


COVID-19 Risk Management Assessment

Site / school name:	NEWHALL PRIMARY ACADEMY and NURSERY		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff (Teachers, Trainee Teachers, Learning Assistants, Administration staff and Business Manager) ▪ Catering staff ▪ Cleaners ▪ Students 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare provision during COVID-19 school closures including social distancing ▪ Cleaning and sanitisation ▪ Food provision ▪ Property maintenance and compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Charmaine Ward	Date of completion:	01.09.2020
Risk assessment approved by:		Date of approval:	4 th January 2021 (Reviewed)
Date risk assessment to be reviewed by:	In line with government updates.	Risk assessment no:	6 th update

Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating as per the matrix at the end of this document.</i></p>
<p><i>Limit use of passenger lifts to essential users and only one at a time.</i></p>	<p><i>A list of essential users has been drafted and circulated to all staff. Signage has been placed at all lift entrances setting out usage requirements. Lift locked-off outside core hours. Lift usage to be supervised by staff.</i></p>	<p><i>Additional lift isolation keys to be procured and issued to staff to ensure that the lift can only be accessed / used in a completely controlled manner eliminating the need for excessive supervision during the day.</i></p>	<p><i>Additional lift isolation keys will take around 4 weeks to procure - as the list of essential users is large; the intervening period will necessitate additional staff supervision.</i></p>
<p>Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group); avoiding contact between separate bubbles and maximising social-distancing within bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate.</p>			
<p>Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social-distancing. Ideally, adults should maintain a 2m distance from each other, and</p>			

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from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised.			
Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.			■
Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements.	■	■	■
Implement phasing and people-management at key times of the day to maintain social distancing such as pupil drop-off, break times, lunchtime and pupil pick-up.		■	■
Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social distancing.	■	■	■
Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	■	■	■
Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary).		■	■
It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1st August 2020 as applicable) including those that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or			■

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those who may otherwise be at increased risk from COVID-19. Please contact HR with regard to any specific questions concerning staff in these categories.			
Limit parent vehicular access to car parks to essential car-users only -this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local; residents resultant from increased on-street parking should be considered on an individual school basis.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social distancing requirements.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social distancing - portable coat racks and cycle racks could be relocated.	<ul style="list-style-type: none"> ▪ 		<ul style="list-style-type: none"> ▪
Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social distancing.		<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Designate one primary entrance to each building (and one, separate, primary exit).		<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social distancing - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Limit use of passenger lifts to essential users and only one at a time.	<ul style="list-style-type: none"> ▪ 		<ul style="list-style-type: none"> ▪
	Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a "give-way system" with provision of safe areas to wait in order to maintain social distancing.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Only one adult to accompany children to and from school - place notification signage outside the school entrances.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up; stagger breaks times / lunchtimes all to facilitate ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day and / or time extensions to both ends of the school day and not the implementation of rotas.	▪	▪	▪
	Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.	▪	▪	▪
	Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.	▪	▪	▪
	Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social distancing.	▪	▪	▪
	Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene and social distancing.	▪	▪	▪
	With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.	▪	▪	▪
	All new starters must be aware of fire safety arrangements, and in the event of any	▪	▪	▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Fire Safety	alterations to fire safety arrangements this change must be relayed to all staff. Students returning must be inducted and told of any alteration that may impact on their safety.			
	For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and students is a priority.	▪	▪	▪
	For staff or students that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social distancing requirements may not be met, but life safety must be prioritised in the event of a fire. NOTE: <i>It is recommended that those staff for students needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance.</i> In the event of direct physical assistance, it must be understood that social distancing is secondary to the life safety of occupants.	▪	▪	▪
Health & Medical Needs	Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.	▪	▪	▪
	Staff or students with medical needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to	▪	▪	▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	include the use of PPE if required. Guidance from LA has been provided to manage students with intimate care needs.			
Security	Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.	▪	▪	▪
	Whilst the school is not fully staffed, consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.		▪	▪
Cleaning & Personal Hygiene	The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	▪	▪	▪
	Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or students. Please refer to the Trust guidance on cleaning.	▪	▪	▪
	Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles.	▪		▪
	The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.			▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Property	The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-opening checklist has been re-visited / completed prior to September re-opening.		▪	▪
	All serious property concerns have been raised with the estates Team and appropriate steps in place to ensure the safety of all building occupants.		▪	▪
Food Service	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus.			▪
	Food serving areas have been reviewed and queuing and seating arranged to support good social distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.		▪	▪
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	▪	▪	▪
APPENDIX: NEW RISK	Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work	▪	▪	▪

alongside their wider protective measures, e.g. keeping children within their bubbles or year groups where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.			
Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised whilst still allowing for a break of a reasonable length during the day.	▪	▪	▪
Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.	▪	▪	▪
Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school.		▪	▪
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.	▪	▪	▪
Arrangements are in place for staff and pupils to bring in their own frequently-used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered.	▪	▪	▪
Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.	▪	▪	▪
Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace		▪	▪

