

## COVID19: Re-opening Risk Assessment and Action Plan

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Shared with:

- Governors Yes -
  - Staff Y/N – Yes

It should be used alongside the checklists issued by DfE (see [here](#)), NPW and those shared by some Trusts/schools regarding re-opening schools.

A risk assessment is a systematic process of identifying, evaluating and managing risks that could prevent services (including schools) from achieving their objectives. ***In this context schools need to consider whether they can adequately manage the risks associated with re-opening of schools to specified year groups. You could start by assessing the risks of opening your school to all the year groups specified by DfE. Then consider re-assessing based on a reduced number of year groups if your initial assessment is that you cannot safely open to all the specified year groups.***

Risk assessments need to be regularly updated in response to changing school, local and national circumstances; the effectiveness of mitigating control measures need to be regularly reviewed.

This document should be reviewed in line with the following school policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

This tool does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.

*Please remember to stay safe when carrying out this risk assessment.*

### How to assess risk - notes

1. An assessment needs to ensure all key risks whether or not they are under the control of the organisation are identified.
2. You should identify what are the causes, events and actions that may give rise to the risk. For example, it is not enough just to enter – “staff shortages” - as a risk. You should also explain what causes it to arise e.g. “Due to self-isolation and shielding, there is a risk of staff shortages to deliver education to specified year groups”
3. Identify negative consequences - the potential adverse impacts of the risk that is being assessed. By knowing the consequences of the risk, you are in a better position to understand and manage it properly. For example, increased infections of Covid-19 resulting from insufficient space to maintain social distancing.

### Simple risk assessment process (see annex for fuller details)

**FIRST, assess the risks as they are BEFORE you have taken mitigating actions:**

**High Level Risks** are risks are coded **RED**. You should prioritise and manage these risks first.

**Medium Level Risks** are risks are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

**Low Level Risks** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

**SECOND, apply Controls/ Mitigating Actions:**

After identifying and initially assessing the risk, you should identify controls that can be put in place to mitigate it. Control measures are implemented to prevent the risk from occurring or/and reduce the impact should it occur. A key consideration is the effectiveness of any control measure in achieving these aims.

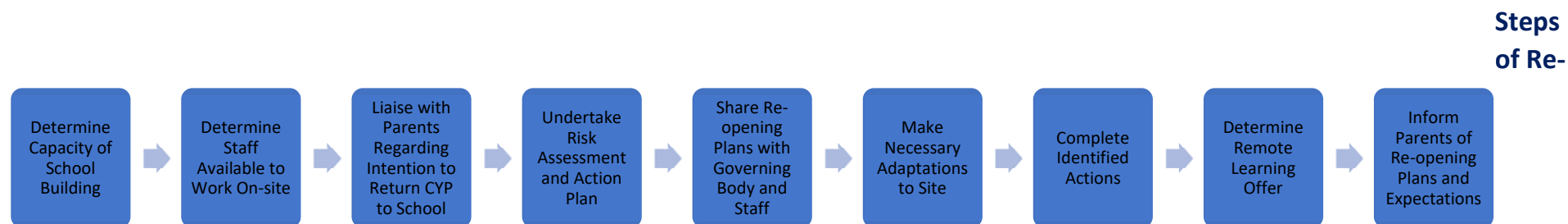
**THIRD, you should re-assess the overall risk rating based on how effective the mitigations are likely to be. *This will support your decision making on whether your mitigations will be sufficient or not, and whether you are then in a position to re-open to some or all of the specified year groups.***

## 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.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'



## opening Preparation:

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Identified risks	Overall assessment of risk BEFORE mitigation (Red/Amber/Green ) Impact X likelihood	Mitigating actions	Overall assessment of risk AFTER mitigation (Red/Amber/Green) Impact X likelihood	Evidence to support assessment
<b>1. Health and Safety – Buildings and maintenance</b>				
Risk of inadequate preparations for re-opening parts of schools, which could lead to infection or other risks.	4x4=16  RED	<ul style="list-style-type: none"> <li>✓ Premises and utilities have been health and safety checked and building is compliant. The following aspects of the maintenance schedule is complete.               <ul style="list-style-type: none"> <li>• Water testing</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• PAT testing</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul> </li> <li>✓ A formal pre-opening premises inspection has been undertaken by site supervisor.</li> </ul>	1X2=2  GREEN	All testing is complete and the maintenance schedule has been ongoing during lockdown period.
Risk of lack of suitable premises arrangements.	4x3-12  RED	<ul style="list-style-type: none"> <li>✓ Premises staff levels have been assessed for the delayed re-opening. If there was sudden absence amongst the premises team the absence cover arrangements would be reviewed</li> </ul>	1x2=2  GREEN	Cleaning staff hours ensure that there is an appropriate number of staff available and to allow for a mid-day clean of contact points;
Hazardous substance management, Risk of unsuitable COSHH management and use of chemicals leading to ill-health or fire.	4X4=16  RED	<ul style="list-style-type: none"> <li>✓ Suitable storage and management of flammable hand sanitizer is in place;</li> <li>✓ All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>✓ Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>✓ All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>✓ COSHH safety training has been completed by all those using chemicals for cleaning;</li> </ul>	3X2=6  AMBER	COSHH safety has remained a priority and cleaners are aware of the COSHH management needed to ensure the safe use and management of chemicals.

