Pound Hill Junior School

Persons at risk	Staff, Children, Visitors to the school			
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measures in place? Yes / No	Comments
Asbestos – Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	No	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the vacancy.		
Fire – Fire detection / alarm systems not working – People not warned of fire	Yes	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	Yes	Yearly service completed. Weekly checks undertaken
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Yes	Check all portable firefighting appliances are in place as designed.	Yes	Part of check routines
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	No	Check any installed, fixed firefighting systems are available, as designed.		
Fire – Fire doors faulty – Fire not contained	Yes	All fire doors must be checked as operating correctly, as designed, including hold-back devises.	Yes	Part of check routines
Fire – Fire safety signage missing – People not given fire safety information	Yes	Check all necessary fire safety signage is in place, as designed.	Yes	Part of check routines
Fire – Emergency escape appliances missing – Affected people unable to exit upper stories	No	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.		
Fire – Emergency escape routes are blocked – People unable to exit building safely	Yes	Check all emergency escape routes are clear and lead to a safe place away from buildings.	Yes	Part of check routines
Fire – Muster points no longer available – People unable to muster after emergency exit	Yes	Check all school emergency muster points are still accessible / available.	Yes	
Fire – Flammable materials kept in an unsafe condition – Increased fire risk	Yes	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	Yes	Part of check routines
Fire – External waste bins incorrectly stored – Available to arsonists	Yes	Check external waste bins are stored in secure storages, away from buildings.	Yes	
Electricity – No supply to premises – Fire alarms, lighting etc inoperative	Yes	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	Yes	School currently occupied
Electricity – Lighting not working – People unable to see to work or circulate safely	Yes	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	Yes	School currently occupied
Electricity – Ventilation not working – Air quality is poor within buildings	Yes	Check all powered ventilation systems and installations are working as designed. Includes extractor fans set into windows and ceilings (e.g. in WCs). See also HSE guidance.	Yes	School currently occupied
Electricity – Electrical equipment unsafe – Electrical shocks / burns and fire	Yes	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	Yes	School currently occupied
Electricity - Alarm systems - Intruder / panic / accessible toilet alarms not working	Yes	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	Yes	Part of check routines

Gas safety – Gas supply disconnected – Unable to heat the building etc	Yes	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Yes	School currently occupied
Gas safety – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Yes	Check all gas appliances are in-date for annual statutory service / examination / inspection.	Yes	Part of check routines
Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Yes	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Yes	Part of check routines
Water supply – Legionella bacteria – People at risk of infection	Yes	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	Yes	Part of check routines
Lifting equipment – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	No	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.		
Lifting equipment – Equipment not functioning correctly	No	Check all lifting equipment to ensure that it is functioning as designed.		
Passenger, goods and wheelchair lifts - Lift statutory examination and servicing has expired – Lift is unsafe to use	Yes	Check all lifts are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	yes	Part of check routines
Passenger, goods and wheelchair lifts - Lift not functioning correctly	Yes	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	yes	Part of check routines
Workplace - Classrooms, offices, corridors, stairs etc, unclean and defective	Yes	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Thoroughly clean all touchable surfaces.	yes	Part of check routines
Workplace - Doors, windows and skylights etc are defective and affecting circulation and ventilation	Yes	Check all doors (inc. manual, powered, revolving, roller shutter etc), windows and skylights etc, to ensure that they open and close as designed and are free from defects.	yes	Part of check routines
Workplace - WCs and washing facilities are unclean – people unable to practise personal hygiene	Yes	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	yes	Part of check routines
Workplace - Classrooms, offices, corridors, stairs, toilets etc, unclean and unclean surfaces	Yes	Check all classrooms, offices, corridors, stairs, toilets etc, are clean. Thoroughly clean all touchable surfaces. If there has been cases of COVID 19 on the premises during lockdown, a deep clean should be undertaken in the affected area.	yes	Part of check routines
First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	Yes	Check all 1st aid kits are in place as designed and the kits are fully stocked.	yes	School currently occupied
First Aid – 1 st aid signage missing – People not given 1 st aid information	Yes	Check all necessary 1 st aid signage is in place, as designed.	yes	School currently occupied
'Sharps' - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	yes	Check the grounds for any 'sharps' that may have been left by vandals etc.	yes	School currently occupied
Gates – Not operating correctly – People unable to circulate	Yes	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	yes	Part of check routines
Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	Yes	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	yes	Part of check routines

Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk			
Hazard - What can cause harm	**Required control measures**	**List actual control measures implemented**	**All control measures complete? Yes / No**
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	Premises Manager and Business Manager to Identify additional Senior Staff Members to act as Fire Marshalls	yes	
Fire – Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	Plan for and conduct fire drill for pods on first days of attendance (Mon and Tues and Thur)	yes	
First Aid - Insufficient number of 1st aiders - Unable to provide 1st aid to staff	Check the school has sufficient number of 1st aid trained staff to operate safely.	Additional PPE in stock. PHJS Expectations for use given to "main" first aiders at INSET	yes	
School building assessment - Where applicable, has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'School building assessment' tab.	Completed and Action Plan written and shared with Governors, Surveyor and appropriate staff	yes	
Staffing - Staff are physically and mentally able to return to work.	A risk assessment has been completed for every member of staff (see Staffing tab).	See Tab	yes	
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	Copy of UK Govt. poster to be completed and displayed.	Printed out, completed and displayed	yes	
	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Any symptoms from staff, pupils or visitors then sent home and 7 days isolation. If confirmed then whole POD (not Bubble) is 14 days isolation	yes	Illness protocols
	Cleaning hands thoroughly and more often than usual.	Teaching staff to promote through and frequesnt hand washing using classroom and toilet sinks	yes	
	Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Teaching staff to promote through and frequent hand washing using classroom and toilet sinks	yes	
	Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Covid 19 cleaning schedules in place as aprt of cleaning contract - as defined by BEE services	yes	
	Minimising contact between individuals and maintaining social distancing wherever possible: -	Following Track and Trace guidelines of 15mins. No contact across Bubbles. Minimal contact across Pods. No Social distancing within pods. One way system. Staggered starts, play and lunch and end times.	yes	Staggering protocols

Risk of transmission of the virus - prevention of infection - see relevant part of Government guidance, section 1 PHE guidance	How children are grouped	Year group Bubbles - no contact. Class Pods - minimal contact.	yes	Staggering protocols
	Measures within the classrooms	Forward facing desks. Close contact between adult and pupils kept to minimum. Hygiene products available	yes	Classroom Protocols
	Large gatherings (e.g assemblies, collective worship)	None	yes	
	Movements around the school	One way system around stairs. Movement minimise and controlled by adults where possible	yes	
	Break times / Lunch times	Staggered within year groups. Classes in year groups to have own pitch with no mixing	yes	Staggering protocols
	Shared staff spaces	Reduced seating. Using additional room	yes	
	Measures for arriving at and leaving school	Front gate only. Each year group has staggered start and end times	yes	Staggering protocols
	Measure for pupils with SEND	One to one support for minimal amount of time. Use well ventialted spaces for interventions.	yes	Classroom Protocols
	Measures for supply / peripatetic teachers	Reduced to minimum. Follow visitor protocols (see below). Peripatetic to use well ventilated spaces	yes	Visitor Protocols
	Measures for specialists, therapists, clinicians and other support staff	Follow visitor protocols	yes	Visitor Protocols
	Measures for visitors	Front door locked and appointment only. Hand sanitiser to be used throughout visit. Visitors to sign that they have read visitor protocols	yes	Visitor Protocols
	Measures for contractors working in occupied parts of the school	Only outside of school hours. Contractors to wear PPE. Enhanced cleaning to be undertaken following work	yes	Visitor Protocols
	Measures for dual-registered pupils	N/A	yes	
	Requirements for individual equipment (e.g. pens and pencils)	Only own equipment to be used. Where resources are shared either 72hours are left between uses or washing of resources occurs	yes	Classroom Protocols
	Requirements for classroom based resources (e.g. books and games)	Reading books to be taken home and brought back and kep by each child. When finished, left in quarantine box for 72 hours before putting back on shelf	yes	Classroom Protocols
	Requirements for shared equipment (e.g. sports, art and science equipment)	Where resources are shared either 72hours are left between uses or washing of resources occurs	yes	Classroom Protocols
	Requirements for outdoor play equipment	N/A	yes	
	Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Lockers will be used. Coats and bags will be stored in these along with PE kit. Lunch boxes will be communally stored on top of lockers	yes	Classroom Protocols
	Restrictions on what equipment, books or shared resources can be taken home	Taken home: Reading books and homework diaries. Homework to be brought into school on Friday and left 72 hours (over weekend) before marked by the teacher.	yes	Classroom Protocols

