

Gresham Primary School

Assessment conducted by: T.Butler Kemp	Job title: Deputy Headteacher	Covered by this assessment: Staff, pupils, visitors.
Date of assessment: September 2021	Review interval: Half termly	Date of next review: October 2021

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Behavioural Policy - Croydon's Education Setting Flowchart • Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Behavioural Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools coronavirus (COVID-19) operational guidance' - DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak (applies from Step 4)' - DfE (2021) 'Use of PPE in education, childcare and children's social care' • Staff receive any necessary information on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE 	Y	SLT	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Department of Health and Social Care - The school's local health protection team (HPT) • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email, particularly any changes to processes to allow for the full opening of the school. • Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. • The SLT conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. • The SLT reviews relevant school policies to ensure they account for new provisions. 				
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. • Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. • Pupils and parents are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. 	Y	ALL STAFF	SEPT 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy. • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. - Advised to follow the guidance for households with possible or confirmed coronavirus infection. - Advised to arrange a PCR test as soon as possible. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to the medical room. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others, outside if possible. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, other named contacts will be telephoned. • Symptomatic individuals who are sent home are directed to not use public transport to get home. • If the pupil needs to use the toilet while awaiting collection, they should use the medial room toilet. The room is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. • The school does not routinely take the temperature of pupils. However, if feeling unwell staff take pupil temperatures. • The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				
Face coverings	M	<ul style="list-style-type: none"> • Staff are asked to wear a face covering if they are living with someone who has tested positive for coronavirus. • Visitors (i.e. parents/carers) are asked via email and via the school newsletter to wear a face covering when on the school site. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include face coverings temporarily in communal areas for staff. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. 	Y	ALL STAFF & VISITORS	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering the grounds if they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. 				
PPE	M	<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and 	Y	ALL STAFF	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.				
Hand cleaning and respiratory hygiene	M	<ul style="list-style-type: none"> • Suitable handwashing facilities are provided for individuals to wash their hands regularly e.g.: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently. • There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. • Adequate amounts of tissues and bins are available in the relevant areas. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils wash their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. 	Y	ALL STAFF	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Cleaning	H	<ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the additional cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. • The caretaker implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • The necessary areas of the school are deep cleaned with suitable cleaning agents. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Staff and pupils are reminded to always flush toilets with the lids down. 	Y	SBM CARETAKER CLEANING STAFF	SEPT 21	M
Social distancing	H	<ul style="list-style-type: none"> • Pupils are informed they no longer need to adhere to social distancing measures in school unless directed. • Where possible staff should try to maintain a distance from each other and pupils. • Pupils are informed they no longer need to be separated into bubbles in school; however, inside mixing of classes is kept to a minimum. 	Y	ALL STAFF, PUPILS, VISITORS	SEPT 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily 				
Resources	H	<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games are cleaned regularly. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books and stationery. Pupils are permitted to bring bags to school. Pupils to wear PE kit to school. 	Y	ALL STAFF	SEPT 21	L
Fire safety	H	<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. Where directed, the headteacher identifies how any social distancing measures are to be observed (where directed) at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	HT	SEPT 21	M
Testing	M	<ul style="list-style-type: none"> It is made clear that testing is voluntary. Pupils do not undergo testing. Staff in all education settings are encouraged to test twice weekly at home. The school obtains written consent from staff to process and store their testing data prior to beginning testing. Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. Staff undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. 	Y	ALL STAFF	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • If the test result is positive, staff inform the school of the result and the school will call the Self-Isolation Service Hub on 020 3743 6715 to make them aware. The school follows Croydon's Educational Setting Flowchart. • Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. • Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. • Staff, pupils and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. • Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. • Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. • Testing kits are stored indoors between a temperature of 2 to 30°C. • Individuals are instructed to collect test kits from the school office. 				
NHS Test and trace	H	<ul style="list-style-type: none"> • The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. • The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a 	Y	HT & DHT	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>positive case of coronavirus and will advise them to take a PCR test.</p> <ul style="list-style-type: none"> • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • PCR tests are delivered safely and with due regard for transmission risk. • Individuals are asked to inform the school immediately of test results. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. • Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> - They are fully vaccinated. - They are below the age of 18 years and 6 months. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - They have taken part in or are currently part of an approved vaccine trial. - They are not able to get vaccinated for medical reasons. • Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> • Parents are informed, via email, of how the school responds to confirmed cases of coronavirus. A template letter provided by Public Health is used. • Where an individual in the school community tests positive for coronavirus, the school follows public health advice. • Key details (i.e. date of symptoms and/or test are recorded by office staff). • The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. • Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. • All parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • If the school is aware of contacts who have not been alerted by NHS Test and Trace, the school contacts these individuals and recommends a PCR test. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). 	Y	HT & DHT	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 				
Attendance		<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils. Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. The school works with the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 				
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. Pupils who live with someone who is CEV continue to attend school as normal. All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place are in place to prepare for the event that the school site is required to close. If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. Clinically vulnerable staff continue to attend school provided they follow the school's control measures to minimise the risks of transmission. Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. The headteacher hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. 	Y	SLT	SEPT 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • The headteacher ensures that the school can be adequately and safely staffed. • A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active guidance on social distancing (where directed) and/or advice for pregnant women considered to be clinically extremely vulnerable. • The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
