

**St John's C of E Infant School**  
**Risk assessment for full opening of schools from September 2020 amended for January 2021 and March 2021**

Please find attached a 'protective measures' risk assessment template for mainstream schools that has been prepared in response to the Government's phased return plans. The template draws on current planning already underway in Surrey schools.

This COVID 19 protective measures risk assessment is based on the Surrey County Council Recovery Planning Team template that has been quality assured by Public Health Surrey.

All School leaders have had an opportunity to inform this assessment, and will be responsible for implementing the localised operating protocols for each school. All staff will all have an opportunity to inform the successful implementation of recommended controls; Mitigation and Protective Measures. In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by Schools at a local level (daily or weekly).

This assessment should be used alongside the government guidance below:

V2 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

V2 <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

V1 <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Adapted for St John's C of E Infant School from the Surrey County Council Recovery template by Mrs Marion Stevens**

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Hazard, who will be infected	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<p><b>1.Hazard:</b> Staff and parents unaware of policy and procedures to follow and may be harmed by not following protocol and could risk infection or infecting</p> <p><b>Who:</b> Whole school community staff, pupils, parents</p>	High	1. All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul>	Yes	HT	Ongoing	L
	High	2. Necessary staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>• <b>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</b></li> <li>• <b>The Health Protection (Notification) Regulations 2010</b></li> <li>• <b>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</b></li> <li>• <b>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</b></li> </ul>	Yes	HT	In place	L
	High	3. The relevant staffs receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Yes	HT	Ongoing	L
	High	4. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul>	Yes	HT	Ongoing	L
	High	5. Staff are made aware of the school's infection control procedures in relation to coronavirus via email; Staff mixing between groups are minimised and those staff are briefed as to the specific protocols and procedures needed e.g. distancing	Yes	HT	Ongoing	medium



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		when possible, disinfection of equipment.				
	Medium	6. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/ social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last <b>10</b> days, if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.	Yes	HT	In place and ongoing	L
	High	7. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, where to enter and exit.	Yes	1 Sept	Ongoing reminders	M
	High	8. Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;	Yes	All staff	Ongoing reminders	L
	High	9. Data Protection including confidentiality arrangements are followed at all times – this includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus.	Yes	HT	Ongoing	L
	Low	10. <b>Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.</b>	School briefing	In place	Sept 2020	L
<b>Hazard, who will be</b>	<b>Risk rating</b>	<b>Recommended controls/Mitigation and Protective Measures</b>	<b>In place?</b>	<b>By whom?</b>	<b>Deadline</b>	<b>Risk rating</b>

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infected	prior to action H/M/L		Yes/No			following action H/M/L
<p><b>2. Hazard:</b> Asymptomatic individual on the premises <b>Who:</b> All persons may be at risk of harm / infection from an asymptomatic individual</p> <p><b>Who:</b> All persons may be at risk of harm / infection from an asymptomatic individual</p>	High	11. Class groups, are organised as described in the 'class or group sizes' in DfE guidelines;	Yes	HT/all staff	1 Sept	M
	High	12. Classrooms and other learning environments are organised to maintain space between seats and desks where possible;	Yes	HT/all staff	1 Sept	M
	High	13. The timetable is revised to implement where possible:	Yes	HT/all staff	1 Sept	M
	High	a) Plan for lessons or activities which limit movement between areas;	Yes	Teachers	1 Sept	M
	High	b) Maximum number of lessons or classroom activities which could take place outdoors;	Yes	Teachers	1 Sept	L
	High	c) Staggered assembly groups; or use of zoom or prerecording	Yes	HT	1 Sept	L
	High	d) Break times (including lunch) are staggered so that all children are not moving around the school at the same time;	Yes	HT	1 Sept	L
	High	e) Drop-off and collection times are staggered; f) Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; adults should be advised prior to school opening that they will be required to maintain the 2m social distancing rule at all times when on the school site.	Yes	HT	1 Sept	L
	High	g) Small groups of children are together throughout the day and avoid mixing with larger groups of children; <b>Year group bubbles in operation as much as possible but whole school is operating as a bubble as we need to share staff across classes and due to siblings.</b>	Yes	HT	1 Sept	L
High	14. Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere	Yes	All staff	ongoing	L	