	Where necessary, wear appropriate personal protective equipment (PPE)			yes	
Response to infection - see relevant part of [Government guidance, section 1 PHE Guidance](#)	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	Surrey & Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069		yes	
	Booking a test	Parents are expected to book a test and keep child off until results are returned negative. If positive then class isolation procedures will be put in place.		yes	Illness protocols
	Keeping records of personnel in the building	Visitor books		yes	Visitor Protocols
	Self-isolating	Isolation room to be used for pupils displaying symptoms		yes	Illness protocols
	Keeping home testing kits	N/A		yes	
	Ensuring parents and staff inform school of test results	Communication by SCBM to reinforce pupil not allowed until result of the test is shared with school - not just a phone call		yes	Illness protocols
	Manage confirmed cases of COVID-19 amongst the school community	Contact with HPT and write risk assessment. Ensure robust communication with family		yes	Illness protocols
	Contain any outbreak by following local Health Protection Team advice	Follow guidelines		yes	
School transport see section 2 of the government guidance ['School Operations'](#) **Government has pledged to produce more guidance on dedicated school transport in due course (as at 10/07/20)**	Dedicated 'home school transport' in partnership with providers: -	N/A		yes	
	Measures to manage transport to allow pupils to where possible remain in their 'bubbles'	N/A		yes	
	Measures to prevent the spread of infection.			yes	
	Measures to maintain social distance when queuing and inside vehicles wherever possible.			yes	
	Public transport: -			yes	
	Consideration of staggered start and finish times to avoid peak hours on public transport			yes	
	Measures to encourage use of other forms of transport to avoid use of public transport			yes	
	Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport			yes	
Attendance for pupils who are shielding or self-isolating see section 2 of the government guidance ['School operations'](#) Note: Shielding advice for all adults and children will pause on 1 August.	Arrangements for pupils who are following clinical and/or public health advice	Pupils will stay at home (following PHE advice). School will offer remote learning both for clinical advice and for siblings		yes	Illness protocols
	Arrangements to reassure pupils and parents who are anxious about the return to school	Regular communication with parents giving detailed information and robust expectations		yes	

