

## COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	C Holloway	Job title:	Head teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	12.4.2021	Review interval:	7 weeks	Date of next review:	7.6.2021
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Related documents	
<b>Trust documents:</b>  See COVID-19 section of website <a href="http://www.watertonacademytrust.org">www.watertonacademytrust.org</a>	<b>Government guidance:</b>  <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> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>

### Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of full opening, including government recommended measures</b>					
<b>1.1 Net capacity</b>					
<b>Available capacity of the school is reduced when social distancing guidelines are applied</b>		<ul style="list-style-type: none"> <li>Increase to recommended bubble size to accommodate whole class meets capacity requirements</li> <li>SD guidelines have changed so as to allow for context etc</li> </ul>		<ul style="list-style-type: none"> <li>Classes will have no more than 30 children.</li> <li>Nursery and reception will operate at capacity ( 60 children in reception</li> <li>Home learning will be managed by teachers/TAs not working in school on a rota.</li> </ul>	
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow recommended layout of desks</b>		<ul style="list-style-type: none"> <li>Classrooms re-modelled, with chairs and desks facing forwards to minimise face to face contact.</li> <li>Unnecessary furniture is removed to provide more space</li> <li>Clear signage displayed in classrooms promoting distancing (adults) and side by side working</li> <li>Consistent class groups in place that do not mix with other groups.</li> <li>SD guidelines have changed so as to allow for context etc</li> </ul>		<ul style="list-style-type: none"> <li>KS1 classrooms have forward facing desks.</li> <li>Children and adults will work side by side.</li> <li>Consistent class/year groups are in place and will not mix with other year groups.</li> <li>Nursery and Reception will have access to outdoors at separate times to prevent mixing of year groups.</li> <li>All children/staff will remain with their class for the duration of the day including playtimes and lunchtimes</li> </ul>	
<b>Large spaces need to be used as classrooms</b>		<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited e.g. assembly</li> <li>Design layout and arrangements in place to enable groups to maintain consistency and minimise contact with other groups</li> </ul>		<ul style="list-style-type: none"> <li>No assemblies will take place in the hall</li> <li>Classes will only use the hall for small group work.</li> <li>Only key stage at a time will use the dining room and the room will be cleaned after each year group.</li> </ul>	

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				<ul style="list-style-type: none"> <li>Year groups will be socially distanced in the dining hall and on the playground.</li> </ul>	
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in school.</b>		<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise groups is in place (to be directed by teaching staff).</li> <li>Full use is made of testing to inform staff deployment.</li> <li>Trust wide deployment of staff has been considered if appropriate</li> </ul>		<ul style="list-style-type: none"> <li>Government recommendation is that employees who are defined as 'clinically extremely vulnerable' on medical grounds will be advised to work from home wherever possible, however if they cannot work from home they should come in to the workplace.</li> <li>Teachers and support assistant to remain flexible should illness/self isolation become an issue.</li> </ul>	
<b>1.4 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Staff do not travel to school together where social distancing cannot be maintained</li> <li>Parents and pupils to be encouraged to walk to school where possible</li> <li>Encourage only 1 parent to attend school with their child(ren) with siblings left at home if appropriate care arrangements are in place.</li> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff, pupils and parents are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>Parents/Carers are NOT to enter the school building without a prior appointment (at which point social distancing must apply)</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>		<ul style="list-style-type: none"> <li>Staff have been asked not to car share unless they live in the same household.</li> <li>Parents have been requested that only one adult attend school.</li> <li>Parents carrying out the school run will be asked to wear face coverings when on school property.</li> <li>Staff operating beyond the threshold of the schools, such as welcoming at the gates, will be required to wear a face covering.</li> <li>Visitors attending school for essential reasons that cannot</li> </ul>	