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	High	15. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. <b>Those items used should be washable regularly after use.</b>	Yes	All staff	Ongoing	M
	High	16. Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;	Yes	All staff	Ongoing	L
	High	17. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; <b>Staff moving between groups are fully briefed and are aware of the specific guidance for them, Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</b>	Yes	All staff	Ongoing	M
	High	18. Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. <b>And are seated at the same desk;</b>	Yes	All staff	Ongoing	M
	High	19. Mixing within education or childcare setting is minimised by:				
	High	<ul style="list-style-type: none"> <li>accessing rooms directly from outside where possible;</li> </ul>	Yes	All staff	Ongoing	L
	High	<ul style="list-style-type: none"> <li>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</li> </ul>	Yes	All staff	Ongoing	L
	High	<ul style="list-style-type: none"> <li>staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms;</li> </ul>	Yes	HT	Ongoing	L
	High	<ul style="list-style-type: none"> <li>The number of children using the toilet at any one time is limited; 1 child per class at a time for Yr 1 and Yr 2 using the girl's toilets and specific cubicle and sinks.</li> </ul>	Yes	All staff	Ongoing	M

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		○ Reception 2 children using the boy's toilets				
	High	<ul style="list-style-type: none"> <li>The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> </ul>	Yes	All staff	Ongoing	L
	High	<b>20. Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.</b>	Yes	All Staff and clubs	1 Sept	L
	High	<b>21. The use of staff rooms and offices is to limit occupancy and space between staff provided People to use different areas of the staff room, Table, Soft chairs and the desk area. Windows to be opened and surfaces you used wiped with cleaning wipes before you leave.</b>	Yes	All Staff	Ongoing	M
	High	<b>22. The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</b> <ul style="list-style-type: none"> <li>Pupils ability to distance;</li> <li>The layout of the school site;</li> <li>The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p>More information on groups can be found in COVID-19: Guidance for full opening <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	Yes	All staff	1 Sept	M
	High	<b>23. Essential visitors to the site only, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. No parent tours to take place in</b>	Yes	HT and Admin	Ongoing	L

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September. In October outdoor small group tours at 3.30PM							
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<b>3. Hazard:</b> Poor Hygiene and/or cleaning practices and risk of cross contamination from contaminated facilities or surfaces  <b>Who:</b> All persons may be at risk of harm by infection	High	24. The COVID-19: cleaning of non-healthcare settings guidance is followed see link <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> checklist supplied by cleaners confirming enhanced daily routine	Yes	HT/ SBM	Ongoing	L	
	High	25. <b>Handwashing:</b> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.	Yes	HT/ SBM	Ongoing	M	
	High	<ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> </ul>	Yes	HT/ SBM	Ongoing	M	
	High	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. on arrival, before break, after break and before lunch and before leaving the school.</li> </ul>	Yes	HT/ SBM	Ongoing	L	
	High	<ul style="list-style-type: none"> <li>• Young children are encouraged to learn and practise these habits through games, songs and repetition;</li> </ul>	Yes	HT/ SBM	Ongoing	L	
	High	<ul style="list-style-type: none"> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> </ul>	Yes	HT/ SBM	Ongoing	L	
	High	26. All adults and children are trained to:					
	High	<ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> </ul>	Yes	HT/ SBM	Ongoing	M	
High	<ul style="list-style-type: none"> <li>- clean their hands on arrival at school, before and after eating, and</li> </ul>						



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		after sneezing or coughing; use soap and water whatever possible and hand sanitizer when not possible.				
High	-	are encouraged not to touch their mouth, eyes and nose	Yes	HT/ SBM	Ongoing	M
High	-	use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Yes	HT/ SBM	Ongoing	M
High	27.	Pedal bins are used for tissues are emptied as necessary throughout the day.	Yes	HT/ SBM	Ongoing	M
	28.	<b>Cleaning:</b> Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned by staff within each group regularly each day. Surfaces outside the classroom such as toilets, light switches, bannisters are cleaned by the cleaners and during the day if staff are available. Surfaces including desks, chairs and sinks within the classroom are also cleaned at the end of the day by the cleaners.	Yes	All staff	Ongoing	M
High	29.	The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; <b>Staff encouraged to mark books on site wherever possible, ideally leaving all resources in school. Staff understand the risk if they decide to take resources home</b>	Yes	All Staff	Ongoing	M
High	30.	Play equipment is cleaned between uses and not used simultaneously by different groups;	Yes	All staff	Ongoing	M
High	31.	<b>The amount of shared resources that are taken and brought in from home is limited; only reading books, diaries and water bottles, lunch box if required.</b>	Yes	Staff and parents	Ongoing	M
High	32.	All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;	Yes	All staff	Ongoing	M
High	33.	Pupils do not share cutlery, cups or food.	Yes	All staff	Ongoing	L
High	34.	All utensils are thoroughly cleaned before and after use.	Yes	All staff	Ongoing	L
High	35.	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the	Yes	SBM	Ongoing	M