Attendance for staff see section 2 of the government guidance 'School operations' **Note: Shielding advice for all adults and children will pause on 1 August.**	For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab	All staff are expected to return as shielding is paused from August 1	yes	
	Arrangements for Supply Teachers and other temporary or peripatetic teachers	See visitor protocols	yes	Visitor Protocols
Catering see section 2 of the government guidance 'School operations'	Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).	SCBM	yes	
Estates see section 2 of government guidance 'School operations'	Arrangements for re-opening: -		yes	
	All school - all the usual pre-term building checks must be undertaken to make the school safe	Will be completed by SCBM and Site Manager	yes	
	Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 - see 'School building assessment' tab	Completed	yes	
	Arrangements to manage ventilation including air conditioning **Note: Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.**	Air recirculating to be set to boost. Outside doors to be opened. Windows to be opened fully	yes	
Educational visits see section 2 of government guidance 'School operations' **The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage. But from Autumn term non-overnight domestic educational visits can resume.**	Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.	No residential visits. All possible visits and visitors (including parents) to be discussed with HT	yes	
Extra curricular provision - see section 2 of government guidance 'School operations'	Arrangements for resuming any breakfast and after school provision.	SEKC to resume. Own Risk Assessment. Only for PHJS and PHIA children who will be in separate pods.	yes	
Curriculum risk see section 3 of government guidance 'Curriculum, behaviour and pastoral support'	Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting	No musical high risk activities (singing or instrumetn sharing) for Autumn Term - for review following this	yes	
	Arrangements to manage C19 risks during physical education, sport and physical activity	PE - Equipment to be used by one class only and "booked out". Classes may have PE for a week (3 sessions). If equipment is used it must be thoroughly cleaned after use or 72 hours left in between uses.	yes	
Pupil wellbeing and support see section 3 of the government guidance - Curriculum and pastoral care	Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.	Part of Autumn curriculum. Use of staff skills - Counsellor, FLA, Trained TAs	yes	
	Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation	Continue with School Behaviour Policy. SLT /Teacher communication. Curriculum for supporting anxiety	yes	
	Arrangements to manage school community anxiety to prevent escalation	Robust and regular detailed communication through School Communication Manager	yes	
Contingency planning for outbreaks - see section 5 of government guidance 'Contingency planning for the outbreak'	Develop contingency plans to cover all eventualities.		yes	

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Persons at risk				
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Individual risk assessments for children with EHCPs, those at are deemed "vulnerable" and those receiving SEN support and those from BAME community	yes	Discuss changes in child's wellbeing with parents before their return to school allow a personalised approach. Revisit assessment tools such as Boxhall profiles, Strengths and Difficulties Questionnaire or with advice from specialist teams (ASCT, LBAT, EPS and others) to help identify pupils health and wellbeing needs which have changed due to experiences both at home or- if they have been in school- with the increase of children returning to school. Discuss with family how recent global discussions about race have impacted on pupil's mental health and emotional wellbeing.	yes	All EHCP needs reviewed by SENDCo
Pupils externalising and using anti-social behaviour	yes	Updated policies understood and consistently applied. Review and update existing individual behaviour plans in line with how you are going to manage physical interventions if needed. Are there proactive measures that can be put in place (timetabling, environmental, social load, academic expectation, sensory arousal) to reduce the need for physical interventions. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.	yes	Work through Behaviour Policy protocols. Use trained staff inc Counsellor
Pupils internalising anxieties.	yes	Set up reporting systems so that all staff and parents can share any form of concern quickly. Be alert to any changes in behaviour and smaller signs such as a change in eating or digestive habits, sleep, repetitive behaviours such as hair twiddling or picking of cuticles. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.	yes	CPOMS - and Talking as we do
Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to help them exhibit pro-social behaviours.	Not applicable	Ensure all teams are aware of this and that is applies consistently- plan staff training being aware that some pupils with SEND are not able to socialy distance, how will this risk be mitgated by good hygiene practices.		
Pupil anxiety about return to school:	yes	Plan transition support for those returning to school, explain how school will be safe and how the team is ensuring everyone's safety and how social and emotional needs are being met through a progessive, inclusive and diverse curriculum.	yes	Mental Well-being curriculum. INSET Friday 4th
Parental anxiety about children allocated a place going back to school.	Not applicable	Clear transparent communication with parents about how the risks have been managed and how they'll be regularly reviewed		No EYFS

