

Area for concern	Risk Control Measures	In place? Yes/No	By whom?	By when?	Risk rating following action H/M/L
Situational Awareness	Daily monitoring of advice and guidance on Covid https://www.gov.uk/coronavirus https://www.gov.uk/coronavirus/education-and-childcare NP receives daily update from Dfe and cascades information accordingly	Yes	NP	Daily	Low
	Daily review of general Covid situation in school NP to use feedback from SLT to continually review situation within bubbles	Yes	NP	Daily	Low
Communication	Ensure staff and Parents are communicated with in regards to new lockdown procedures: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools NP to hold Teams meeting with all staff and share Risk Assessment with them whilst also giving them the opportunity to ask any questions. Parentmail to be sent 4/3/21 with updated Risk assessment and Guidelines for Parents.	Yes	NP	5/3/21	Low
	Procedure for isolating pupils displaying symptoms is made available and is clear for all staff All staff to be reminded of the guidelines verbally by NP in weekly meeting.	Yes	NP	3/3/21	Low
	Audit staff on a daily basis to establish availability to be in school Staff have already informed NP of their availability	Yes	NP	Ongoing	Low
	Staff are kept informed and updated about measures in place by email and verbal instruction NP to continue to carry out regular Teams meetings with all staff	Yes	NP	Ongoing	Low
	Feedback mechanisms in place for communication to and from staff Staff will be encouraged to share their thoughts with their Line Manager regularly	Yes	SLT	Ongoing	Low
	Whole staff meeting before children return to go through new arrangements Staff meetings to take place via Teams on 3/3/21	Yes	NP	3/3/21	Low
	Staff have regular opportunities for feedback on new arrangements SLT will be 'checking in' with their teams regularly	Yes	SLT	Ongoing	Low
	Guidance for staff on the new rules and routines that will be in place All staff to be sent a new Guidelines document	Yes	NP	3/3/21	Low
	Parents clearly instructed what is expected of them Updated guidelines to be sent 4/3/21 along with the Home/School agreement to remind parents of expectations	Yes	NP	3/3/21	Low

	Parents are kept informed and updated about measures in place Guidelines reiterated within newsletter	Yes	NP	Ongoing	Low
	Parents and staff are clear on hygiene and cleaning expectations Clear guidelines will be given to staff and parents	Yes	NP	3/3/21	Low
	Parents requested to advise school if their child has symptoms, or is self-isolating This will once again be made very clear in the communication that are sent out	Yes	NP	3/3/21	Med
	Parents requested to advise if family members exhibit symptoms This will once again be made very clear in the communication that are sent out	Yes	NP	3/3/21	Low
	Parents are informed if there is an outbreak in school NP will inform parents but will request confidentiality is observed	Yes	NP	Ongoing	Low
	Parents are kept informed and updated about measures in place NP will communicate to all parents as and when necessary	Yes	NP	Ongoing	Low
	Pupils must tell a member of staff if they begin to feel unwell Staff will stress the importance of this to the children when they return on Monday	Yes	Staff	Ongoing	Low
	Pupils' parental emergency contact details are up to date Parents completed a new form at the beginning of the academic year.	Yes	LVB	8/3/2021	Low
	Names of confirmed or suspected cases of Covid are kept confidential NP to reiterate this to staff in meeting on 3/3/21	Yes	NP	3/3/21	Low
	Limit the number of external visitors during school hours Office staff will co-ordinate visits as and when necessary	Yes	CR/LVB	8/3/21	Low
	Visitors advised of Covid procedures on arriving in school Guidelines to be displayed on main front door and in Reception	Yes	CR/LVB	8/3/21	Low
	Appropriate signage is in place both internally and externally Posters we are using are very child friendly and visual	Yes	KB	8/3/21	Low
	Daily data returns are returned to DFE on school attendance To be completed by Office staff daily	Yes	CR/LVB	8/3/21	Low
School Organisation	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
	A clear plan is put in place for the pupil numbers in school Bubble groups have been created across the school to minimise interactions	Yes	SLT	8/3/21	Low
	Staffing audit in place is sufficient to deliver organisation plan All teaching staff have been allocated a bubble apart from NP & LJ	Yes	SLT	8/3/21	Med
	Appropriate signage is in place at drop off and pick up points Child friendly, visual posters in place	Yes	KB	8/3/21	Low
	Plan is in place to ensure there are no gatherings at the school gates Only one parent per child can drop off and collect and must observe social distancing whilst on site	Yes	SLT	8/3/21	Low