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		Health and Safety Policy.				
	High	36. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a>	Yes	SBM	Ongoing	M
	High	37. Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.	Yes	All staff	Ongoing	M
	High	38. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.	Yes	SENCO	Ongoing	M
	High	<b>39. Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</b>	Yes	All staff	Ongoing	L
<b>Hazard, who will be infected</b>	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>4. Hazard:</b> An ill child or adult individual on the premises.  <b>Who:</b> All persons may be at risk of harm / infection	High	40. <b>Infection</b> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.	Yes	HT	Ongoing	L
	High	41. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature and loss of taste and or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Yes	All staff	Ongoing	L
	High	<b>42. Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</b>	Yes	HT/ Staff/ parents	Ongoing	M
	High	<b>43. If anyone in the school becomes unwell with a new, continuous cough or a</b>	Yes	All staff	Ongoing	M

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from an individual who is ill.		high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.				
High	44.	Any pupil who displays signs of being unwell is immediately referred to the designated member of staff MS or JB	Yes	All staff	Ongoing	M
High	45.	Staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved around the outside of the building to an empty room (Head's office) whilst they wait for their parent to collect them.	Yes	All staff	Ongoing	M
High	46.	Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. Travel to the office around the outside of the building.	Yes	All staff	Ongoing	M
High	47.	The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. (Use Walkie Talkies if necessary.)	Yes	All staff	Ongoing	L
High	48.	The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. MS/JB	Yes	HT- MS/JB	Ongoing	L
High	49.	Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.	Yes	HT/ office - MS/JB	Ongoing	M
High	50.	NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and	Yes	HT	1 Sept	M



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		<p>parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> </ul>				
	High	51. A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.	No	HT	When they arrive	M
	High	52. The school will ask parents and staff to inform them immediately of the result of the test:	Yes	HT	1 Sept	M
	High	53. If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.	Yes	HT/ office/Staff	1 Sept	M
	High	54. If someone test positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days	Yes	Staff, Pupils, Parents	Ongoing	M
	High	55. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. (Windows opened, Gloves and disinfectant used.)	Yes	HT- MS/JB	Ongoing	M
	High	56. If unwell pupils are waiting to go home, they are instructed to use different	Yes	All staff	Ongoing	M



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		toilets to the rest of the school to minimise the spread of infection. (Adult toilet then hand washing can be supervised)				
	High	57. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Yes	All staff	Ongoing	L
	High	58. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance.	Yes	All staff	Ongoing	M
	High	59. Whilst waiting pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste which will be stored in isolation for 72 hours before disposal.	Yes	All staff	Ongoing	M
	High	60. Pupils clean their hands after they have coughed or sneezed.	Yes	All staff	Ongoing	L
	High	61. Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.	Yes	All staff	Ongoing	M
	High	62. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.	Yes	All staff	Ongoing	M
	High	63. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &	Yes	All staff	Ongoing	M

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		Trace.				
	High	64. Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff MS/JB	Yes	All staff	Ongoing	L
	Medium	65. The designated member of staff JB reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;	Yes	JB	Ongoing	L
	Medium	66. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;	Yes	HT	Ongoing	L
	High	67. <b>Communication:</b> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.	Yes	All staff	Ongoing	M
	High	68. Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection.	Yes	HT MS/JB	Ongoing	L
	High	69. The Headteacher contacts the Area Schools Officer immediately about any confirmed cases of coronavirus, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.	Yes	HT	Ongoing	L
<b>Hazard, who will be infected</b>	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>5. Hazard</b> A confirmed	High	70. 1. Flowchart school response to suspected or confirmed COVID19 cases to be followed for suspected or confirmed cases.	Yes	HT/ All staff	Ongoing	M



