

Risk Assessment - Return to school September 2020

Aspect to consider	Action	Status	Review
Risk Assessment	<ul style="list-style-type: none"> Review guidance documentation and cross reference PHE / HSE 	10.07.20	Daily
Ensure effective communication with school community	<ul style="list-style-type: none"> Audit staff for availability Outline drop off and pick up arrangements to facilitate social distancing Explain provision to parents so they can make informed decisions about return – e.g. class sizes. Equipment, breaks, lunches etc Acknowledge anxiety and reassure parents of expectations 	10.07.20 13.07.20 13.07.20	Weekly Weekly Ongoing
School Day	<ul style="list-style-type: none"> Establish start and end times Supervise drop offs and pick ups to facilitate social distancing Create consistent groupings Create new timetable to facilitate social distancing including breaks and lunches Ensure staff are aware of the need to follow procedures for social distancing e.g. staff room Identify and implement lunch arrangements including cleaning rota Review FSM provision Break and lunch duty rota for staff 	10.07.20 10.07.20 10.07.20 10.07.20 10.07.20 10.07.20 10.07.20 10.07.20	Weekly Daily Weekly Weekly Weekly Weekly Weekly Weekly
Buildings and resources	<ul style="list-style-type: none"> Signage around the building to facilitate social distancing and hygiene requirements No assembly programme Undertake a fire evacuation drill Ensure strategies take into account poor weather Ensure office staff have latest guidance on first aid / dealing with symptoms including use of PPE 	22.05.20 04.09.20 07.09.20 10.07.20 10.07.20	Weekly Weekly Termly Weekly Daily
Class sizes	<ul style="list-style-type: none"> Establish maximum class size for each room Identify classrooms to be used and specialist room cleaning process Keep groupings of children and attached adults as stable as possible Identify lockers for each child in new setting and distribute personal equipment 	10.07.20 10.07.20 10.07.20 04.09.20	Weekly Weekly Weekly Weekly
Events	<ul style="list-style-type: none"> Consider planned school events and secure insurance repayments Consider the Autumn Term programme 	17.07.20 17.07.20	Weekly Weekly
Staffing and deployment	<ul style="list-style-type: none"> Establish staff availability from 1st September and beyond Establish back up school system and allocate staff to roles in the event of more closure Create back up teams for unplanned staff absence Continue with absence management policy Update staff / governors as appropriate with plans as they evolve Allocate TA staff to EHCP / CLA children 	10.07.20 17.07.20 10.07.20 04.09.20 Weekly 08.07.20	Weekly Weekly Weekly Weekly Weekly Weekly