	Minimum 2m distance between desks Yes where possible	Yes	SLT	8/3/21	Med
	Plan to reduce contact and movement e.g. One way system where appropriate, staggered start, finish and lunchtime, Liturgy's to take place in class Each bubble has been given a specific colour and there are coloured stickers around the school denoting which group can use that particular area. There are different entrances for each Bubble group. A rota has been set up for different playtimes and lunchtimes. NP will record Wednesday Liturgy and Friday Assembly for teachers to share with their class.	Yes	SLT	8/3/21	Low
	Limit the external visitors to school during school day To be co-ordinated by office staff and SLT	Yes	SLT	8/3/21	Low
	Arrangements are in place to ensure training requirements are still in place including PPE, signs and symptoms, infection control and scenarios. SLT to monitor and review during catch ups with their designated bubble	Yes	SLT	8/3/21	Low
	Governors are fully aware of arrangements in place and have scrutinised these arrangements NP to share Updated document with LGB via Teams	Yes	NP	2/3/21	Low
Hygiene	https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings				
	Posters are displayed throughout the school including classrooms, staffrooms, school gate, entrance and in all toilets Child friendly, visual posters are displayed throughout the school and DfE guidelines including signs of symptoms and hand washing procedures are displayed in each bubble staff room and toilet.	Yes	SLT	8/3/21	Low
	Frequent hand washing regime in place, including on arrival to school, supervised by staff Hand sanitiser will be at every entry point. Staff will ensure hand washing takes place throughout the day so it becomes part of the norm for the children's routine	Yes	All	8/3/21	Low
	Hand washing by soap and water or alcohol based hand sanitiser if soap is not available Soap and Water available in every bubble room and staff room. In the office area, where there are no sinks alcohol hand sanitiser will be available for staff and visitors	Yes	All	8/3/21	Low
	Adequate supplies of tissues are provided Supply in every bubble room and staff room	Yes	KB	8/3/21	Low

	Bar soap is replaced by liquid soap dispensers Already in place	Yes	KB	8/3/21	Low
	Lidded bins are available in classrooms and key locations Purchased and in place	Yes	KB	8/3/21	Low
	Shared teaching & learning resources are limited Rooms have already been set up with limited resource. Each pupil keeps their stationery in a pencil case or pot.	Yes	All	8/3/21	Low
	All resources are thoroughly cleaned before and after use (including play and gym equipment) This will be stressed once again in the guidelines given to staff. Each bubble has a designated day for PE and staff have been asked to clean equipment after use.	Yes	All	8/3/21	Med
	Resources that are not easy to wipe clean (soft toys etc) are removed from classroom These have already been removed.	Yes	All	8/3/21	Low
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings				
	Covid-19 Guidance in relation to the cleaning of Education Setting is followed. This includes:				
	Enhanced cleaning regime is in place Staff have been provided with additional cleaning products for them to use throughout the day in their bubble area.	Yes	All	8/3/21	Med
	Includes cleaning rota in place across the day Staff to organise in their bubble groups on Monday	No	All	8/3/21	Med
	Includes wiping down of surfaces and furniture Staff to identify all the surfaces which will need to be cleaned	No	All	8/3/21	Med
	Sufficient supplies of cleaning materials are available Ordered and in place	Yes	KB	8/3/21	Low
	Contingency plan for deep cleaning in the event of an outbreak Our cleaning company have a machine which can be used on whole areas to disinfect, sanitise and deep clean.	Yes	KB	8/3/21	Low
	Cleanliness monitored daily to required standards Staff to inform NP if they do not feeling cleaning is up to required standard	No	All	8/3/21	Med
	Difficult to clean items are stored away e.g. cushions, rugs, blankets Items have already been removed from classes	Yes	All	8/3/21	Low
	Reduced resources in use to reduce cleaning between sessions Excess furniture has been removed	Yes	All	8/3/21	Low