Bereavement support for staff and pupils.	yes	Access online resources eg Winstons wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support form SLT and others and that they are personally resilient enough to provide this support to the pupils. **Contact the EPS if significant level of concern remains.**	yes	FLA to signpost. Counsellor and trained TAs
Staff anxieties or diagnosed conditions preventing returning to school.	yes	Use ideas outlined in the framework to support staff on their return to school. Liaise with HR as usual and plan group ratios to be safe. Maintain open communication with all staff and refer to EAP and Occupational Health if appropriate. Use ESWelfare box for specific and additional	yes	Open door policy. Stress RA with staff. Sign post through posters etc
Anxieties from staff and pupils escalate rather than reduce.	yes	Ensuring all measures are regularly reviewed to ensure wellbeing of the school community is sustained, alert appropriate bodies of support and guidance proactively rather than reactively.	yes	Review procedures WITH staff to reduce anxiety and to understand concerns

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Actions to be taken which apply to all schools planning for reopening from 1st September 2020.				
Persons at risk				
Hazard - What can cause harm	**Is this risk applicable? Yes / Not Applicable**	**Required control measures**	**Control measure options to minimise risk**	**List actual control measures implemented**
No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	yes	To have DSL cover available at all times.	yes	3 DSLs
Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance	yes	Clear implementation plan shared with all staff and volunteers (where applicable)	yes	Shared Orientation and safeguarding INSET
Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.	yes	Effective safeguarding activity to monitor children remotely, including with partner agencies where applicable.	yes	Through FLA and SENDCo

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Actions to be taken which apply to all schools planning for reopening from 1st September 2020.				
Persons at risk				
Hazard - What can cause harm	**Is this risk applicable? Yes / Not Applicable**	**Required control measures**	**Control measure options to minimise risk**	**List actual control measures implemented**
Re-opening risk assessment (eg "open door" adjustment) does not take account of this plan.	Yes	Accessibility Policy	no	To be reviewed following first week
Staff from other schools working in your school are unaware of these policies	Yes	Child protection policy and procedures	yes	Share at INSET with protocols
	Yes	Children with health needs who cannot attend school	yes	IHPs - SENDCo
	Yes	Designated teacher for looked-after and previously looked-after children	yes	DHT is designated
	Not applicable	Early years foundation stage (EYFS)		
	Yes	Special educational needs and disability	yes	With SENDCo
	Yes	Supporting pupils with medical conditions	yes	IHPs - SENDCo
	Yes	Sex and relationships education		Under review - RSE curriculum
	Yes	Behaviour in schools	yes	Behaviour Policy
	Yes	Behaviour principles written statement	yes	Behaviour Policy
	Yes	School exclusion	yes	Behaviour Policy
This member of staff is not available.	Yes	Health and safety	yes	With Site manager and SCBM
This member of staff is not available.	Yes	First aid in schools	yes	Plenty of First Aid trained staff
Relief staff not fully aware of these or inducted on entering premises.	Yes	Premises management documents	yes	With Site manager and SCBM
Decision making by leaders is not informed by these policies.	Yes	Equality information and objectives (public sector equality duty) statement for publication	yes	Reviewed by SLT

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Actions to be taken which apply to all schools planning for reopening from 1st September 2020.				
Persons at risk				
Hazard - What can cause harm	**Is this risk applicable? Yes / Not Applicable**	**Required control measures**	**Control measure options to minimise risk**	**List actual control measures implemented**
The non-compliance with statutory duties, currently, during lockdown and / or in re-opening phases from 1st September 2020	Yes	Ensure all statutory duties are met https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf	Yes	Will be reviewed by Governors at Housekeeping Meeting 16th Sept
The non-compliance with strategic functions currently, during downdown, and / or during re-opening from 1st September 2020	Yes	Ensure all strategic functions are fulfilled in a pragmatic way	Yes	All in place. Will initially be reviewed by Governors at Housekeeping Meeting 16th Sept
The governing board (GB) are being operational and not strategic The governing board failing to act within the legal framework Due to a lack of availability, risk of all governors not having equal status and rights The governing board is not acting as a corporate entity with individual governors acting on their own without being delegated to do so.	Yes	Effective leadership amd management of the GB by the chair Ensure virtual meetings are timely. Virtual meeting are safe. Ensure GB is confident that all meetings remain confidential. Ensure governors have been able to hear all aspects of the meeting and decisions are understood.	Yes	Virtual meetings and online communications. Review HT and SLT plans and actions in line with Government Guidelines and school cultrue and ethos
Governors not having sight of ongoing risk assessments	Yes	Being aware and monitoring risk assessments in a timely and agreed manner.	Yes	Shared with Gov before term starts and every tim eit is updated. Reviewed at meetings. CoG to meet with HT fortnightly. Any Gov to mee and challenge HT
Effective communication	Yes	Ensure safe forms of communication and transference of documentation.	Yes	Email through clerk.
Effective duty of care to leaders and staff	Yes	Improved communication. Devise means of monitoring workload.	Yes	On going communication with HT
Effective duty of care for governors	Yes	Improved communication by the chair.	Yes	Safeguarging Gov to review