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<p>case of COVID 19.</p> <p><b>Who:</b> Pupils, Staff</p>		<a href="https://www.surreycc.gov.uk/_data/assets/pdf_file/0004/228136/Flowchart-School-response-to-suspected-or-confirmed-cases-of-Covid-19-coronavirus-v1-10-June-2020.pdf">https://www.surreycc.gov.uk/_data/assets/pdf_file/0004/228136/Flowchart-School-response-to-suspected-or-confirmed-cases-of-Covid-19-coronavirus-v1-10-June-2020.pdf</a>				
	High	71. If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted	Yes	HT	1 Sept	L
	High	72. The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.	Yes	Health protection team	1 Sept	M
	High	73. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>• Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul>	Yes	HT	1 Sept	M
	High	74. Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. Records of before and after school club attendance.	Yes	HT/ Office/ Staff	1 Sept	M
	Medium	75. Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	Yes	HT – All staff	Ongoing	L



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	High	76. If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.	Yes	HT	1 Sept	L
	High	77. Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.	Yes	HT	1 Sept	L
	High	78. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.	Yes	HT	1 Sept	L
	Medium	79. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Staff will follow the protocols outlined and referred to in this guidance as prevailing at the time.	Yes	All Staff	1 Sept	L
<b>Hazard, who will be infected</b>	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>6. Hazard</b> A break in education either due to local lockdown or self-isolation  Who: Pupils, staff	Medium	80. Pupils working from home are assigned work to complete to a timeframe set by their teacher;	Yes	HT	30 Sept	L
	Medium	81. The Headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;	Yes	HT	30 Sept	L
	Medium	82. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;	Yes	HT	30 Sept	L

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	Medium	83. The Headteacher ensures all pupils have access to schoolwork.	Yes	HT	30 Sept	L
	Medium	84. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.	Yes	HT	30 Sept	L
<b>Hazard, who will be infected</b>	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>7. Hazard:</b> Spread of infection when dealing with a child needing 1:1 support <b>Who:</b> Staff supporting an individual child who displays behaviours which may lead to transmitting the disease /supported pupils		85. 1. Individual risk assessments produced by the school SENCO identifying additional hazards due to the behaviours exhibited which might require restraint e.g. spitting, biting etc.	Yes	SENCO- SI	Ongoing / 1Sept	M
		86. Appropriate PPE will be provided as identified in the risk assessment and ay include disposable aprons, gloves, eye and mask protection	Yes	SENCO	1Sept	L
		87. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that staff are put at risk	Yes	SENCO	1 Sept	L
		88. Walkie talkie or other means of communication available for the member of staff	Yes	SENCO	1 Sept	M
<b>Hazard, who will be infected</b>	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>8. Hazard:</b> Parents	Medium	89. Parents are told that if their child needs to be accompanied to the education	Yes	HT	ongoing	L



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unclear of expectations due to unclear communication systems <b>Who:</b> All persons may be at risk of harm by		or childcare setting then only one parent can attend;				
	Medium	90. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Yes	MS letter	July 20 1 <sup>st</sup> Sept	L
	High	91. Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Yes	HT	ongoing	M
	Medium	92. The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;	Yes	HT	ongoing	L
Hazard Who will be infected	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>9. Hazard:</b> In case of emergency or closure  <b>Who:</b> pupils, staff, parents	Medium	93. All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Yes	Office/JB	30 <sup>th</sup> Sept	L
	Medium	94. Pupils' parents are contacted as soon as practicable in the event of an emergency.	Yes	HT/ Office	1 <sup>st</sup> Sept	L
	Medium	95. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Yes	Office	1 <sup>st</sup> Sept	L
	Medium	96. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes	First aiders JB/MS	1 <sup>st</sup> Sept	L
	Medium	97. Emergency evacuations will take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).	Yes	HT	1 Sept	L

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Hazard Who will be infected	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>10. Hazard</b> The well-being of children when returning to school  Who: pupils	High	98. Children to have the same class teacher and LSA wherever possible	Yes	HT	1 <sup>st</sup> Sept	M
	High	99. Transition / induction activities undertaken by group teachers	Yes	HT	1 <sup>st</sup> Sept	L
	Medium	100. Age appropriate interventions are developed by teaching staff	Yes	HT/ SENCO	1 <sup>st</sup> Sept	L
	Medium	101. Reduced time in school to ensure transition is successful from home to school	Yes	SENCO/HT	1 <sup>st</sup> Sept	L
	Medium	102. Improved planning for well -being time and use of Leuven scales to discuss children's needs.	Yes	HT	1 <sup>st</sup> Sept	
Hazard Who will be infected	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>11. Hazard</b> The well-being of staff when returning	High	103. Risk assessment, control measures and operational procedures shared with all staff members	Yes	HT	Ongoing	L