	Lidded bins located in classrooms and in other key locations Purchased and in place	Yes	KB	8/3/21	Low
	Double bagging of contents of waste bins in line with guidance Ensure cleaning company are aware of this guidance	Yes	KB	8/3/21	Low
	Caretaker or cleaner available on school site As Martin only works part time and the cleaners work out of school hours NP or KB will carry out any emergency cleaning	Yes	NP	8/3/21	Med
Outbreak	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#effective-infection-protection-and-control Contingency plan in place for someone falling ill in school (include tracing back and cleansing areas persons may have contaminated):				
	The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Each bubble will have a walkie talkie so they can communicate with NP/KB quickly. NP/KB will wear full PPE and remove child from bubble room and go to Meeting Room	Yes	All	8/3/21	Med
	The parents of an unwell child are informed as soon as possible of the situation by a relevant member of staff Office staff will contact parents and ask them to come immediately	Yes	CR/LVB	8/3/21	Med
	Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in Government guidance NP/KB to stay with child in Meeting room and monitor their condition	Yes	NP/KB	8/3/21	Med
	Unwell pupils who are waiting to go home are kept in an area where they can be at least 2 metres away from others Ill children will wait in the Meeting room	Yes	NP/KB	8/3/21	Med
	If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection Ill children will use the adult disabled toilet	Yes	NP/KB	8/3/21	Low
	Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk This advice will be in the guidelines that are given to parents	Yes	NP/KB	8/3/21	Low
	Areas used by unwell persons thoroughly cleaned once vacated This will be carried out by NP or KB	Yes	NP/KB	8/3/21	Med
	Contaminated waste double bagged and disposed of in line with guidance Assurance from cleaning company that this will be standard practise. Staff to be aware of this guidance as well	Yes	NP	8/3/21	Low
	Staff track and trace system is understood and local testing centres identified	Yes	NP	8/3/21	Low

	All staff understand the track and trace system.				
Pupil Wellbeing	https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people				
	Attendance registers are taken AND daily data returns to DfE completed Registers will be taken in Scholarpak as normal and office staff will complete daily returns to DfE. Any absences will be chased up with a phone call to determine why.	Yes	CR/LVB	8/3/21	Low
	Parents encouraged to contact school on daily basis if child not attending This will be included in the guidelines given to parents.	Yes	CR/LVB	8/3/21	Low
	Pupils are educated about how to protect themselves from Covid-19 Staff will remind the children of good hygiene throughout the day	No	All	8/3/21	Low
	Pupils are encouraged and re-assured about their own safety Friday mornings will have a PSHE focus so children have the opportunity to share their thoughts and feelings	No	All	8/3/21	Low
	Pupils required to respect and protect others by their behaviour On Monday 8th March the whole school will be off timetable so the whole day can be dedicated to a PSHE focus and revisiting rules and expectations.	No	All	8/3/21	Low
	Staff use due care and attention & observe safe working methods Guidelines to be set out clearly to the staff	Yes	All	8/3/21	Low
	Support is available for pupils <ul style="list-style-type: none"> • Who have found the long period at home hard to manage • Who have developed anxieties related to the virus • Who have safeguarding concerns • Who may make safeguarding disclosures • Who may have experienced bereavement • Who have SEND, behaviour or any other issue LJ to continue working with pupils and families	Yes	LJ	8/3/21	Low
Staff Wellbeing	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#effective-infection-protection-and-control https://www.nhs.uk/conditions/coronavirus-covid-19/				

https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#managing-pupil-and-staff-wellbeing-and-mental-health				
Staff who are vulnerable in line with DfE guidance have been identified, risk assessments undertaken and actioned Responses received from those affected	Yes	NP	8/3/21	Low
Staff who have a member of their household who is vulnerable (in line with DfE guidance) have been identified, risk assessment undertaken and actioned Responses received from those affected	Yes	NP	8/3/21	Low
Staff made aware of support arrangements in place for wellbeing – Employee Assistance Programmes and further support NP has shared with staff.	Yes	NP	8/3/21	Low
Staff have been trained in the use of PPE should it be necessary to operate – including the disposal of PPE NP has led training	Yes	NP	Ongoing	Low
Ensure staff are aware and understand any social distancing plans (where practicable) which have been put in place NP has stressed the importance of this. All Staff have to wear masks when outside of their working area and when moving around school.	Yes	NP	Ongoing	Low
All staff required to take a Lateral Flow Test on Sunday and Wednesday evening and send their results to KB All staff have been given an adequate number of tests for this half term	Yes	KB	Ongoing	Low
All staff required to take their temperature on arrival at school In place	Yes	All	Ongoing	Low
Support for staff working remotely has been considered to ensure their health and safety Team Leaders to maintain contact via phone with their team members who are not returning.	Yes	SLT	8/3/21	Low
Ensure PPE use is rationale and appropriate in accordance with national guidelines National guidelines read and understood	Yes	KB	8/3/21	Low
Staff are familiar of the arrangements for where PPE should be used and how this should be disposed of This has been covered previously in training	Yes	NP	8/3/21	Low
Co-ordinate and control PPE supply chain management In place	Yes	KB	8/3/21	Low
Staff are informed of the symptoms of possible coronavirus infection Posters are displayed in the staff room describing symptoms. They are also included in the written guidelines given to staff	Yes	NP	3/3/21	Low