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Visitor Protocols			
Hazard - What can cause harm	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
Can meeting be undertaken via phone or email?			
1 Unkown visitors	Visitors by appointment only	Book appointment, inform staff, prepare room, prepare PPE. Refuse entry to people without appointment.	yes
2 Spread of infection due to lack of PPE	Staff to check whether visitor has own PPE	During Initial phone call to visitor staff to check and then challenge visitor on arrival	yes
3 Risk to children without correct checks	Staff to check valid DBS	During Initial phone call to visitor staff to check and then challenge visitor on arrival	yes
4 School unable to contact visitors if there is a confirmed case	Visitors must sign in - address and phone number for track and trace	School Visitor Book to continue being used	yes
5 Visitors unaware of expectations	Visitors must read and sign Covid-19 protocols and expectations	Covid sign in sheet prepared and shared with all visitors. Visitor sign to agree to follow protocols	yes
6 Supply teachers unaware of New protocols	Supply teacher must read and sign Covid-19 staff handbook	Covid handbook available for all supply teachers	yes
7 Transmission due to small space working	Visitors need confidential space (eg Social Workers)	Visitors to use Interview room where they are able to. Windows to be opened. Outside door must remain locked	yes
8 Transmission due to small space working	Peripatetic teachers need space for instruments	Peripatetic teachers to use Interview Room if available. If not to use hall or library - not small group rooms. Check for Peripatetic own Risk assessment. Peripatetic to clean school equipment after use.	yes
9 Transmission of virus	Trades need access to site	Staff to show trades to outside areas through gates and not school. No access through school	yes
10 Transmission due to small space working	Trades need access to building	Trades only access after pupils (and preferably staff) have left the building.	yes
11 Risk to children without correct checks	Visitor holds valid DBS	If no DBS then staff to accompany visitors	yes
12 Transmission risk	Visitor and staff to wear PPE	If meeting with visitors, staff can use school provided PPE - face masks and gloves	yes
13 Transmission from virus on objects	Rooms and furniture need cleaning after each visitor	Staff who met with visitor to clean room down that was used	yes
14 Transmission from virus on objects	Room needs cleaning after each child	Peripatetic teacher is responsible for cleaning room down after every child. School to provide materials	yes
15 School unaware of additional risk left by visitor	Staff to debrief visitor and check that protocols were followed and room is clean	Visitors to sign out of school to say that they have followed protocols	yes
16 Used room is not clean	Clean room or room is out of use for the day	Staff organising visitor to clean room or arrange for room to be locked until evening cleaning.	yes