		<ul style="list-style-type: none"> <li>✓ Appropriate PPE is available for all cleaning staff, including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> <li>✓ Adequate supply of soap and sanitiser has been purchased.</li> <li>✓ Each toilet and hand basin in classrooms has been equipped with soap and every classroom has a cleaning station consisting of spray, gloves, tissues and hand gel.</li> <li>✓ Children will sanitize their hands upon entry to their classroom</li> <li>✓ All classrooms have lidded bins to safely dispose of tissues.</li> </ul>		
<b>2. Evacuation Procedures</b>				
Risk of fire and evacuation procedures being inadequate at this time, due to staff shortages and the adaptations made to the physical environment of the school.	4X3=12 RED	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> <li>✓ Emergency exits have been reviewed to ensure children and staff will be using nearest exit to the classroom in which they will be based;</li> <li>✓ Fire Procedures will be updated in classrooms to ensure staff awareness;</li> <li>✓ Assembly points have been marked out for all classes following social distancing requirements in all playgrounds – this will be communicated to staff during staff training;</li> <li>✓ All other fire system testing and maintenance has continued as normal.</li> <li>✓ A fire drill will take place to ensure children and staff are familiar with the temporary routines for the delayed re-opening.</li> </ul>	3X2=6 AMBER	There will be a system in place which enables children to exit the building safely and to maintain social distancing.
<b>3. Preparation of site</b>				
Risk of the site not being adequately organised and reconfigured for the safe return of staff and children.	4x4=16 RED	<ul style="list-style-type: none"> <li>✓ A bubble zoned system is in place in the school to ensure safe movement for staff and children. This will involve the children coming out into the playground so 'Heras' fencing has been erected to ensure safety of children.</li> <li>✓ Stringent social distancing measures will be in place outside the school for parents. Social distancing markers which are attached to the perimeter fencing at 2 metre intervals indicating where children and parents need to queue.</li> <li>✓ Arrows will show the direction of travel around the school and markers will inform staff and children of where to stand to ensure distancing.</li> </ul>	4X2=8 AMBER	<p>The measures in place significantly reduce the risks. As with anything these are dependent on parents' ability to follow the code of conduct.</p> <p>This will be strictly monitored to ensure that parents are following our COVID-19 Code of conduct.</p>

		<ul style="list-style-type: none"> <li>✓ Tape will be used in areas that the children and parents are not able to access. Parents will be encouraged to stay within their child's bubble zones.</li> <li>✓ Parents are required to wear masks to drop off and collect children to the school site unless exempted.</li> <li>✓ Children will sanitize their hands upon entry to their classroom</li> <li>✓ Banners are displayed at the school entrance to remind parents of the requirement to follow social distancing and these requirements have been clearly communicated with parents (COVID-19 Code of Conduct for parents, children and staff)</li> <li>✓ Classrooms and toilets will have various posters to encourage and educate the children on 'Catch it, bin it, kill it' and how to catch sneezes.</li> <li>✓ Water fountains will NOT be in use, children will be asked to bring a water bottle with a secure lid.</li> </ul>		
<b>4. Visitors</b>				
<p>Risk of spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>● Parents;</li> <li>● Maintenance contractors;</li> <li>● External Teachers;</li> <li>● Delivery personnel</li> </ul>	<p>4x4=16</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ ONE parent will be permitted into the school office at a time they must wear a mask unless exempt. Parents will be encouraged to call the school office or email if they have any questions or concerns;</li> <li>✓ If parents need to drop off items for students, they should be left in the school office for staff to collect;</li> <li>✓ Face to face meetings can be arranged with parents if requested;</li> <li>✓ Visitors onto the school premises must observe the following visitor's protocol at all times:</li> <li>✓ All visitors coming onto site must wear a mask unless exempt</li> <li>✓ Observing the two metre distancing rule for any face-to-face meetings on site</li> <li>✓ Visitors to use hand sanitiser when coming into school.</li> <li>✓ Visitors are asked not to enter the premises if displaying symptoms of COVID-19</li> <li>✓ No handshaking with visitors</li> <li>✓ Meetings to take place in a ventilated room</li> <li>✓ For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff;</li> </ul>	<p>4x2-8</p> <p>AMBER</p>	<p>All the measures put in place will minimise the number of visitors to the school, therefore restricting the people that can enter the school site.</p>

		<ul style="list-style-type: none"> <li>✓ Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> <li>✓ Meetings with visitors will be via video conference or phone where possible; (such as contact with Social Workers etc). If not possible social distancing measures will be adhered to at all times.</li> <li>✓ Face to face meetings in small room or within 2m are not permitted.</li> <li>✓ Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time.</li> <li>✓ School deliveries will be left in the school reception area</li> <li>✓ NO staff deliveries at this time.</li> </ul>		
<b>5. Cleaning</b>				
Risk of Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	4x4=16 RED	<ul style="list-style-type: none"> <li>✓ Premises/cleaning staff levels have been assessed and is adequate for the delayed opening to ensure that there is adequate cleaning.</li> <li>✓ There will be a member of the cleaning team on the premises to clean communal areas, toilets, touch points such as door handles light switches etc. throughout the day.</li> <li>✓ Surfaces in the classroom will be wiped multiple times during the day by the staff within the classroom using equipment in the cleaning station supplies.</li> <li>✓ Each classroom will have a cleaning station supplied with antibacterial spray, gloves, first aid kit and hand sanitiser. There will be an inventory of items for staff to indicate anything that runs out, so that these can be replenished promptly.</li> <li>✓ Soft furnishings* removed from classrooms (where possible) in order to improve the ability to effectively clean;</li> <li>✓ Classrooms will be cleaned thoroughly either before or after school; *soft furnishing are items made of cloth such as curtains</li> <li>✓ Toilets will be cleaned regularly</li> <li>✓ Communal areas will be cleaned once a day. Surfaces in these areas will be wiped during the day by the cleaning team;</li> <li>✓ If shared equipment has been used by the children and staff then it will be suitably cleaned at the end of each day or before it is</li> </ul>	3x2=6 AMBER	<p>The measures detailed ensure that the school is not only clean but is hygienically clean.</p> <p>The increased level of cleaning and additional cleaning supplies will ensure that surfaces are kept clean to minimise the risk of spread of the virus.</p>