	Staff given training on safe working measures Reminded during staff meeting	Yes	NP	3/3/21	Low
	Staff use due care and attention & observe safe working methods As set out in guidelines	Yes	All	8/3/21	Med
	Staff with symptoms stay at home and follow NHS 111 advice As set out in guidelines	Yes	All	8/3/21	Low
	Senior Leaders to provide pastoral support for staff Governors and SLT to be assigned a bubble group for them to make regular contact with to see how they are coping	Yes	SLT	Ongoing	Med
	Governors to provide pastoral support to senior leaders As above	Yes	AME	Ongoing	Med
	Staff supervision includes for open discussion and reassurance SLT and Gobs should make contact with their bubble regularly. Staff will know they can also contact their 'bubble buddy' outside of these set times	Yes	SLT	Ongoing	Med
	Staff living with extremely clinically vulnerable people and shielding work at home Staff identified and will be staying at home	Yes	NP	Ongoing	Low
	Teachers wash hands and surfaces before and after handling pupils' books Books are already on children's individual tables. Staff encouraged to complete marking on a post it note which the child then sticks in their book	Yes	All	Ongoing	Low
Vulnerable Pupils	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people				
	https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance				
	Vulnerable children are identified A list is already in place and LJ has been providing support for children and their families	Yes	LJ	Ongoing	Low
	EHCs reviewed and risk assessments & action plans in place Already completed by LJ	Yes	LJ	Ongoing	Low
	Trained DSL available on site at all times LC has undertaken DSL training online so there will be 3 members of staff trained (NP,LJ,LC)	Yes	LJ	Ongoing	Low
	Paediatric trained first aider available on site at all times All staff have completed online First Aid training in the past month. All Early Years staff and KB and NP are Paediatric trained.	Yes	NP	Ongoing	Low
	SENCO available to work LJ not to spend prolonged periods of time in any one bubble or with individual pupils	Yes	LJ	Ongoing	Low

Vulnerable Staff	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Clinically extremely vulnerable individuals are advised not to work outside the home In place	Yes	JLM	Ongoing	Low
	Clinically vulnerable individuals who are at higher risk of severe illness (people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible In place	Yes	JLM	Ongoing	Low
	If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible We do not have anyone that falls into this category	Yes	JLM	n/a	Low
	If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work In place	Yes	JLM	Ongoing	Low
	If a staff member lives in a household with someone who is extremely clinically vulnerable , as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend work if stringent social distancing can be adhered to We do not have anyone that falls into this category	Yes	JLM	n/a	Low
	Staff to contact their doctors to seek advice on their condition and update headteacher In place	Yes	All	Ongoing	Low
	Agree appropriate measures e.g. working from home (refer to guidance in relation) Discussed and agreed with each individual	Yes	SLT	Ongoing	Low
	Pregnant women to work from home KB has completed a Risk Assessment with SA	Yes	KB	Ongoing	N/A
Pupils at Home	https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19 https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19 https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources				