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		<ul style="list-style-type: none"> <li>Attendance patterns have been optimised to ensure maximum safety.</li> <li>Process for removing face masks on arrival at school (for those arriving by public transport) is clearly communicated to parents and pupils.</li> </ul>		<ul style="list-style-type: none"> <li>adequately socially distance should wear a face covering but only after discussions with the headteacher.</li> <li>Parents/carers have been asked not to engage staff in face to face conversations on the doors.</li> <li>Each class is to have a designated entrance/exit.</li> <li>Parents will not be permitted to access school.</li> <li>Entry to school will not be permitted without a prior appointment.</li> <li>Floor markings are visible at entrances for social distancing queuing.</li> <li>The process for removing face masks has been communicated to parents and staff.</li> </ul>	
<b>1.5 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where required.</li> <li>Corridors are clear of all obstructions to maximise space</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible and is carefully managed to avoid contact e.g. access to toilets</li> <li>Access rooms through external doors where possible</li> </ul>		<ul style="list-style-type: none"> <li>Due to the nature of the school children will not move around without an adult</li> <li>A rota will be in place for all children to access toilets with adult supervision.</li> <li>Separate doors allocated for each class</li> <li>In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to</li> </ul>	

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				decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering.	
<b>1.6 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> <li>Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate</li> </ul>		<ul style="list-style-type: none"> <li>Staff will be briefed on the repurposing of the spaces.</li> <li>Staff rooms can be used to prepare drinks and lunch but social distancing must be adhered to.</li> <li>Hand sanitising is available in staff rooms and staff are asked to clean touch points after use.</li> <li>Touch points are cleaned by SLT/office staff twice daily.</li> <li>Where social distancing is not possible in indoor areas outside of classrooms staff and visitors can wear face coverings.</li> </ul>	
<b>1.7 Policy/Procedure review</b>					

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<b>Existing policies and procedures on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>		<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and other stakeholders have been briefed accordingly.</li> <li>Existing school wide emergency procedures have been reviewed in line with new measures and adjusted accordingly</li> <li>Individual pupil and staff emergency procedures and risk assessments have been reviewed and adjusted accordingly</li> <li>All small, consistent groups have access to appropriate first aid, medical and spill supplied within their individual locations</li> </ul>		<ul style="list-style-type: none"> <li>All policies have been reviewed and added to the website</li> <li>A parent mail has been used to signpost parents to the relevant changes</li> <li>Trust guidance and support continually reviewed.</li> </ul>	
<b>1.8 Communication strategy</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>		<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> <li>Consistent message is being delivered throughout the organisation</li> <li>Clear signage and instructions are displayed throughout the site</li> </ul>		<ul style="list-style-type: none"> <li>All communication will be via email/text/parent mail / website</li> <li>Clear signage is in place</li> <li>Trust updates and move to new single tenancy</li> </ul>	
<b>1.9 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>		<ul style="list-style-type: none"> <li>A staff briefing is held for all staff prior to reopening</li> <li>Trust communications are distributed to all staff including those who are home based</li> <li>Staff coming into school after opening receive briefing</li> <li>Regular staff meetings allow for 2 way communication and feedback.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Staff will be briefed when new guidance comes in.</li> <li>Staff who are WFH will be contacted via email/telephone</li> <li>A Q &amp; A session and weekly update has been added to staff meetings.</li> <li>All relevant documentation will be provided</li> <li>Induction and CPD programmes are in place and are operation for all staff.</li> </ul>	

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		<ul style="list-style-type: none"> <li>○ Risk management</li> </ul>			
<b>New staff are not aware of policies and procedures in place</b>		<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. Revised documentation is issued to all new staff prior to them starting.</li> </ul>		<ul style="list-style-type: none"> <li>• New staff will be briefed on their first day in school.</li> </ul>	
<b>1.10 Free school meals</b>					
<b>Pupils eligible for free school meals do not receive provision during any local lockdown</b>		<ul style="list-style-type: none"> <li>• All pupils who are eligible for free school meals have been identified and attendance pattern sent to Trust.</li> <li>• A plan is in place and communicated to school and family detailing provision.</li> </ul>		<ul style="list-style-type: none"> <li>• All pupils eligible for FSM have been identified.</li> <li>• Awaiting communication regards closure due to further lockdown.</li> <li>• The Trust has registered with voucher provider and hopes to go live by the 15<sup>th</sup>.</li> </ul>	
<b>1.11 Risk assessments</b>					
<b>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</b>		<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>○ Different areas of the school</li> <li>○ When pupils enter and leave school</li> <li>○ During movement around school</li> <li>○ During break and lunch times</li> <li>○ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Covid is an agenda point at staff meetings and staff are reminded about social distancing and enhanced hygiene practices frequently.</li> <li>• All government guidance will be adhered to and adjusted as and when changes are released.</li> <li>• Staff will receive a copy of the updated risk assessment and any changes to school routines and procedures.</li> </ul>	