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	Classroom Protocols				
	Hazard - What can cause harm	**Required control measures**	**List actual control measures implemented**	**All control measures complete? Yes / No**	
	Reducing face to face contact				
1	**Risk of transmission of the virus** - prevention of infection - see relevant part of Government guidance, section 1 PHE guidance	Reducing tranmission risk through not facing each other	Forward facing desks. The layout is for teachers to determine.	Yes	
2		Reducing transmission risk by keeping adult pupil close contact to less than 15minutes	Adults can work with pupils for minimum amount of time - less than 15 minutes. Avoid face to face contact - sit beside pupils	Yes	
3		Reduce transmission risk from hard surfaces	Hygiene products available in class. Staff to use as necessary but there is no expectation on staff to clean	Yes	
4		Measure for pupils with SEND. Intervention and small group teaching	Groups of no more than 3 for intervention support for minimal amount of time. Only children from one class (pod) at a time. Avoid face to face contact. Use well ventilated spaces for interventions - open windows and doors.	Yes	
5		Requirements for individual equipment (e.g. pens and pencils)	Only own equipment (pencil cases) to be used. Where resources are shared either 72hours are left between uses or washing of resources occurs	Yes	
6		Requirements for classroom based resources -wet play games	No wet play games to be used across pods and must be cleaned afer use.	Yes	
7		Requirements for classroom based resources -reading books	Reading books to be taken home and brought back and kept by each child. When finished, left in quarantine box for 72 hours before putting back on shelf	Yes	
8		Requirements for shared equipment -art and science	Where resources are shared either 72 hours are left between uses or thorough washing of resources occurs	Yes	
9		Requirements for shared equipment - PE equipment	PE - Equipment to be used by one class only and "booked out". Classes may have PE for a week (3 sessions). If equipment is used it must be thoroughly cleaned after use or 72 hours left in between uses.	Yes	Check this on INSET
10		Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Lockers will be used. Staff must manage children around lockers. Coats and bags will be stored in these along with PE kit. Lunch boxes will be communally stored on top of lockers.	Yes	
11		Restrictions on what equipment, books or shared resources can be taken home	Taken home: Reading books and homework diaries. Homework to be brought into school on Friday and left 72 hours (over weekend) before marked by the teacher.	Yes	
12		Restrictions on what equipment, books or shared resources can be taken home	Taken home: Homework Diaries. Parent to write in the homeowrk diary. Teacher to write on paper and insert into HW Diary.	Yes	
13		Cleaning hands thoroughly and more often than usual.	Teaching staff to promote through and frequent hand washing using classroom and toilet sinks	Yes	
14		Lunch boxes movement	Lunch boxes to be placed on table behind goal of pod playing pitch before or after lunch sitting. Pupils hand sanitise before entering hall	Yes	
15		Reduce transmission from mixing around toilets	Children informed of toilet protocols by teacher. Give space but send individuals only. Children to use toilet sinks for hand washing. Staff to remotely monitor toilets.	Yes	

Hazard - What can cause harm	Required control measures	List actual control measures implemented	All control measures complete? Yes / No	
		Pupils will isolate until they have completed		
Exposure to Covid-19 cardinal symptoms	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	If any child displays symptoms of Covid 19 as defined by PHE, they will be brought to the medical room. Wearing PPE (mask, gloves and apron), first aider takes temperature of child. Child is put in isolation room and sent home. Parents are required to book and test their child. Child not allowed back until evidence of negative test is given.	yes	Office to decide how evidence is collected and stored
	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Any symptoms from staff, pupils or visitors then they are sent home and 7 days isolation. If confirmed then whole POD (not Bubble) is 14 days isolation	yes	
	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	If school has a positive case then through discussion with HPT a risk assessment is written around further isolations including PPA teachers	yes	
	Booking a test	Parents are expected to book a test and keep child off until results are returned negative. If positive then class isolation procedures will be put in place.	yes	
	Keeping records of personnel in the building	Visitor book and Covid register	yes	
	Self-isolating	Isolation room to be used for pupils displaying symptoms	yes	
	Ensuring parents and staff inform school of test results	Communication by SCBM to reinforce pupil not allowed until result of the test is shared with school - not just a phone call	yes	Office to decide how evidence is collected and stored
	Arrangements for pupils who are following clinical and/or public health advice	Pupils will stay at home (following PHE advice). School will offer remote learning both for clinical advice and for siblings	yes	