

COVID-19: Risk Assessment

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

School name:	Woodside Primary School	Assessment conducted by – name:	Claudia Fleary-Tayabali		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Associate Headteacher		
Assessment date:	26/02/2021	Review interval:	Monthly	Date of next review:	Click or tap to enter a date.

Note: Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
Trust/Local Authority/School documents: Inspire Curriculum Framework March 21 Opening Document	Government guidance: Coronavirus (COVID-19): Education and childcare Safe working in education, childcare and children’s social care Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/face-coverings-in-education

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major health issue, significant reduction in educational attainment or risk of complete failure in operational delivery	H	H	M
	Severe: Causes illness requiring medical attention, reduced education attainment that cannot be recovered in the academic year or significant reduction in operational delivery	H	M	L
	Minor: Causes short-term, recoverable health issues, recoverable reduction in education attainment or manageable reduction in operational delivery	M	L	L

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	In place? (Yes/No)	Residual risk rating (H/M/L)
Infection control						
Spread of COVID-19 due to poor hygiene and infection control	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: <ol style="list-style-type: none"> Minimise 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 	Y	<p>Signage outside the school gates and around the school.</p> <p>Correspondence to parents.</p>	Y y	L

		<p>The information below is included in the school's reopening guidance. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Woodside Primary school has informed parents, students, carers, employees and visitors not to enter the school if: <ul style="list-style-type: none"> - they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection), - a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms - they are required to quarantine having recently visited countries outside the Common Travel Area - they have had a positive test • Staff, children and parents with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings). 10 days begins from: <ul style="list-style-type: none"> - the start of their symptoms - the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) • If staff are told to isolate by NHS Test and Trace or by the public health protection team they have a legal obligation to self-isolate • If staff have symptoms they will need to go home immediately and take a test as soon as possible. • A child displaying symptoms awaiting collection will need to be isolated in their well ventilated year group Medical room and kept at a distance of 2m from the supervising staff member. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, a member of the premise team will thoroughly disinfect it before use by anyone else. • Everyone must 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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Full opening March 21 Covid guidelines Croydon flow chart</p> <p>Poster around the school and on school gates</p> <p>Correspondence to parents March 21 Covid guidelines</p> <p>Premises staff</p> <p>Poster around the school/in toilets</p> <p>Signage around the school</p> <p>March 21 Covid guidelines</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
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	around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.	Y	March 21 Covid guidelines		
	In addition:	Y	Signage	Y	
	<ul style="list-style-type: none"> Staff are reminded through regular briefings of the training that they have received on infection control. They are also directed to government guidelines and schools reopening documents that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. 	Y		Y	
	<ul style="list-style-type: none"> Infection control training is delivered to new staff by the Deputy Headteacher. 	Y		Y	
	2. Face Coverings	Y		Y	
	<ul style="list-style-type: none"> Current government guidance regarding the wearing of face masks is followed 	Y	Signage	Y	
	<ul style="list-style-type: none"> Face coverings should be worn by staff and adult visitors in situations where social distancing is not possible (e.g. communal areas and corridors) 	Y		Y	
	<ul style="list-style-type: none"> Face visors/shields should not be worn as an alternative to face coverings 	Y	March 21 Covid document	Y	
	<ul style="list-style-type: none"> All Staff are aware of the safe wearing principles and the safe removal of face coverings whilst in school. This is displayed in classrooms <ul style="list-style-type: none"> Staff are aware of the need to be sensitive to any exemptions from wearing face coverings this is communicated through briefings 	Y	Posters around school and emailed to all adults	Y	
	<ul style="list-style-type: none"> Face coverings are worn by adults and pupils when travelling on school buses and public transport 	Y	Posters	Y	
	<ul style="list-style-type: none"> Woodside Primary school holds a small contingency supply of face coverings that are available should the need arise 	Y		Y	
	3. Clean hands thoroughly more often than usual			Y	
	<ul style="list-style-type: none"> Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. 	Y	March 21 Covid guidelines	Y	
	<ul style="list-style-type: none"> Each year group Bubbles have allocated year group toilets and sinks. 		School signage		

	<ul style="list-style-type: none"> • Handwashing routines are taught to pupils using suitable age/need appropriate materials • The Premise team have scheduled checks during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. 	Y	March 21 Covid guidelines		
		Y	Premise teams schedule	Y	
		Y	Signage	Y	
	4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Y	Premise Teams timetable		
	<ul style="list-style-type: none"> • Each classroom has a lidded bin and tissues and the bin it, kill it approach is communicated to pupils and modelled by adults 	Y	Hygiene posters displayed around the school	Y	
	<ul style="list-style-type: none"> • Posters are displayed in and around the school reminding pupils and staff about the approach and the importance of handwashing. These are displayed around the school, in every toilet, every entry and exit point and in every classroom 	Y		Y	
		Y	Signage		
	<ul style="list-style-type: none"> • The location of lidded bins around the school is checked, and more are ordered if necessary 	Y	Premise teams schedule	Y	
	<ul style="list-style-type: none"> • A schedule for bins to be emptied / disinfected is in place and is adhered to <ul style="list-style-type: none"> • young children and those with complex needs are supported with hand washing routines to ensure that hands are washed correctly and in line with government guidelines. 	Y	March Covid documents	Y	
		Y		Y	
	5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents	Y		Y	
	<ul style="list-style-type: none"> • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met 	Y	Premise Teams timetable	Y	
	<ul style="list-style-type: none"> • Enhanced cleaning includes: <ul style="list-style-type: none"> - more frequent cleaning of rooms or shared areas that are used by different groups e.g. computer room, Zen Den, These are cleaned before and after use. - frequently touched surfaces being cleaned more often than normal by the Premise team throughout the day - cleaning toilets regularly 	Y		Y	
		Y	Premise Team schedule	Y	