		<p>used by another person; this is to be managed by the adults within the class that have used them</p> <ul style="list-style-type: none"> <li>✓ If it is equipment where cleaning or disinfecting is not possible or practical, resources will have to be either: restricted to one user/bubble or left unused for a period of 48 hours (72 hours for plastic) between use by different users/bubbles</li> <li>✓ If someone has attended school who has tested positive for coronavirus (COVID-19) we must take swift action and contact Public Health England NHS Business Services via the DfE Coronavirus helpline (0800 046 8687 and selecting option 1). [This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.]</li> <li>✓ The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>✓ The team will guide the school through the actions they need to take. Based on the advice from the team, people who have been in close contact with the person who has tested positive must go home, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> <li>• There will be enhanced cleaning of the 'Isolation room' (ICT Room) after use by a child or adult.</li> </ul> </li> </ul>		
Risk of lack of cleaning equipment.	4x3=12 RED	<ul style="list-style-type: none"> <li>✓ The supply of hand towels and hand wash in classrooms and toilets are to be checked and replaced as needed by cleaning staff.</li> <li>✓ Adequate supplies of stock have been ordered and we are stocked up.</li> </ul>	2x2=4 GREEN	We have sourced cleaning supplies on an on-going basis and have been assured by our suppliers that this will be the case moving forward.

		<ul style="list-style-type: none"> <li>✓ Adequate cleaning supplies and facilities around the school are in place.</li> <li>✓ Arrangements for longer-term continual supplies are also in place.</li> </ul>		
Risk of spread/contraction of COVID-19 due to lack of adequate cleaning measures in EYFS	<p>3x3=9</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ Any equipment used in EYFS will be used on a weekly rota system allowing time between uses for cleaning and the risk of contamination to be minimised.</li> <li>✓ COSHH approved cleaning products have been purchased to ensure that the equipment can be cleaned efficiently in the water tray.</li> <li>✓ Any resources that are to be shared across bubbles will be disinfected before use by the adults in the class.</li> </ul>	<p>3x2=6</p> <p>AMBER</p>	
<b>6. Hygiene</b>				
Risk of Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p>4x4=16</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ Staff will be encouraged to use education resources such as e-bug and PHE school's resources to educate the children about good hygiene during this pandemic.</li> <li>✓ Children will sanitize their hands upon entry to their classroom. All those entering the school are required to sanitise their hands, banners are up to remind children.</li> <li>✓ Every classroom has a sink for hand washing with paper towels.</li> <li>✓ Hand washing sinks are located within each toilet provision.</li> <li>✓ Signage is located adjacent to each sink reminding occupants to wash their hands and how to do it effectively;</li> <li>✓ Students and staff have been shown how to wash hands properly following the 20 second rule and this will be explicitly taught again;</li> <li>✓ Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>● Entry and exit from the school</li> <li>● After using the toilet</li> <li>● After playtime</li> <li>● Before and after eating</li> <li>● On entry and exit from each classroom</li> <li>● After using a tissue</li> <li>● After sneezing</li> </ul> </li> <li>✓ Unnecessary touching of the face is discouraged; if children do then they are advised to wash their hands.</li> </ul>	<p>4x2=8</p> <p>AMBER</p>	By applying the measures outlined the risk of spreading the virus will be minimised.

		<ul style="list-style-type: none"> <li>✓ Staff will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>✓ Toilets and wash stations have single use paper towels for drying hands.</li> </ul>		
<b>7. Staffing</b>				
Due to self-isolation, shielding and illness there is a risk of staff shortages to safely deliver supervision to all children.	<p>3x3=9</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ As a school we are aware of health issues of staff and their families.</li> <li>✓ Individual risk assessments of staff will be conducted on an 'as required' basis;</li> <li>✓ If decreased staffing levels do not allow for the safe opening of the school to critical worker/vulnerable children affected bubbles and/or school will close until staffing levels improve</li> </ul>	<p>3x2=6</p> <p>AMBER</p>	
Risk of insufficient staff ratios		<ul style="list-style-type: none"> <li>✓ Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation (if this staffing ratio is not in place then parents may be advised that the bubble and/or school will have to close)</li> <li>✓ Staffing numbers required for the entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> <li>✓ First Aider/Paediatric First aider (where children under 3yrs)</li> <li>✓ Designated Safeguarding Lead (DSL)</li> <li>✓ Caretaker/site member</li> <li>✓ Cleaner</li> <li>✓ Office staff member</li> </ul> </li> <li>✓ Plans to respond to increased sickness levels are in place.</li> <li>✓ Teachers and other staff can continue to operate across different bubbles – maintain social distancing as best as possible and maintain strict hygiene measures such as hand washing.</li> </ul>		The measures will ensure that there is always sufficient staff in school. If any of the ratios are compromised, then the decision will be made to close the school and the key worker provision will be given priority.