<p>or beyond in the case of a potential wider outbreak.</p>			
<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
<p>Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g:</p> <ul style="list-style-type: none"> • Transport groups reflect school groupings. • Organised queuing. • Hand sanitiser on boarding / disembarking. • Cleaning of vehicles. • Social-distancing within vehicles. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
<p>On site visits -professional eg SEND-related or trust colleagues/support -curriculum eg single individual for Anti Bullying talk -school maintenance</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
<p>Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of “Walking Buses” etc.</p>		<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
<p>In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	maintained - this provision must also include, where necessary, a suitable separate “baby room” or suitable partitioned-off area.			
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Other Risks/Issues for School Leaders to address:				
	<i>List identified issues e.g. local community, organisational issues etc.</i>		<ul style="list-style-type: none"> ■ 	<ul style="list-style-type: none"> ■

Appendix 1 – New Risk Considerations January 2021

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done on a monthly basis from September 2020) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ Consider and complete the five risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Copy and paste this completed Appendix to the end of your current / reviewed Risk Management Plan. ➤ Any questions, please contact Estates. 				
	<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<p>▪</p>	<p>▪</p>	<p>▪</p>
	<p>Suitable arrangements are in place to protect pupils who are considered clinically extremely vulnerable. NOTE: <i>In tier 4 areas, all children still deemed clinically extremely vulnerable are advised not to attend school. In tiers 1 to 3 those who remain in the clinically extremely vulnerable group should continue to attend school unless they are under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</i></p>	<p>▪</p>	<p>▪</p>	<p>▪</p>
	<p>In Tier 4 areas, and over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically</p>	<p>▪</p>	<p>▪</p>	<p>▪</p>

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	extremely vulnerable staff to not be in school / work from home.			
	<p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.</p> <p>NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done as a matter of course on a monthly basis from September 2020; weekly going forward from January 2021) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 and on 7th January 2021. ➤ Accordingly, this appendix replaces the recently issued one entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021” ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Note that sections that are “greyed out” have not changed in this new iteration and can be copied / pasted across from the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” Sections highlighted in yellow have changed somewhat in light of the latest Government guidance - schools will need to review / update these sections appropriately. ➤ Copy and paste this completed 9th January Appendix to the end of your current / reviewed Risk Management Plan. ➤ Delete the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” ➤ Any questions; please contact Estates. 			
<p>Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half-term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:</p> <ul style="list-style-type: none"> ▪ Full opening of nursery provision (wef 18-1-2021). ▪ Face-to-face provision for vulnerable children as priority 1. ▪ Face-to-face provision for critical worker children as priority 2. ▪ Remote learning for all other pupils. ▪ Availability of staff for face-to-face delivery. ▪ Availability of staff for remote learning. ▪ Staff who are absent / shielding. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> ▪ Timetabling and adjustments to the school day (including rotas where necessary / appropriate). ▪ Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care. ▪ Safeguarding requirements / limitations. ▪ Social distancing and minimising contacts (individuals and groups). ▪ Space availability and utilisation. ▪ Wraparound care provision. ▪ Bubble groups that are, as far as possible: <ul style="list-style-type: none"> ○ Manageable ○ Effective ○ Small (as possible) ○ Consistent ○ Exclusive from other groups ○ Safe ○ Aimed at not exceeding individual room occupancy capacities / figures (May 2020). ▪ HS&W requirements of staff and pupils generally and in the context of COVID-19. ▪ Provision for regular review / update weekly and / or as circumstances change. 			
	<p>Over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable pupils to not be in school / can access remote learning.</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.</p> <p>NOTE: <i>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</i></p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.</p> <p>NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>In terms of COVID-prevention; provide confirmation that essential measures are in place for minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups?</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions.</p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1's); provide confirmation of the arrangements in place to maintain social-distancing and minimise transmission of COVID-19.</p> <p>NOTE: <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i></p>	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as: <ul style="list-style-type: none"> ▪ Alarm systems ▪ Fire doors ▪ Emergency lighting ▪ Fire drills (socially-distanced) 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

Record of Weekly Risk Management Plan Reviews

Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