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				<ul style="list-style-type: none"> <li>Trust RA sign offs at every stage</li> </ul>	
<b>1.12 School transport</b>					
Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> <li>School will work with individual families to manage attendance/punctuality expectations in light of limitations.</li> <li>EWO is aware of and working with families who are having difficulties in managing attendance</li> </ul>		<ul style="list-style-type: none"> <li>In line with current policy and additional government guidance.</li> </ul>	
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> <li>A plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are reviewed and adjusted accordingly</li> </ul>		<ul style="list-style-type: none"> <li>Cleaning supplies, training and equipment to be made available in each area</li> <li>Waste bins to be lined with bags</li> <li>Trust feedback to schools on cleaning contract management to be provided</li> </ul>	



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		<ul style="list-style-type: none"> <li>School based staff are provided with relevant training and equipment to manage additional cleaning throughout the day.</li> <li>There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate products and methods</li> <li>End of school procedures are in place to maximise available cleaning hours</li> <li>Rigorous checks are carried out by the SLT and site team to ensure that the necessary procedures are being followed</li> <li>Classroom based resources can be shared and used within the bubble with regular cleaning</li> <li>Pupils and staff have own frequently used equipment e.g. pens/pencils that are not shared</li> <li>Cross class/bubble resources are cleaned frequently and meticulously between bubbles or rotated to allow to be left unused and out of reach for 48 hours (72 hours for plastic) between use by different bubbles.</li> <li>Pupil belongings in school are limited to essential items only e.g. lunchboxes, a bag, pencil case</li> <li>Sharing of resources out of the school environment is limited. Pupils and teachers can take books home but unnecessary sharing should be avoided.</li> <li>Waste bins are emptied twice a day, once after lunch and once at the end of the day. Waste is double bagged, sealed and remains within the room for collection by caretaker following departure of pupils/staff</li> </ul>		<ul style="list-style-type: none"> <li>Cleaners have regular meetings with supervisor to address any concerns from the cleaners or school.</li> <li>SLT will monitor the cleaning in line with guidance and report to the Trust</li> <li>Any furnishings that we are not able to remove will be cleaned regularly.</li> <li>Staff have been briefed on procedures for classrooms, all shared resources should be cleaned before and after use or allowed to be unused for the required time between use by different bubbles.</li> <li>Children will have their own frequently used resources eg pencils, pens etc.</li> <li>Parents have been informed that pupils should only have the essentials in school eg lunchbox.</li> <li>Staff have been informed that work books should remain in school wherever possible.</li> </ul>	
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>		<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>		<ul style="list-style-type: none"> <li>Handwashing facilities and hand sanitiser are checked regularly.</li> <li>Staff know to make the office aware should supplies become low.</li> <li>Trust procurement in place with regular audits</li> </ul>	