<p>Risk that staff cannot safely travel to work which results in staff shortages or higher infection levels</p> <p>High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school</p>	<p>4x4=16</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ Staff who use public transport are advised as per government guidance to use a face covering, if they can walk safely then to do so.</li> <li>✓ Staff are encouraged to use alternatives to the public transport such as cycling with Newham's Sustainable Travel Scheme <a href="https://www.newham.gov.uk/transport-streets/safer-healthier-streets/4?documentId=33&amp;categoryId=20149">https://www.newham.gov.uk/transport-streets/safer-healthier-streets/4?documentId=33&amp;categoryId=20149</a></li> <li>✓ Parents using public transport will be reminded of the same rules and will be encouraged to use face coverings.</li> </ul>	<p>2x3=6</p> <p>AMBER</p>	<p>The measures will ensure that staff and parents use public transport with caution and take precautions as appropriate.</p>
<p>BAME</p> <p>High proportion of BAME staff at higher risk of infection leads to greater staff shortages</p> <p>High proportion of BAME pupils and higher risk of infection within some communities</p>	<p>4x4=16</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ Separate risk assessments will be conducted for BAME staff as requested.</li> <li>✓ Staff in the BAME group will be assessed as being in the 'clinically vulnerable' group due to the lack of scientific evidence.</li> <li>✓ BAME staff will have a one to one discussion if required and provision will be made to ensure that strict social distancing measures are followed.</li> </ul>	<p>2x3=6</p> <p>AMBER</p>	<p>Staff will have the opportunity to discuss their concerns 1:1 to ensure that any risks are minimised.</p>

8. Covid-19 Variant				
New Covid-19 variant strain may increase risk of transmission to staff/pupils	4x4=16 RED	<ul style="list-style-type: none"> <li>✓ Staff involved in the face to face provision in school to participate in the weekly lateral flow tests at home on Monday morning and Thursday morning. Test results to be reported to Geraldine by midday of the day of testing as well as on the <a href="https://www.gov.uk/log-test-site-covid19-results">https://www.gov.uk/log-test-site-covid19-results</a> If you have a void test then take another test, however if you have two void tests arrange for a PCR test immediately. Positive test results should be reported to Justeena and Natasha. More information about testing in schools can be found on the Google Drive at : <a href="https://drive.google.com/drive/u/2/folders/1PMYHhkly4M2bLzfPTEwLtUyellUXfJqU">https://drive.google.com/drive/u/2/folders/1PMYHhkly4M2bLzfPTEwLtUyellUXfJqU</a></li> <li>✓ All staff to wear face masks unless exempt when social distancing is not possible ensuring that the mask goes up to the bridge of your nose and all the way down under your chin.</li> <li>✓ See cleaning and hygiene measures in sections 5 and 6</li> </ul>	3x2=6 AMBER	The measure will try to mitigate the spread of the new Covid-19 variant by identifying asymptomatic staff/pupils
9. Pupils				
Pupils attending school  High infection risk due to pupils and staff unable to maintain social distancing.	4x4=16 RED	<ul style="list-style-type: none"> <li>✓ These classrooms will be called ‘bubbles’ and the group of children will have a designated teaching assistant who will stay with the children in the bubble.</li> <li>✓ The pupils’ desks will be positioned 2 metres apart where possible and so that the teaching assistant has a safe designated teaching space; where possible pupils’ seating will be side by side and facing forwards, rather than face to face or side on, this might include moving unnecessary furniture out of classrooms to make more space.</li> <li>✓ Drop-off and timings for each group have been staggered: Nursery – 8:30 – 11:30 arrive and leave from the nursery gates Reception – 8:30 – 3:05 arrive at the nursery gates leave via the nursery gates Year 1 and 2 – 8:40 – 3:15 at the main gates and leave via the back gates on Arthur Road Year 3 and 4 – 8.40 -3.15 arrive at the back of the dinner hall gates leave via back gates on Arthur Road</li> </ul>	3x2=6 AMBER	

		<p>Year 5 and 6 – 8:50 – 3:25 arrive main gates leave via back gates on Arthur Road</p> <p>Siblings list established with picking up based on oldest sibling's finish time and dropping of based on the youngest siblings start time. Siblings will wait in the hall until it is time to go to their classroom or be collected by an adult.</p>		
High infection risk due to pupils not following handwashing guidance		<ul style="list-style-type: none"> <li>✓ See hygiene measures section 6.</li> </ul>		
High infection risks due to pupils not moving around school at safe distance from other groups		<ul style="list-style-type: none"> <li>✓ The whole site is marked out to ensure that children stay a safe 2 metre distance apart. Children will be required to stay in their 'phase bubbles'</li> </ul>		Restricting the children's independent movement around the school will ensure that a safe distance is maintained.
Risk of transmission through use of equipment and unnecessary sharing of resources		<ul style="list-style-type: none"> <li>✓ Pupils will limit the amount of equipment they bring into school each day to essential items such as packed lunch boxes, hats, coats, school bags, etc.</li> <li>✓ Pupils and teachers can take books and other shared resources home, similar rules on cleaning of the resources and rotation should apply.</li> <li>✓ The children will have their own pencil case with all the resources they need. Pencil, colouring pencils, ruler, sharpener, rubber, whiteboard and whiteboard rubber to stop any sharing of resources.</li> <li>✓ Children SHOULD bring in a water bottle with a lid and this should be labelled and stay on the child's desk.</li> </ul>		
Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff).		<ul style="list-style-type: none"> <li>✓ Behaviour policy amended to ensure that children and parents are aware of the consequences of poor behaviour.</li> <li>✓ Code of Conduct discussed with pupils and parents aware.</li> </ul>		Behaviour at St Michael's is not a concern, however the behaviour policy will be amended to reflect the new COVID-19 Code of conduct to ensure that children are aware of the expectations for their behaviour.