	Ensure arrangements are in place for educating children at home Remote Learning Programme in place and been used successfully by all classes	Yes	LC	Ongoing	Low
School Meals Service	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
	Arrangements are in place to minimise delivery drivers entering premises Food to be left at the front office for kitchen staff to bring through to their area	Yes	FY	Ongoing	Low
	Arrangements for the safe storage, preparation, cooking & serving of meals are in place In place	Yes	KB	Ongoing	Low
	Caterer has plans in place to ensure sufficient food supplies Parents have been asked to book lunches in advance so FY has an idea of numbers	Yes	KB	Ongoing	Low
	Caterer has plans for providing staff cover in the event of disruption Catering Assistant is able to cook meal in the absence of FY	Yes	KB	Ongoing	Low
	Service disruption contingency is parents provide packed lunches Will be communicated to parents if necessary	Yes	KB	Ongoing	Low
	Ensure appropriate signage in place for flow of pupils Not necessary as food is delivered to children at their tables	Yes	NP/KB	Ongoing	N/A
	Staggered lunch breaks or multiple serveries in place to ensure reduced contact between pupils Breaks and lunches are at staggered intervals	Yes	SLT	Ongoing	Low
Premises	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/managing-school-premises-during-the-coronavirus-outbreak				
	Health & Safety check undertaken before building opens to increased number of children NP & KB to carry out on Friday 5th March	Yes	NP/KB	5/3/21	Low
	Water systems are flushed through for prevention of legionella Caretaker to carry out check	Yes		5/3/21	Low
	Fire risk assessment & fire drill procedure updated for Covid Staff to be reminded of procedures and a Fire drill to take place with children in the first week back	Yes	NP/KB	12/3/21	Low

Early Years Foundation Stage	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
	Minimising physical contact and mixing Staff to monitor and remind children	Yes	KH	8/3/21	Low
	Staff can comfort children e.g. if they fall over Staff will reassure children if they are upset	Yes	KH	8/3/21	Low
	Outdoor learning is encouraged as much as possible Pre-school garden to be used as much as possible	Yes	KH	8/3/21	Low
Social Distancing	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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings				
	Establish same staff for the same group and classroom Bubble groups established	Yes	SLT	8/3/21	Low
	Pupils will be repeatedly reminded to observe social distancing Staff will remind children regularly	Yes	ALL	8/3/21	Med
	Each room assessed for maximum occupancy numbers Completed	Yes	SLT	8/3/21	Low
	Distancing rules in place for all rooms with clear signage across the school Rooms all set up as per the Government guidelines	Yes	SLT	8/3/21	Low
	Delayed start/finish and break times in place for shared areas Only shared area is now the photocopier area and the main offices. Staff will be asked to maintain social distancing when in these areas and to wear face coverings	Yes	SLT	8/3/21	Low
	Circulations routes in place and signed to minimise contact Each area of the school has been colour coded with stickers	Yes	SLT	8/3/21	Low
	Site safe entry/exit routes in place and signed In place	Yes	SLT	8/3/21	Low
	Building safe entry/exit routes in place and signed In place	Yes	SLT	8/3/21	Low
	Safe parking rules in place for staff and visitors Staff will be unable to park on site if they arrive after the first drop off time of 8:40m as children will be entering through the electronic gate as well as the pedestrian one.	Yes	SLT	8/3/21	Low
	Arrangements are in place for drop off and pick up times Staggered drop off and pick up times are in place at four different locations	Yes	SLT	8/3/21	Low
Arrangements for staff rooms and staff areas are in place	Yes	SLT	8/3/21	Low	

In place and resourced				
Staff remain at a safe distance at lunchtime or during breaks Each Bubble groups has their own allotted time to use the staff room and understand they must socially distance when in this area	Yes	SLT	8/3/21	Low
Arrangements for Liturgies are in place NP will record Wednesday's Liturgy to be shared via Teams. Collective worships to take place in class on Monday, Tuesday and Thursday	Yes	SLT	8/3/21	Low
Arrangements for dining halls are in place In place – staggered times and designated areas	Yes	NP/KB	8/3/21	Low
Arrangements for the use of toilets are in place Children's toilets are colour coded and each staff bubble group have been designated a specific toilet	Yes	SLT	8/3/21	Low
Behaviour rules for pupils are in place Behaviour Policy updated and shared with staff. Individual Risk Assessments have been created for children with specific behavioural issues and shared with parents	Yes	ALL	Ongoing	Low
Social distancing is monitored and enforced by all staff As much as possible – it is recognised this will be much harder with the younger children	Yes	ALL	Ongoing	Low
Meetings with parents to take place at a safe distance Staff will be encouraged to have conversations with parents on the phone rather than face to face where possible	Yes	ALL	8/3/21	Low
Enhanced supervision of children included during playtimes Staff from each bubble group cover break and lunchtimes	Yes	NP	8/3/21	Med