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<b>Pupils forget to wash their hands regularly and frequently</b>		<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>• Posters reinforce the need to wash hands regularly and frequently.</li> <li>• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>• Handwashing takes place on entry to school, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing.</li> <li>• Hand sanitiser is provided in locations where hand washing facilities are not readily available.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff will be briefed with regards to hand hygiene.</li> <li>• Posters are in place to remind pupils.</li> <li>• All classrooms have hand sanitiser readily available.</li> <li>• Routines are now embedded with staff and pupils regarding handwashing.</li> <li>• Rota is in place for pupils to wash their hands</li> <li>• Hand sanitiser is available in all rooms including staff rooms and offices.</li> </ul>	
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>• Expectations and guidance are communicated to parents.</li> </ul>		<ul style="list-style-type: none"> <li>• Wherever possible fabrics have been removed from classrooms</li> <li>• All staff have been briefed on changing clothes daily</li> <li>• Parents have been informed that all children should wear clean clothes daily.</li> </ul>	
<b>The use of fabric chairs may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• Take fabric chairs out of use where possible.</li> <li>• Where that is not possible then ensure chairs are limited to single person use.</li> </ul>		<ul style="list-style-type: none"> <li>• Fabric chairs have been removed from classrooms wherever possible</li> </ul>	
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>		<ul style="list-style-type: none"> <li>• Guidance on getting tested has been published.</li> <li>• The guidance has been explained to staff as part of the return to school induction process.</li> <li>• The Trust has registered as an employer on the government testing portal and named co-ordinators have been communicated to schools</li> </ul>		<ul style="list-style-type: none"> <li>• Staff briefing on guidance and availability of tests</li> <li>• The trust has registered with PHW and testing commenced in Spring 2</li> </ul>	

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Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the Trust</li> </ul>		<ul style="list-style-type: none"> <li>Admin team provide weekly staff absence information to HR.</li> <li>Information regarding infection transmission is communicated through newsletters to all parents/carers and staff on a regular basis.</li> </ul>	
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>		<ul style="list-style-type: none"> <li>Information regarding infection transmission and isolation is communicated through newsletters to all parents/carers and staff on a regular basis.</li> </ul>	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>		<ul style="list-style-type: none"> <li>Information regarding infection transmission and isolation is communicated through newsletters to all parents/carers and staff on a regular basis.</li> </ul>	
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for supporting staff in other schools in the Trust have been agreed.</li> </ul>		<ul style="list-style-type: none"> <li>All support/admin staff have completed an online first aid course to refresh their skills.</li> <li>Staff have been booked on to face to face training for the Summer term.</li> </ul>	