9. SEND/Vulnerable Pupils				
<p>Pupils with Special Needs</p> <p>Risk that the needs of pupils with complex SEND or vulnerable pupils cannot be safely met in school.</p>	<p>4x3=12</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ Children with special education needs will have an individual risk assessment completed prior to their return, if necessary</li> <li>✓ Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual ensuring they follow the school's control measures.</li> </ul>	<p>2x2=4</p> <p>GREEN</p>	<p>If SEND children a risk assessment will be completed to ensure that their needs can be met if necessary</p>
10. First Aid and PPE				
<p>Risk of Spread/contraction of COVID-19 due to insufficient First aid measures.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>● Dealing with general First aid;</li> <li>● Lack of trained first aiders;</li> <li>● Dealing with a suspected case of Covid-19;</li> <li>● Incorrect use of PPE</li> </ul> <p>Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection</p> <p>Risk that first aid arrangements do not provide adequate support for pupils due to staff shortages</p>	<p>4x4=16</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ Qualified first aiders will be in place at an appropriate ratio for paediatric first aiders for Early Years provision;</li> <li>✓ All teaching assistants have first aid training</li> <li>✓ All non Covid-19 related first aid to be administered in the classroom</li> <li>✓ First aid involving non Covid-19 related illness but involving blood and potential vomiting should be administered in the first aid room</li> <li>✓ The first aid room will be cleaned frequently and after each use (when first aid care has been provided)</li> <li>✓ The ICT room has been dedicated for suspected cases of COVID-19. The room is set up with PPE, necessary equipment for any child needing isolation. If it is necessary for the child to use the toilet they should use the year 3/ 4 toilet for adults. If the year 3/ 4 adult toilets have been used by a child in isolation appropriate signage will be used to indicate this and adults will be asked to use the toilet for adults in year 5 and 6 in the interim.</li> <li>✓ Staff or children who display symptoms of the virus during the school day will be isolated in the ICT room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site with a parent to self-isolate;</li> <li>✓ First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>✓ First aiders will complete appropriate training for 'donning and doffing' PPE – NHS video / advice</li> </ul> <p><a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <ul style="list-style-type: none"> <li>✓ PPE is disposed of in accordance with NHS COVID-19 waste management guidance;</li> </ul>	<p>4x2=8</p> <p>AMBER</p>	<p>The measures will ensure that any first aider is suitably supported and trained to enable them to minimise risk.</p>

		<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> <ul style="list-style-type: none"> <li>✓ The isolation room will be thoroughly cleaned after each use.</li> <li>✓ Staff have been trained in the PPE requirements and understand where to find supplies. Staff aware that PPE should be used when dealing with a child displaying symptoms of COVID-19 and when meeting children's intimate care needs.</li> </ul>		
<p>Risk of Spread/contraction of COVID-19 due to insufficient First aid measures.</p> <p>Inappropriate handling / removal of clinical waste</p>	<p>4x4=16</p> <p>RED</p>	<p>Waste disposal measures</p> <ul style="list-style-type: none"> <li>✓ Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: <ul style="list-style-type: none"> <li>● Put in a plastic rubbish bag and tied when full;</li> <li>● The plastic bag is placed in a second bin bag and tied;</li> <li>● It is put in the COVID-19 bin until the individual's test results are known;</li> <li>● Waste is stored safely and kept away from children;</li> <li>● Waste is <b>NOT</b> put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>● If the individual tests negative, this can be put in with the normal waste;</li> <li>● If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>● If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul> </li> </ul>	<p>3x2=6</p> <p>AMBER</p>	<p>The measures will ensure that any suspected contaminated waste is disposed of safely according to government guidelines.</p>
<b>11. Social Distancing</b>				
<p>Risk of spread/contraction of COVID-19 due to lack of social distancing measures.</p> <p>Toilets</p>	<p>4x4=16</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ Adults will use the following adult toilets: <ul style="list-style-type: none"> <li>● Nursery and Reception use adult toilet in nursery</li> <li>● Y1/2 use toilets in office reception area</li> <li>● Y3/4 use toilets by cleaner's cupboard</li> <li>● Y5/6 use disabled toilets by y3/4 toilets</li> <li>● All non-class based staff use toilets by staff room</li> </ul> </li> </ul>	<p>3x2=6</p> <p>AMBER</p>	<p>The measures will ensure that the numbers using toilets are limited.</p>