Workforce	M	<ul style="list-style-type: none"> • Appropriate support for pupils with SEND remains in place. • Line managers discuss and agree any proposed changes in role or responsibility with members of staff. • The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to the LA. • Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. • The school continues its recruitment processes as normal. 	Y	HT	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Unvaccinated members of staff	H	<ul style="list-style-type: none"> • The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance. • The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. • The school consults with its recognised trade unions when implementing its approach to vaccinations. • The headteacher ensures all line managers are aware of the school's approach to vaccinations and implement it accordingly. • The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils. • Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision. • Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g. regular handwashing. • The headteacher considers additional measures to protect unvaccinated staff members on a case-by-case basis. Measures to consider include the following: <ul style="list-style-type: none"> - Working from where possible - Increased use of testing - Social distancing - The use of PPE • The school adheres to the Data Protection Act 2018 and the UK GDPR when asking staff members if they have been vaccinated and when handling information relating to the vaccination status of a member of staff. 	Y	SEPT	HT	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010. The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines. 				
Catering	M	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. The headteacher liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. FSM voucheRs are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result Not attending as a result of local restrictions advised by the government. 	Y	CHARTWELL S SLT	SEPT 21	L
Remote learning	L	<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. 	Y	SLT TEACHERS	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 				
Uniform	L	<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. Expectations of uniform are communicated to pupils and parents. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	SLT PUPILS PARENTS	SEPT 21	L
Educational visits	H	<ul style="list-style-type: none"> Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. The school ensures it is prepared to carry out domestic day trips and residential trips. Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> The EYFS staff:child ratios are maintained. A risk assessment is conducted in advance. Good hygiene is maintained throughout. Thorough handwashing happens before and after the trip. The trip is carried out in line with relevant local or national coronavirus guidance. Appropriate insurance arrangements are in place. 	Y	SLT TEACHERS	SEPT 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. • The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the pupils in the group. - Pupils and staff should wash hands thoroughly on arrival and before leaving. 				
Extracurricular activities and wraparound provision	H	<ul style="list-style-type: none"> • The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • The headteacher makes sure external providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. • Wraparound provisions are run in line with the current government guidance i.e. are COVID secure. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend 	Y	HT	SEPT 21	M
Curriculum	L	<ul style="list-style-type: none"> • All pupils are given the support required to make good progress. • Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. • The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. • The headteacher ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass 	Y	SLT	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</p> <ul style="list-style-type: none"> • The headteacher ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. • Sports equipment is thoroughly cleaned between each use. • School swimming and water safety lessons are conducted in line with Swim England's guidance. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities are used in line with government guidance, including travel to and from those facilities. • The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 				
Behaviour expectations	L	<ul style="list-style-type: none"> • The school's Behavioural Policy and Code of Conduct sets out behaviour expectations for pupils and is updated in line with new rules and measures. 	Y	SLT	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 				
Wellbeing	H	<ul style="list-style-type: none"> The SLT nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within the school. Staff are vigilant in discerning pupil mental health and report any concerns to the headteacher or deputy headteacher. The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. Discussions are had with pupils, parents and staff to assess how they feel about being on the school site and to enable staff to act on any concerns they may have. Wellbeing polices for pupils and staff are followed. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. 	Y	SLT	SEPT 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. 				
Safeguarding	H	<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	Y	SLT	SEPT 21	M
Contingency planning	M	<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating or shielding. The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	SLT	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Communication	M	<ul style="list-style-type: none"> • The headteacher contacts the DfE’s advice helpline for specific recommendations for the school • The headteacher puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary. • The headteacher liaises with the LA where necessary. • The school’s website is kept up to date with any important information regarding the running of the school during step 4 of the coronavirus recovery roadmap, e.g. local arrangements. • Parents are informed via email about the relevant information regarding the running of the school during step 4, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. • Staff and volunteers are informed via email about the relevant information regarding the running of the school during step 4. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The headteacher liaises with the governing board about possible arrangements for running the school during step 4, where necessary. • Pupils are informed via letter about the relevant information regarding the running of the school during step 4, e.g. the removal of restrictions such as social distancing. • The SLT is actively present around the school to provide additional support, advice and reassurance. • The SBM communicates with suppliers and contractors regarding the running of the school during step 4 and reinstating or suspending the supply of any required goods or services. 	Y	ALL STAFF	SEPT 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings are carried out during step 4. A record is kept of all visitors and contractors that come to the school site. 				
Protective measures	H	<ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Parents enter the school site via the vehicle gate to drop off their child and leave via the main gate, utilising an outside one-way system. Visitors needing access to the school building are asked to undertake a LFD and complete a Covid form. Young children are supervised when washing their hands and are taught how to do so effectively. A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. Specific hygiene bins are utilised. An enhanced cleaning schedule is put in place. Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant. Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas and dining areas. Minimal inside mixing of different classes. A one-way system for pupils is in place. Where assemblies are taking place, these are separated into key stages and classes sit with a distance between them. 	Y	SLT	SEPT 21	L
Ventilation	H	<ul style="list-style-type: none"> Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: 	Y	ALL STAFF	SEPT 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The school plans to use CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. • To avoid inaccurate readings, CO₂ monitors will be placed: <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. • The school will maintain consistent CO₂ monitor reading value of 800ppm or under. • Where the CO₂ monitor reading exceeds 800ppm, ventilation will be increased in the necessary space(s). • A separate risk assessment is carried out to cover the use of any poorly ventilated spaces. 				