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				<ul style="list-style-type: none"> <li>At least one paediatric first aider is available in school.</li> </ul>	
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in school		<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>Appropriate PPE is available within the medical room</li> </ul>		<ul style="list-style-type: none"> <li>A room is identified and designated as a medical room and can be used to isolate a person displaying symptoms whilst awaiting collection. This room can also be locked until adequately cleaned should it have to be used.</li> <li>PPE is available throughout school in each key stage.</li> </ul>	
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</li> <li>A COVID-19 section on the Trust website is created and updated.</li> </ul>		<ul style="list-style-type: none"> <li>Communication was sent via the Trust / school through the usual channels for communication/parent mail/text messages/website</li> </ul>	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a regular basis via all communication channels.</li> </ul>		<ul style="list-style-type: none"> <li>Communication was sent via the Trust / school through the usual channels for communication/parent mail/text messages/website</li> </ul>	
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in		<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> </ul>		<ul style="list-style-type: none"> <li>PPE has been ordered through the Trust.</li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>line with government guidelines</b>		<ul style="list-style-type: none"> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>		<ul style="list-style-type: none"> <li>Staff have been briefed when to wear PPE and how it should be worn.</li> </ul>	
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>		<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings are avoided.</li> <li>Break times and lunch times are structured and staggered to support social distancing and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of social distancing.</li> <li>Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> <li>Individual risk assessments have been reviewed and updated for pupils with additional needs. Concerns have been discussed with parents and a plan agreed where required.</li> </ul>		<ul style="list-style-type: none"> <li>The behaviour policy has been reviewed in line with the new guidelines.</li> <li>Parents will be asked to explain to children returning to school and model social distancing whilst coming on to school grounds.</li> <li>Teachers will explain to children through stories and games the importance of social distancing.</li> <li>Posters and marking around school will remind children about the need for social distancing.</li> <li>The expectations for the youngest children will be that social distancing will be in place wherever possible.</li> <li>Individual risk assessments have been put in place for children with additional needs and parents have agreed to these.</li> </ul>	
<b>3.2 Classrooms and teaching spaces</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance</b>		<ul style="list-style-type: none"> <li>Net capacity assessment completed, with each classroom and teaching space compliant with government guidance (i.e. front facing desks, consistent groups).</li> <li>All excess furniture has been removed from classrooms and teaching spaces.</li> <li>Arrangements are reviewed regularly.</li> <li>Outdoor learning is planned where possible and appropriate with required social distancing measures in place</li> <li>Cloakroom areas have been allocated to each consistent group or, where this cannot be managed, temporary cloakroom areas are established within classrooms.</li> </ul>		<ul style="list-style-type: none"> <li>All desks are forward facing</li> <li>No more than 30 children will be in each teaching area</li> <li>All excess furniture has been removed.</li> <li>Playtime and outdoor learning will be staggered.</li> <li>Outdoor fixed equipment will be taped off</li> <li>All classrooms have mobile cloak stands to prevent children mixing in cloakrooms. Mobile cloakrooms are stored in the classroom or just outside the classroom.</li> </ul>	
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>		<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Corridors are divided where feasible.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of pupils around school is minimised as much as possible.</li> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>Appropriate supervision levels are in place.</li> </ul>		<ul style="list-style-type: none"> <li>Due to the size and age of the school corridors cannot be divided. Children will not leave teaching areas unless accompanied by an adult and at staggered times.</li> <li>Each class will have 2 adults whenever possible.</li> <li>Movement around school is minimised as much as possible.</li> </ul>	