		<ul style="list-style-type: none"> <li>✓ Children use of toilets will be as follow: <ul style="list-style-type: none"> <li>● Nursery and Reception – Nursery children’s toilets</li> <li>● Year 1 and Year 2 – toilets outside of Reception</li> <li>● Year 3 and Year 4 – toilets at the bottom of stairs near year 6</li> <li>● Year 5 and Year 6 – dinner hall toilets</li> </ul> </li> <li>✓ Children should be reminded that they will go to the toilet at break time/lunchtime and not throughout the day.</li> <li>✓ Toilets are cleaned throughout the day.</li> </ul>		
Drop off / entry to the school.	4x4=16 RED	<p>Drop off (primary):</p> <ul style="list-style-type: none"> <li>✓ Parents will line up along the school perimeter fence at the designated 2 metre signs when dropping children off. Children will file in one at a time maintaining 2 metre distance and they will sanitise their hands.</li> <li>✓ Parents are asked to not congregate outside school for longer than 5minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be instructed to remain 2m away from others);</li> <li>✓ Parents are reminded to leave once they have dropped their child off at the school gate;</li> <li>✓ Only ONE parent/guardian per child is permitted.</li> <li>✓ Parents are required to wear masks to drop off and collect children to the school site unless exempted.</li> </ul> <p>Entry to the school:</p> <ul style="list-style-type: none"> <li>✓ ONE parent will be permitted into the school office at a time. Parents will be encouraged to call the school office or email if they have any questions or concerns;</li> <li>✓ Children will sanitize their hands upon entry to their classroom.</li> </ul>	4x2=8 AMBER	The measures will support social distancing and will control the numbers of children coming through the gate at any one time.
Pickup / leaving the school.	4x4=16 RED	<p>Pick up (primary):</p> <ul style="list-style-type: none"> <li>✓ Parents will line up along the school perimeter fence at the designated 2 metre signs when queuing to pick up children.</li> <li>✓ Parents will then be allowed into the holding area in the playground in small numbers, always maintaining social distancing. They will then collect their child who will be lined up in the playground (again adhering to 2m rule) and will leave by the Arthur Road exit by Jessops Builders Merchant.</li> <li>✓ Year 1 and 2 - Drop off main gate – Howard Road and leave via Arthur Road exit</li> </ul>	4x2=8 AMBER	

		<ul style="list-style-type: none"> <li>✓ Years 3 and 4 -Drop off gate at the gate at the back of the school hall and leave via Arthur Road exit</li> <li>✓ Years 5 and 6 - Drop off main gate – Howard Road and leave via Arthur Road exit</li> <li>✓ The playground is demarcated to enable parents to remain 2m away from other parents during collection of children;</li> <li>✓ Parents will be asked to not congregate outside the gate for longer than 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to collect that child by waiting outside whilst the child is brought out;</li> <li>✓ Parents are reminded to leave the site once their children have been collected;</li> <li>✓ Only one parent/guardian per child is permitted on site;</li> </ul> <p>Leaving the school:</p> <ul style="list-style-type: none"> <li>✓ Children in Nursery, Reception, years 1 and 2 will be collected by their parent from their classrooms</li> <li>✓ Children in years 3, 4, 5 and 6 will be collected in the playground by their parent;</li> <li>✓ Children going home alone will be dismissed and will have to leave the premises immediately. They will need to go straight home and not congregate with the other children outside the school premises.</li> <li>✓ ONE parent will be permitted into the school office at a time. Parents will be encouraged to call the school office or email if they have any questions or concerns</li> <li>✓ Children will sanitize their hands upon entry to their classroom.</li> </ul>		
<p>Classroom use / activities.</p> <p>Risk of transmission during the conduct of practical activities in school</p>	<p>4x4=16</p> <p>RED</p>	<ul style="list-style-type: none"> <li>✓ The children will have their own pencil case with all the resources they need. Pencil, colouring pencils, ruler, sharpener, rubber, whiteboard and whiteboard rubber to stop any sharing of resources.</li> <li>✓ Staff will be reminded to not to share workstations, telephones or other equipment unless properly sanitised;</li> <li>✓ Children SHOULD bring in a water bottle with a lid and this should be labelled and stay on the child’s desk.</li> <li>✓ Where possible the children should maintain the 2 metre distancing rule when outside.</li> </ul>	<p>4x2=8</p> <p>AMBER</p>	<p>The measures will enable children to have reduced contact in the classroom and for there to be less shared resources used to minimise the risk of transmission.</p>

		<ul style="list-style-type: none"> <li>✓ Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</li> <li>✓ Rooms are to be well ventilated and a comfortable teaching environment is maintained. Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>✓ To balance the need for increased ventilation while maintaining a comfortable temperature: opening high level windows in colder weather in preference to low level to reduce draughts; increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused); rearranging furniture where possible to avoid direct draughts</li> </ul>		
<p>Risk that catering arrangements do not allow for social distancing to be maintained resulting in higher infection risk.</p> <p>Dining;</p> <ul style="list-style-type: none"> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<p>4x4=16 RED</p>	<p><b>Lunchtime</b></p> <ul style="list-style-type: none"> <li>✓ Separate bubble zones are designated for each bubble. Students will stay in these groups during lunch;</li> <li>✓ Lunchtimes are staggered Reception – 11.40-12.00 Year 1 and 2 – 12.00-12.25 Year 3 and 4 – 12.25-12.50 Year 5 and 6 – 12.50-1.15 Rani will be in the dinner hall to support with cleaning tables and chairs between bubbles, all staff to ensure children are arriving on time so that they can eat and leave within their allocated time slot allowing for time to clean between bubbles.</li> <li>✓ Tables are wiped clean with appropriate disinfectant between bubbles</li> <li>✓ Children are instructed to wash their hands before and after eating lunch.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>✓ Movement to different areas within the schools is reduced as much as possible;</li> </ul>	<p>4x2=8 AMBER</p>	<p>The lunchtime measures will ensure that children remain in their bubble at all times and have less movement around the school.</p>