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to school.      <b>Who: Staff</b>		104. Regular staff meeting (virtually) to discuss concerns and review shared control measures / operational procedures	Yes	All Staff	1 <sup>st</sup> Sept	L
		105. Staff will be reminded of the school's Employee Assistance Programme	Yes	HT/SBM	1 <sup>st</sup> Sept	L
		106. The risk assessment will be reviewed or where changes are required following feedback from staff – daily, weekly etc. or where it is superseded by guidance from the government.	Yes	HT	Ongoing	L
		107. Where a 2 metre distance cannot be maintained e.g. administering minor first aid, passing another person on the corridor, close contact should be kept to a minimum – clinical guidance shows that close contact should be less than 15 minutes	Yes	All staff	Ongoing	L
		108. All staff to socially distance from each other and must be vigilant and intervene when other staff members are not complying with this	Yes	All staff	Ongoing	M
	High	109. Current clinical guidance is that masks for general use are not required in schools.	Yes	All staff	Ongoing	M
	High	110. Appropriate PPE will be available for use in specific circumstances i.e. when dealing with first aid incidents where social distancing cannot be maintained, dealing with someone who has presented with symptoms, cleaning an area where someone suspected of having the infection has been isolated or has been in contact with	Yes	All staff	Ongoing	L
	High	111. . Designated staff areas will be identified and staff will remain at a distance of 2 metres in these areas. 3 Zones table, soft chairs, desks. People to sit appropriately spaced and windows/ door to be open.	Yes	All staff	Ongoing	L

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	Medium	112. Teachers will continue to have allocated time for PPA.	Yes	HT	1 <sup>st</sup> Sept	L
	Medium	<p><b>113. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to the workplace from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID19.</b></p> <p><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></p> <p><b>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</b></p> <p><b>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the relevant guidance available for clinically vulnerable people</b></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p>	Yes	All staff/ HT	1 <sup>st</sup> Sept	L

**Additions to the lockdown measures from January 4<sup>th</sup> 2021**

In discussions with the staff of St John's all the previous measures should be implemented and these are in addition to those.



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Hazard, who will be infected	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>12 Hazard:</b> High levels of COVID in circulation.  <b>Who:</b> All persons may be at risk of harm	High	New lines to be sprayed onto the ground marking the distance parents should remain away from the school entrance.	Yes	HT	6 <sup>th</sup> Jan 21	L
	High	All staff to remain in their bubble and remain distanced from each other. No staff group activities to take place and separate drinks/break stations instigated.	No	HT and staff	6 <sup>th</sup> Jan 21	L
	High	The wearing of masks on site is mandatory unless exempt.	Yes	HT IN letter	6 <sup>th</sup> Jan 21	L
	Medium	Update signage to the gates to reflect current government guidance.	Yes	HT	ongoing	L
	High	Key worker and vulnerable children reminded of the rules and can only attend provision if 100% well e.g. No painkillers given as these mask symptoms such as temperatures.	Yes	HT in letter	ongoing	M
13. Hazard: Children at home for large amount of time may be at risk of harm  Who: all children	High	Teachers to monitor interaction with pupils at show and tell sessions and the work submitted. Those not engaging will be telephoned first by the teacher then by the HT Those deemed at risk but not currently engaged with family services should be encouraged to attend school as vulnerable children.	Yes	Teachers and HT	6 <sup>th</sup> Jan 21	M
	Medium	Children using the internet more than usual should be reminded of the rules. Internet safety day activities should take place in home learning. Internet safety resource newsletter produced.	Yes	Teachers and HT	Ongoing	Low
Hazard, who will be infected	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
14. Hazard:	High	All adults unable to maintain a 2 m distance from each other are to wear a face	No	All staff	8 <sup>th</sup> March	M



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<p>Adults being unable to keep 2 M distance from each other</p> <p>Who: All Staff and visitors</p>		<p>mask.</p>				
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