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>		<ul style="list-style-type: none"> <li>Break times are staggered.</li> <li>External areas are designated for different groups.</li> <li>Pupils are reminded about social distancing as break times begin.</li> <li>Social distancing signage is in place around the school and in key areas.</li> <li>Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> </ul>		<ul style="list-style-type: none"> <li>Break times will be staggered</li> <li>Only one year group will be outside at a time and each class will be separated.</li> <li>Teachers and support staff will supervise at break times.</li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>		<ul style="list-style-type: none"> <li>Pupils are reminded about social distancing as lunch times begin.</li> <li>Pupils wash their hands before and after eating.</li> <li>Dining area layouts have been configured to ensure separation of consistent groups.</li> <li>Tables and chairs have been cordoned off where this is not possible.</li> <li>Floor markings are used to manage queues and enable social distancing.</li> <li>Additional arrangements are in place, such as staggering lunch times,</li> <li>Guidance has been issued to parents and pupils on packed lunches.</li> <li>Eating areas are cleaned after lunch.</li> </ul>		<ul style="list-style-type: none"> <li>Lunch times will be staggered</li> <li>Only key stage will be outside at a time. Classes are separated during the transition from one year group to another in the dining room.</li> <li>Lunchtime supervisors/TA's will supervise lunchtimes and will have allocated classes.</li> <li>Only Key Stage at a time will use the dining room, children will be socially distanced and it will be cleaned between year groups.</li> </ul>	
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>		<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing if required.</li> <li>Pupils know that they can only use the toilet one at a time.</li> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>		<ul style="list-style-type: none"> <li>Use of toilets and handwashing will be supervised and rotated</li> <li>Toilets will be cleaned twice daily</li> <li>Bins will be emptied regularly</li> </ul>	
<b>3.8 Reception area</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Parents/Carers are encouraged to use an appointment system to stagger visitors to school</li> <li>Arrangements are in place for segregation of visitors.</li> </ul>		<ul style="list-style-type: none"> <li>Parents/visitors will not be allowed into school without a prior appointment.</li> <li>Track and trace forms in place for visitors to school.</li> <li>Parents/visitors will telephone to speak to school staff.</li> </ul>	
<b>3.9 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>		<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings.</li> <li>Messages to parents stress the need for social distancing at arrival and departure times.</li> <li>Staff observe and report any breaches to SLT.</li> </ul>		<ul style="list-style-type: none"> <li>The use of different entrances for classes</li> <li>Appropriate playground markings.</li> <li>Staff to re-enforce social distancing procedures for parents.</li> <li>Parents will be reminded regularly about the need for social distancing.</li> <li>Parents carrying out the school run will be asked to wear face coverings when on school property.</li> <li>Staff operating beyond the threshold of the schools, such as welcoming at the gates, will be required to wear a face covering.</li> </ul>	
<b>3.10 Transport</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of public and school transport by pupils poses risks in terms of social distancing		<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> </ul>		<ul style="list-style-type: none"> <li>Guidance has been given to parents/carers and staff.</li> </ul>	
<b>3.11 Staff areas</b>					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> <li>Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> <li>Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate</li> </ul>		<ul style="list-style-type: none"> <li>Staff briefing and signs to alert staff. Rotas for staff breaks, designated areas.</li> <li>Staff areas are cleaned twice daily.</li> <li>Staff are asked to clean all touch points in staff areas after use.</li> </ul>	
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>		<ul style="list-style-type: none"> <li>Government guidance states that pupils who fall in to the category 'extremely clinically vulnerable' should now attend school. The guidance as to who should be classified as Clinically Extremely Vulnerable (CEV) can be found above in the link under government guidance.</li> </ul>	
<b>4.2 Staff with underlying health issues</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	Yellow	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Current government guidance is being applied.</li> <li>Staff identified as clinically vulnerable or extremely clinically vulnerable are deployed to roles where social distancing can be maintained wherever possible.</li> <li>Individual risk assessments are developed and discussed with the member of staff</li> </ul>		<ul style="list-style-type: none"> <li>Staff were asked to make the HT or Senior Admin staff aware of any underlying medical conditions.</li> <li>Government recommendation is that employees who are defined as 'clinically extremely vulnerable' on medical grounds will be advised to work from home wherever possible, however if this is not possible then they should attend the workplace.</li> </ul>	Yellow
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Red	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>		Training requirements to be communicated to HR	Green
<b>5.2 Mental health concerns – staff</b>					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Red	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>		HR to support where required	Green