		<ul style="list-style-type: none"> <li>✓ Where possible, all spaces are well ventilated using natural ventilation opening windows;</li> <li>✓ Air conditioning units are NOT to be used as the ones in school do not circulate fresh outside air.</li> <li>✓ Corridors are sterile environments and kept as clear as possible;</li> <li>✓ Corridor floors are demarcated to show direction and safe distance signage.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>✓ Separate bubble zones are designated for each bubble. Students will stay in these groups during break time;</li> <li>✓ Outdoor equipment will be designated for each bubble.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>✓ In EYFS Outside play equipment and toys will be used in rotation;</li> <li>✓ IN EYFS Outside play equipment and toys have been reduced. This is designed to enable successful and effective cleaning of all outside toys / play equipment.</li> </ul>		Restrictions on outdoor equipment will minimise the risk of transmission.
Staff social distancing Risk of Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school staff.	4x4=16 RED	<ul style="list-style-type: none"> <li>✓ Staff are required to conform with social distancing requirements at all times;</li> <li>✓ Staff and Food Tech Rooms will be used at break and lunch time. There will be a maximum number of 6 staff permitted at one time in the Staffroom and a maximum of 6 staff permitted at one time in the Food Tech Room, children should not be in these rooms</li> <li>✓ Children will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>✓ Staff should stay within their bubble as much as possible those members of staff that need to enter another bubble should maintain 2 metres distance.</li> <li>✓ Essential meetings will be conducted virtually, or in a room large enough to allow for social distancing.</li> </ul>	3x2=6 AMBER	The measures outlined will protect staff and ensure that bubbles are limited to the children and staff assigned to that bubble, reducing their contact with other children and adults in the school.
<b>12. Communications with parents/staff around health and safety and COVID-19 awareness</b>				
Risk of spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease.	3x3=9 RED	<p>Return to school procedures are clear for all staff.</p> <ul style="list-style-type: none"> <li>✓ Information shared with staff around the delayed re-opening plan, returning to site, amendments to usual working patterns/practices and groups.</li> <li>✓ Delayed Re-opening plans shared with governors.</li> </ul> <p>Communications with parents:</p>	3x2=6 AMBER	When and if it is safe to expand our school offer to more pupils then staff will receive information and training about the new way of working.

<p>Or a person who may be asymptomatic or where there may be lack of information.</p>		<ul style="list-style-type: none"> <li>✓ Plan for re-opening</li> <li>✓ Social distancing plan</li> <li>✓ Wellbeing/ pastoral support</li> <li>✓ Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms</li> </ul> <p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>✓ Social distancing arrangements</li> <li>✓ Expectations when in school - COVID Code of Conduct</li> <li>✓ Travelling to and from school safely</li> </ul> <p>On-going regular communication plans determined to ensure parents are kept well-informed</p> <ul style="list-style-type: none"> <li>✓ The school will inform parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>✓ Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff member's instruction and should not congregate outside the school;</li> <li>✓ Parents are required to notify us if anyone in the household has tested positive for coronavirus. They should understand that if someone in the household has tested positive then they should self-isolate for 10 days as a family;</li> <li>✓ Parents of SEN students or those with care plans are consulted as needed to ensure that plans are reviewed to include any new safety measures;</li> <li>✓ Staff will be briefed and consulted on school procedures and the plans for re-entry of children;</li> <li>✓ Staff will have sufficient training and briefing regarding infection control and school protocols;</li> <li>✓ Staff will be up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-</a></p>		
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		<a href="#">young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a> <ul style="list-style-type: none"> <li>✓ In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to children;</li> <li>✓ Consultation with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), will take place, including discussing whether additional training would be helpful.</li> </ul>		
<b>13. Behaviour considerations</b>				
Risk of children deliberately not adhering to social distancing rules.	4x2=8 AMBER	<ul style="list-style-type: none"> <li>✓ The behaviour policy has been amended to include a protocol for COVID-19. Any breaches of social distancing in place, including in the case of repeat or deliberate breaches will be dealt with swiftly and if necessary, the parents will be asked to keep the children at home for everyone's safety.</li> <li>✓ Individual risk assessments to be put in place as and when needed for SEND children or children who struggle to follow instructions.</li> </ul>	2x2=4 GREEN	The Code of Conduct will ensure that children and parents are aware of the new added expectations to ensure safety.
<b>14. Response to suspected/confirmed case of COVID19 in school</b>				
Risk of infection due to children carrying virus.	4x4=16 RED	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>✓ If any adult has concerns that a child has symptoms* then the first aider should follow appropriate protocols, see first aid section 10. <ul style="list-style-type: none"> <li>• *a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul> </li> <li>✓ The support staff should then swiftly take the child to the 'Isolation room' (ICT Room) and 'don' PPE equipment;</li> <li>✓ If the classroom needs to be cleaned, then the member of support staff should take the remainder of the bubble outside whilst the cleaner cleans the room.</li> <li>✓ The office will immediately contact the parent to come and collect the child.</li> <li>✓ If someone who has attended school has tested positive for coronavirus (COVID-19) we must take swift action and contact Public Health England NHS Business Services via the DfE</li> </ul>	2x3=6 AMBER	The measures outlined will ensure that the other children and staff in the bubble are protected if any of their bubble developed suspected symptoms.

