See handbook for allocated areas for staff to work in	
				<ul style="list-style-type: none"> PPE on hand. 	Yes	Hygiene station in each room, face shields provided for every staff member and PPE in medical room	
20. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	4	4	16	<ul style="list-style-type: none"> Consideration should be given regarding the continued use of items that are frequently used by multiple children that are not essential and difficult to keep clean, for example outdoor play equipment. 	Yes	Resources are not shared	4x3=12
				<ul style="list-style-type: none"> Establish arrangements for all frequently touched surfaces and equipment e.g. <ul style="list-style-type: none"> door handles 	Yes	Cleaning equipment in each classroom	

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				<ul style="list-style-type: none"> handrails tabletops play equipment toys electronic devices (such as phones) specialist equipment, including equipment used by pupils with SEN 			
				<ul style="list-style-type: none"> When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. 	Yes	Hygiene station in each classroom and designated staff work areas	
				<ul style="list-style-type: none"> Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. 	Yes	No sharing of resources	
				<ul style="list-style-type: none"> Limit the number of shared resources (such as pencils, arts equipment, etc.) between pupils in the same classroom. 	Yes	No sharing of resources	
				<ul style="list-style-type: none"> Teachers and children should make sure they wash their hands and surfaces, before and after handling pupils' books 	Yes	Protocol added to staff handbook	
				<ul style="list-style-type: none"> Teachers and children should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.) and provide hand sanitisers at appropriate locations. 	Yes	Hygiene station in each classroom. Soap and antibacterial hand washes provided for staff and children	
				<ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. 	Yes	Parents to be informed in letter	
21. Risk of virus spreading because the school has insufficient materials and equipment	4	4	16	<ul style="list-style-type: none"> Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms 	Yes	Caretaker to check before school and during lunch time	4x3=12
				<ul style="list-style-type: none"> Use of hand sanitisers at appropriate locations 	Yes	All rooms have hand sanitiser	

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				<ul style="list-style-type: none"> Bins provided in classrooms, playground and in other designated staff work areas. All bins inside to be emptied after am and pm sessions and outdoor bins to be emptied daily. 	Yes	Rob briefed on bins to be changed.	
				<ul style="list-style-type: none"> Bins to be double bagged and emptied 	No	Protocol needs to be established – cleaning company and Rob to be met with	
				<ul style="list-style-type: none"> Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom 	Yes	Reminders for children each day	
22. Provision and use of PPE for staff where required is not in line with government guidelines	3	3	9	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Yes	Necessary PPE procured – staff need training on 1 st and 3 rd June	3x2=6
				<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care, cleaning staff, receiving and handling deliveries) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely 	Yes	Staff need training on 1 st and 3 rd June	
				<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing 	Yes		
23. Pupils forget to wash their hands regularly and frequently	4	4	16	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. 	Yes		4x3=12
				<ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently 	Yes		
				<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes		
24. Pupils' behaviour on return to school does not comply with	3	4	12	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. 	Yes	Reminders at the beginning of each day	3x3=12

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social distancing guidance				For young children this is done through age-appropriate methods such as stories and games. For pupils with SEN, including those with Autism, use appropriate methods such as pictures/PECS and modelling			
				• Staff model social distancing consistently.	Yes		
				• The movement of pupils around the school is minimised.	Yes	Detailed in staff handbook	
				• Large gatherings are avoided.	Yes	Staff meetings avoided as much as possible	
				• Break times and lunch times are structured to support social distancing and are closely supervised	Yes	Designated areas for each group to play. Key workers have a different playtime	
				• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.	Yes	To be added to Covid hand book	
				• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	Yes		
				• Messages to parents reinforce the importance of social distancing.	Yes		
				• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.	Yes		
• Arrangements for social distancing for pupils with SEN have been agreed and staff are clear on expectations.	Yes						
D. Premises and Buildings							
25. Risk that cleaning capacity is at a reduced level so that an initial deep-clean	4	4	16	• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.	Yes	Cleaning company to clean school Thursday and Friday during half term	4x3=12