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Working from home can adversely affect mental health</b>		<ul style="list-style-type: none"> <li>• Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>		Information provided to ensure staff have access to counselling etc.	
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>		<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> </ul>		Bereavement training courses are available through HR.	
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>		<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>○ Reduced numbers of pupils/staff</li> <li>○ Possible absence of fire marshals</li> <li>○ Social distancing rules during evacuation and at muster points</li> <li>○ Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>		<ul style="list-style-type: none"> <li>• All staff have been trained on the new fire procedures and have signed to say they have read the evacuation/invacuation and lockdown policy.</li> <li>• Fire drills are practiced half termly.</li> <li>• Estates sign off</li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	Yellow	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>		<ul style="list-style-type: none"> <li>Fire drills will be practiced regularly, at least half termly.</li> <li>Pupils will line up in their class bubbles at least 1 meter away from the next class.</li> <li>Changes in guidelines mean this is acceptable in such circumstances</li> </ul>	Green
<b>Fire marshals absent due to self-isolation</b>	Yellow	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>		<ul style="list-style-type: none"> <li>Fire marshal rota in place</li> </ul>	Green
<b>6.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	Red	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>		<ul style="list-style-type: none"> <li>School was inspected by the estates team prior to opening.</li> <li>School will comply with government guidance.</li> </ul>	Green
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	Red	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>		<ul style="list-style-type: none"> <li>Estates team are co-ordinating additional water system checks.</li> <li>Compliance checks have been carried out during closure periods</li> </ul>	Green
<b>6.3 Contractors working on the school site</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Contractors/supply staff and other external agencies on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>		<ul style="list-style-type: none"> <li>• COVID-19 risk assessments/operation plans for key contractors have been provided and checked</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> <li>• Supply staff/other external agencies are provided with site specific guidance and induction on arrival and are reminded of the need for social distancing.</li> <li>• Visitor badge is clearly visible at all times</li> </ul>		<ul style="list-style-type: none"> <li>• No contractor will visit school without a prior appointment.</li> <li>• Where possible contractors will visit school out of school hours to minimise the possible contact between pupils/staff and contractor.</li> <li>• Contractors will maintain social distancing at all times and no contractor will be allowed on sight with any symptoms.</li> <li>• Contractors will only be allowed through the main entrance – no pupils will be using this entrance.</li> <li>• Contractors will complete track and trace forms.</li> <li>• Contractors will only be allowed on site for urgent/emergency works whilst children and staff are on site.</li> <li>• All contractors will have a clearly visible visitor sticker.</li> <li>• Estates team will deliver toolbox talks</li> </ul>	
<b>7. Extended Provision</b>					
<b>7.1 Breakfast and After School Club Provision</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Measures applied through the school day may be different to those at extended provision leading to increased risk of transmission		<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Extended provision groups are arranged to be as consistent as possible. E.g. by year group/key stage with no mixing between these groups.</li> <li>• Clear records are maintained about attendance and group configuration to assist with test and trace operations if required.</li> <li>• Hygiene practices continue to be promoted and implemented throughout provision e.g. hand washing, catch it, kill it, bin it etc.</li> <li>• Enhanced cleaning is in operation</li> <li>• Resource sharing is managed in line with school based protocol e.g. quarantine or clean resources</li> <li>• Advance booking system is in operation to control numbers in line with staff ratios</li> <li>• Staff are aware of procedure for dealing with any person displaying symptoms</li> <li>• Isolation space is available for anyone displaying symptoms</li> </ul>		<ul style="list-style-type: none"> <li>• Breakfast club is only available to children from Crofton Infants.</li> <li>• Children are separated by class at breakfast club.</li> </ul>	
<b>9. Contingency Planning for Outbreaks</b>					
<b>9.1 Responding to local outbreak</b>					
Delay in responding increases risk of transmission within the setting (case confirmed on site)		<ul style="list-style-type: none"> <li>• All staff aware of and familiar with symptoms and process for reacting to a person on site who is displaying symptoms</li> <li>• Resources displayed around school to raise awareness of symptoms</li> <li>• Internal communication procedure is known (notify Headteacher, notify Trust SLT)</li> <li>• How to access a test information is displayed in key areas</li> <li>• Parents are advised and strongly encouraged to have symptomatic child tested and to inform school of the result.</li> <li>• Contact details for Public Health England health protection team are known and easily accessible</li> </ul>		<ul style="list-style-type: none"> <li>• Information regarding testing is available on noticeboards in the office and staffroom.</li> <li>• Staff informed of what to do should anyone display symptoms.</li> <li>• Parents will be requested to get children tested and test result known before they can return to school after displaying symptoms.</li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Communication channels cause delay in informing stakeholders</b>		<ul style="list-style-type: none"> <li>All new parent information is collected and recorded prior to start of term.</li> <li>Contact detail check for returning pupils has been undertaken and records updated accordingly</li> <li>Communication procedure is in place and known to key staff to cascade information effectively to the community in the event that school is advised to close</li> <li>Staff contact details are checked and updated prior to the start of term.</li> </ul>		<ul style="list-style-type: none"> <li>Parent/carer information has been collected prior to term starting and will be updated regularly.</li> <li>SLT and office staff able to communicate to parents quickly should school need to close.</li> <li>Staff to provide up to date details to office.</li> </ul>	
<b>Local lockdown results in return to remote education</b>		<ul style="list-style-type: none"> <li>School has continuity plan in place to provide remote education at short notice.</li> <li>Continuity plan makes provision for a return to key worker/vulnerable children on site education.</li> <li>Staff information is up to date to ensure identification of those employees who are vulnerable or extremely vulnerable</li> <li>Pupil information is up to date to ensure identification of those pupils who are vulnerable or extremely vulnerable</li> <li>Appropriate systems are in place to provide remote education in line with curriculum and government guidance</li> </ul>		<ul style="list-style-type: none"> <li>Staff are able to provide remote learning at short notice through the website and learning packs.</li> <li>Staff are able to use TEAMS for some remote learning.</li> <li>The Early Years team use 'Evidence me' and Teams to communicate with parents/carers regularly and to provide remote learning.</li> <li>Staff have been requested to inform SLT of any underlying health conditions</li> <li>Pupil information is in place for all pupils with underlying health conditions.</li> </ul>	

Additional Risk Assessments are in place for:

- Individual staff/pupil who has been identified as CEV (clinically extremely vulnerable) or EV (extremely vulnerable)
- Individual risk assessments linked to supporting children with behavioural needs e.g. spitting
- Educational Visits