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	<ul style="list-style-type: none"> • Ensure PPA is allocated fairly and transparently • Communicate expectations to staff in regard to lessons / activities etc. • Continue mentoring for NQTs into Year 2 • Plan CPD programme for Autumn 1 and beyond including Performance Management 	10.07.20 17.07.20 04.09.20 17.07.20	Weekly Weekly Weekly Weekly
Administration	<ul style="list-style-type: none"> • Organise administration team plan with SBM 	10.07.20	Weekly
Health, safety and hygiene	<ul style="list-style-type: none"> • Health and safety site checks each week with particular focus on unused areas – check all systems • Provide posters for each class relating to hygiene expectations • Ensure availability of soap and hand sanitiser • Establish expectations with cleaning team • Review first aid procedures and implement COVID-19 addendum including procedures for a child or adult showing signs on site • Establish use of PPE where necessary • Assimilate individual work packs and distribute with guidance • Develop ongoing cleaning procedures especially toilets, door handles, common equipment– staff and premises officer • Ensure procurement of cleaning products • Liaise with caterers re: increased number and timing changes • Establish isolation room and PPE required • Communicate hygiene measures to staff 	Ongoing 18.05.20 18.05.20 Ongoing 10.07.20 10.07.20 17.07.20 Ongoing Ongoing 10.07.20 25.05.20 Ongoing	Weekly Ongoing Weekly Ongoing Daily Daily Weekly Ongoing Ongoing Weekly Ongoing Ongoing
Testing and tracing	<ul style="list-style-type: none"> • Where staff or children are unwell refer to testing procedures • Ensure Public Health England guidelines are followed 	Ongoing Ongoing	Ongoing Ongoing
Curriculum	<ul style="list-style-type: none"> • Assess where the children are and tailor curricular provision accordingly – prioritise needs • Make consideration for emotional and well-being aspects • Build in transition activities for Year 3 • Liaise with PE staff to formalise safe delivery of PE lessons • Enhance continuation of remote learning if required with Remote Learning Team 	07.09.20 04.09.20 04.09.20 17.07.20 17.07.20	Weekly Weekly Weekly Weekly Weekly
Transition	<ul style="list-style-type: none"> • Year 3 leader to liaise with infant schools and establish friendship groups • Year 6 leader to liaise with secondary schools • SENCo to arrange transitional activities for vulnerable pupils • Ensure transition of information between schools and year groups • Teachers to make links with new year group classes in school before end of the year 	06.07.20 Ongoing Ongoing 10.07.20 10.07.20	As req As req Weekly Complete Complete
End of year reporting	<ul style="list-style-type: none"> • Ensure statutory requirements are met and reports sent out 	10.07.20	Complete
Staff well being	<ul style="list-style-type: none"> • Ensure review of staff well being each week • Reassurance through communication prior to opening and ongoing 	Ongoing Weekly	Weekly Weekly

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	<ul style="list-style-type: none"> • Ensure DSL / Team Leaders are considered • Communicate Safeguarding addendum to all staff and governors 	Ongoing 22.05.20	Ongoing As req
Pupil well being	<ul style="list-style-type: none"> • Class teachers to create opportunities for discussion of situation • Establish systems where pupils know who they can talk to • Build in well being activities to curriculum in all year groups • Establish rhythm and routine • SENCo identify key families and keep under review 	04.09.20 04.09.20 04.09.20 04.09.20 04.09.20	Ongoing Ongoing Ongoing Weekly Ongoing
Managing concerns	<ul style="list-style-type: none"> • Update website to communicate the channels for concerns especially in relation to entering the school • Consideration for family issues in relation to uniforms / lunches etc 	Ongoing Ongoing	Ongoing Ongoing
Safeguarding	<ul style="list-style-type: none"> • Update Child Protection policy to reflects COVID-19 arrangements • Communicate CP addendum to all staff and governors • Undertake dynamic review to ensure systems are robust • Ensure absence procedures are robust with regard to re-opening • Ensure SCR is maintained and updated with staff changes • Keep on-line safety considerations rigorous • Ensure communication with vulnerable families continues 	15.05.20 24.05.20 Ongoing 04.09.20 01.09.20 Ongoing Ongoing	Complete Complete Ongoing Complete Complete Ongoing Ongoing
Policies	<ul style="list-style-type: none"> • Governors to review and agree new policies specifically those with COVID-19 addendums • Governors to review action plan • All staff to be made aware of updates from DfE and guidance from Public Health England 2020 • New rules and routines to be in each classroom as part of teacher pack 	08.07.20 08.07.20 10.07.20 17.07.20 04.09.20	Weekly Weekly Ongoing Complete
Finance	<ul style="list-style-type: none"> • Review costs of re-opening • Assess impact on 2020/21 budget and three year plan 	10.07.20 10.07.20	Weekly Weekly
Governance	<ul style="list-style-type: none"> • Maintain regular lines of communication to facilitate the governing body fulfilling its strategic and statutory duties including communication with parents, action plan for phased re-opening, operational decisions and strategies for well being. • Establish process for Summer Term meeting 	Weekly 03.07.20	Weekly Complete
Review	<ul style="list-style-type: none"> • Dynamic review and weekly SLT review 	Ongoing	Ongoing