Coronavirus helpline (0800 046 8687 and selecting option 1).  
[This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.]

- ✓ The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- ✓ The team will guide the school through the actions they need to take. Based on the advice from the team, people who have been in close contact with the person who has tested positive must go home, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:
  - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
  - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

#### Cleaning process

- ✓ Clean hard surfaces and sanitary fittings with disposable cloths or paper rolls and disposable mop heads
- ✓ Use a combined detergent/disinfectant effective against enveloped viruses
- ✓ Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products
- ✓ Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.
- ✓ If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.
- ✓ Dispose of any items that are heavily soiled or contaminated with body fluids.

		<ul style="list-style-type: none"> <li>✓ Appropriate PPE to be used for cleaning any area where a person with possible or confirmed coronavirus has spent time <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></li> </ul>		
Confirmed cases		<p>Approach to confirmed COVID19 cases in place</p> <p>If someone who has attended schools has tested positive for coronavirus (COVID-19) we must take swift action and contact Public Health England NHS Business Services via the DfE Coronavirus helpline (0800 046 8687 and selecting option 1). [This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.]</p> <ul style="list-style-type: none"> <li>✓ The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>✓ The team will guide the school through the actions they need to take. Based on the advice from the team, people who have been in close contact with the person who has tested positive must go home, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>✓ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></p>		
<b>15. Remote Learning</b>				
Curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to	<p>2x3=6</p> <p>AMBER</p>	<ul style="list-style-type: none"> <li>✓ Remote Learning Policy circulated to all staff</li> <li>✓ If a child is not in school due to self-isolation or shielding than they will be provided with a pack of work which will be posted to the family. The child can complete the work and upload it onto their classroom for the teacher to check.</li> <li>✓ The work will reflect what is being taught in school.</li> </ul>	<p>1x3=3</p> <p>GREEN</p>	It is important that all staff share our approach to supporting the children’s learning and well-being.



the school's curriculum expectations		<ul style="list-style-type: none"> <li>✓ Google Classroom in place for each child in the school</li> <li>✓ Resources available for teachers on google drive <a href="#">..\..\..\Shared drives\RECOVERY CURRICULUM - WELL BEING</a></li> <li>✓ Bereavement policy in place</li> </ul>		
Risk of financial hardship.		<ul style="list-style-type: none"> <li>✓ Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> </ul> </li> </ul>		
<b>16. Safeguarding</b>				
Risk of changes to family circumstances and enhanced safeguarding issues.	<p>3x3=9 RED</p>	<ul style="list-style-type: none"> <li>✓ Safeguarding Addendum sent to all staff to remind them of the need for vigilance during this time;</li> <li>✓ Staff to report any concerns to DSL/Deputy DSL if a child makes a disclosure or they have concerns.</li> <li>✓ Opportunities to explore support for pupils in staff meetings/briefings</li> </ul>	<p>2x3=6 AMBER</p>	Children may require additional support and staff may need to be vigilant for any disclosures.
<b>17. Curriculum delivery/planning</b>				
Risk of curriculum not being fit for purpose, when schools expand to all pupils.	<p>2x4=8 AMBER</p>	<ul style="list-style-type: none"> <li>✓ Staff briefed on the curriculum focus.</li> <li>✓ Revised expectations and required adjustments have been considered.</li> <li>✓ Whole school daily timetable established</li> <li>✓ Teachers will continue to develop high quality teaching following the daily timetable.</li> <li>✓ Wellbeing timetabled weekly on the whole school timetable</li> </ul>	<p>1x4=4 GREEN</p>	High quality lessons provided using the curriculum map. Teachers focus on the topics that would have been taught in face to face learning.
<b>18. Finance</b>				
Risk that finances will be affected by extra resources and cleaning materials that need to be purchased.	<p>3x4=12 RED</p>	<ul style="list-style-type: none"> <li>✓ Additional costs incurred due to COVID19 are understood and clearly documented.</li> </ul>	<p>1x4=4 GREEN</p>	

#### APPENDIX 1

#### Links to DfE Guidance

<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>
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<p>As new guidance is produced weekly, please refer to <a href="http://www.gov.uk">www.gov.uk</a> for updates</p> <p>Note from DFE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches.</p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision</a></p> <p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p><a href="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">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</a></p> <p><a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a></p>
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**Annex – Guide to assessing risk**

**Impact:**

This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

**Likelihood:**

This is the probability of the risk occurring. You can rate the likelihood of the risk using a scale of between 1 and 4.

**Risk Rating:**

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. You should then use this rating to prioritise the risk.

**High Level Risks** are risks rated **9-16** are coded **RED**. You should prioritise and manage these risks first.

**Medium Level Risks** are risks rated **6 – 8** are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

**Low Level Risks** are the risks with the risk rating of **1 – 4** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.