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and ongoing cleaning of surfaces are not undertaken to the standards required				<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. 	Yes	Cleaning company are training staff further on protocols for Covid-19. Discussion with cleaning company has taken place.SOP has been provided	
				<ul style="list-style-type: none"> Working hours for cleaning staff are increased 	Yes	Cleaning during lunch time to take place	
26. The use of fabric chairs may increase the risk of the virus spreading	3	4	16	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. 	Yes	Removed from all communal areas and designated staff working areas.	3x3=12
				<ul style="list-style-type: none"> Where that is not possible then ensure chairs are limited to single person use. 	Yes	Teacher chairs only remain with fabric on	
27. Queues for toilets and handwashing risk non-compliance with social distancing measures	4	4	16	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. 	Yes	Tape on floor outside toilets for queuing	4x3=12
				<ul style="list-style-type: none"> Floor markings are in place to enable social distancing. 	Yes	Tape on floor outside toilets for queuing	
				<ul style="list-style-type: none"> Pupils know that they can only use the toilet one at a time. 	Yes	Staff and pupils need to be reminded. Signs need to be in place	
				<ul style="list-style-type: none"> Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 	Yes	Staff to monitor	
				<ul style="list-style-type: none"> The toilets are cleaned frequently. 	Yes	Cleaning company have confirmed that toilets will be cleaned at lunchtime and at the end of the day	
				<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels 	Yes	Caretaker to monitor	
<ul style="list-style-type: none"> Bins are emptied regularly. 	Yes	Caretaker to monitor					

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				<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	Reminders in class by class teachers	
28. Fire procedures are not appropriate to cover new arrangements	4	4	16	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals The need to apply social distancing rules during evacuation and at muster points A possible need for additional muster point(s) to enable social distancing where possible 	Yes	Fire evacuation to be reviewed and social distance meeting point established as the same location as arrival and dismissal	4x3=12
				<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures 	Yes	To be included in Covid Staff Handbook and fire drill for whole school site during first week back	
				<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 	In progress	INSET day 1 st and 3 rd June	
29. Fire evacuation drills - unable to apply social distancing effectively	4	4	16	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	To be discussed on 1 st and 3 rd June and planned for during first week	4x3=12
				<ul style="list-style-type: none"> Review Personal Emergency Evacuation Plans – buddies are assigned or reassigned according to available persons. 	N/A		
				<ul style="list-style-type: none"> Consider access route for teachers and pupils with mobility issues, as social distancing measures may not be possible during an emergency 	N/A		

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30. Fire marshals absent due to self-isolation	4	4	16	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	Addition fire marshal roles to be allocated on 1st and 4th June	4x3=12
31. All systems may not be operational	3	2	6	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. 	Yes	Guidance used and re-opening model checked with LA	3x2=6
				<ul style="list-style-type: none"> All systems have been recommissioned. 	Yes	Guidance used and re-opening model checked with LA	
32. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	4	2	8	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Yes	Yes	4x2=8
				<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	Water testing is currently taking place	
33. Visitors to the site (including parents) add to the risk	4	4	16	<ul style="list-style-type: none"> Signage giving routes, procedures and entrances to be followed. 	Yes	Visitors to be escorted on the site from entrance gate	4x3=12
				<ul style="list-style-type: none"> Limit the external visitors to the school during school hours 	Yes		
				<ul style="list-style-type: none"> Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. 	Yes	Staff working in offices to sign in contractors – contractors brought to office to sign in by staff who let them onto site Hand sanitiser available	
				<ul style="list-style-type: none"> Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable) 	Yes		
				<ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews 'virtually' 	Yes		

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34. Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	4	4	16	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. 	Yes		4x3=12
				<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe 	Yes	We are avoiding all visitors to our school site unless absolutely necessary for the school to open. Where possible, all work to be done remotely or in school holidays.	
				<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. 	Yes	Julia to ensure all contractors are vigilant about the health of their employees	
				<ul style="list-style-type: none"> Temperature checks are carried out on arrival and before entering the school building 	No	This is not recommended in DfE guidance. Discussed fully at GB	
				<ul style="list-style-type: none"> Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 	Yes	Contractors are escorted on site	
				<ul style="list-style-type: none"> Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	Yes		
				<ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	We are avoiding all visitors to our school site unless absolutely necessary for the school to open. Where possible, all work to be	

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						done remotely or in school holidays. All non-essential maintenance from contractors suspended	
E. General							
35. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3	3	9	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 	Yes	Covid Handbook to be created with specific modifications included	3x2=6
				<ul style="list-style-type: none"> The school has carried out a full Health and Safety Risk Assessment to ensure it is Covid-19 secure. (LBB will issue guidance on this shortly) 	As much as is possible	To be shared with staff, parents and governors	
				<ul style="list-style-type: none"> Staff, pupils, parents and governors have been briefed accordingly. 	Yes	Ongoing – staff, pupils, parents and governors will be briefed when necessary Governors meeting 1st June	
36. Curriculum/Learning Environment	3	3	9	<ul style="list-style-type: none"> Consider what activity is more difficult/ not possible to be undertaken with social distancing in place. Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> -PE -Practical lessons 	Yes	No contact sport No partner/ group work No shared resources	3x2=6

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				<ul style="list-style-type: none"> Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support. 	Yes	To be detailed in staff Covid Handbook	
37. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4	3	12	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Health services Regional Schools Commissioner Professional associations Other partners Neighbouring schools/EY settings Highways department 	Yes	<p>Letters to parents and risk assessment on website.</p> <p>Covid Staff Handbook delivered to staff and governors on 1st and 4th June.</p> <p>Governing body meeting 1st June to agree Risk Assessment.</p> <p>Children reminded about changes and safety measures every day in PHSE lessons and through displays/posters</p>	3x2=6

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				<ul style="list-style-type: none"> Parents are communicated with to make sure they know: <ul style="list-style-type: none"> whether their child will be able to attend from the week commencing 1 June what protective steps you're taking to make the school a low-risk place for their child what you need them to do (such as on drop off and collection) For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan 	Yes	EB- Letter to parents	
					Yes	AH- support for SEND parents and pupils	
38. Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	4	3	12	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. 	Yes	Letters to parents, parent mails, website updated. School and parents communicate well over health issues	4x2=12
				<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. 	Yes	Parent questionnaire – reasons given for non-attendance	
				<ul style="list-style-type: none"> The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	Yes	Letter to parents with NHS guidance link. All staff have already been sent information.	
				<ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	Questionnaire to parents and phone conversations with parents	
39. Pupils' mental health has been adversely affected during the period that	2	4	8	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Yes	Staff are aware of how to offer support and how to access help through referrals to DSL	2x2=4

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the school has been closed and by the COVID-19 crisis in general						who will refer to Early Help Team through MASH if necessary Staff have already been communicating with parents about wellbeing issues.	
				<ul style="list-style-type: none"> There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Yes	Leadership Team are the designated people AH- remote access who can refer to Emotional Health and Wellbeing Team for support	
				<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). 	Yes		
				<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Yes	Mindfulness activities/PSHE activities	
40. The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	3	4	12	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Yes	Staff newsletter, well-being training offered and Qwell information sent out	3x3=9
				<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Yes	Ongoing discussions between teams with team leaders and SLT Also discussed at GB	
				<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing 	Yes		
				<ul style="list-style-type: none"> Staff briefings/training on wellbeing are provided. 	Yes		

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				<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Yes	Qwell, posters around school, well-being board in staffroom	
41. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	2	3	6	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. 	Yes	Meetings take place via Zoom. Next meeting 1 st June to agree Risk Assessment Governors have reached out to offer additional support.	2x2=4
				<ul style="list-style-type: none"> The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 	Yes		
				<ul style="list-style-type: none"> The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 	Yes	Governors receive all communication that goes out to parents and staff.	
				<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	In progress	All governors included in communication with parents and staff and a zoom GB meeting has taken place in May – 1 co-chair attended this meeting. Another meeting scheduled 1 st June. Chairs could not attend. Vice Chair chaired the meeting.	
				<ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes		

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42. Testing is not used effectively to help manage staffing levels and support staff wellbeing	3	3	9	<ul style="list-style-type: none"> Guidance on getting tested has been published. 	Yes	Testing guidance to be included in Staff Covid Handbook	3x3=9
				<ul style="list-style-type: none"> The guidance has been explained to staff 	Yes	To be explained on INSET day and included in Staff Covid Handbook	
				<ul style="list-style-type: none"> Post-testing support is available for staff. 	Yes	To be explained on INSET day and included in Staff Covid Handbook	
43. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	4	4	16	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 	Yes		4x3=12
				<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. 	Yes	Details explained in staff handbook. Group room assigned as isolation room.	
				<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply 	Yes	EB to include further guidance in letter to parents	
				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes		
44. Staff, pupils and parents are not aware of the school's	4	4	16	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take 	Yes	Guidance provided in every newsletter	4x3=12

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procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19				should anyone display symptoms of COVID-19 and how this will be implemented in the school.			
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Yes	Class teachers to provide guidance to pupils when Year 6 return Staff handbook	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		
45. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	4	4	16	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. 	Yes	Letter to parents and newsletters	4x3=12
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Yes	1 st and 3 rd June staff INSET	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		
46. Staff, parents and carers are not aware of recommendations on transport to and from school	4	4	16	<ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). 	Yes	Staff who use public transport have been given the option of working from home. Parents to be encouraged to walk/park and stride and avoid public transport	4x3=12