		<ul style="list-style-type: none"> - Each classroom has cleaning caddies for adults to clean regularly touched areas within the classroom with anti bac at breaktimes • Stock checks and stock control are maintained by the Premise teams • Current guidance should be followed 	Y		Y	
		<ul style="list-style-type: none"> • Stock checks and stock control are maintained by the Premise teams • Current guidance should be followed 	Y	March 21 Covid document	Y	
		<p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Year group Bubbles are used to keep groups separate <ul style="list-style-type: none"> • Year group Bubbles will be of an appropriate size to achieve the greatest reduction in contact and mixing whilst ensuring the normal operation of school life can be maintained for children • Individuals are encouraged to maintain social distancing where possible. Years 6, 5, 4 and 3 are taught to not touch one another and to distance as much as possible <ul style="list-style-type: none"> • Staff are kept consistent with each bubble as far as operationally possible. If staff move between bubbles then distancing and good hand hygiene will be reinforced 	Y	School signage	Y	
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		<ul style="list-style-type: none"> • Furniture is arranged in rows in all classrooms to enable children to sit forward facing and side by side. 	Y		Y	
		<ul style="list-style-type: none"> • One Year group Bubble to occupy a shared space (hall, dining room etc) at one time. Should an exceptional operational need necessitate more than 1 group being in a shared space, then a 2m distance between the bubbles must be maintained 	Y		Y	
		<ul style="list-style-type: none"> • Additional cleaning should be in place where spaces are being shared e.g. cleaning of dining tables between bubbles 	Y		Y	
		<ul style="list-style-type: none"> • Timetabling should allow for bubbles to be kept apart as much as possible. Staggered start and finish times, staggered break times and staggered lunch times are implemented. 	Y	Zoom assembly timetable	Y	
		<ul style="list-style-type: none"> • Large gatherings, such as assemblies, with more than 1 bubble should not take place. Assemblies will take place via Zoom 	Y		Y	
		<ul style="list-style-type: none"> • Woodside children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe during assemblies and class sessions. <ul style="list-style-type: none"> • For each bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept 	Y		Y	
					Y	

	<p>in separate bags. Each pupil keeps a plastic wallet of their own stationary on their tables for their own use</p> <ul style="list-style-type: none"> • Frequently shared resources (within a bubble e.g. books/games) will be cleaned before and after use. • Resources that are shared between groups, such as Science/Art/Maths resources are cleaned between use or quarantined • Each Year group bubble has their own container of outdoor equipment and this is cleaned before and after use. • Pupils should only bring essential items onto site: book bag, lunch box, water bottle, hat/scarf/gloves/coat and books. • Where teachers are sharing resources, they should ensure good hand hygiene and cleaning routines • Resources that are taken home should have a cleaning/rotation procedure in place and staff/children should follow the systems of controls • Staff shared spaces have maximum occupancy signs displayed to ensure social distancing can be maintained. Any prolonged direct contact should be avoided as much as possible • Briefing times and signs across the school are used to remind staff of the need to distance • All adult large group meetings will continue to be conducted virtually. Most small adult group meetings will be virtual unless a physical meeting is deemed necessary by the HT. • Protocols are in place for managing any essential visits to site e.g. supply teachers, peripatetic teachers, volunteers, teacher placement students, Trust staff, emergency contract workers, IT technicians • Parents should be informed of all appropriate actions and reminded of how they can also support maintaining reduced contact. Specifically, parents should not enter the school buildings without an appointment and gathering of parents/children must strongly be discouraged by all school staff • Staff/parents are reminded regularly of the latest government guidance for public transport • Where children require private transportation to school, schools should work with those companies to ensure the latest guidance is followed 	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Premise Officer checks weekly.</p> <p>March 21 Covid document</p> <p>Newsletters to parents</p> <p>Correspondence to parents March 21</p> <p>Parent correspondences</p> <p>Newsletter to parents</p> <p>Premise team</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
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		<p>the setting. NHS Test and Trace will be used for contacts outside the setting</p> <ul style="list-style-type: none"> • PCR test stocks are monitored and replenished by the Headteacher and Admin staff. These tests are to be used in exceptional circumstances. Parents and staff are encouraged to always use a test site as this will enable faster results • Staff who are using the NHS app are directed to the latest guidance for use in education settings during briefings and via emails <p>11. Manage confirmed cases amongst the school community</p> <ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required) • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date • Use is made of any template letters provided by Public Health England / local authority as directed locally <ul style="list-style-type: none"> • The agreed DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases <ul style="list-style-type: none"> • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required • Advice provided by the local health protection team is acted on immediately • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England <p>12. Contain any outbreak by following PHE local health protection team advice</p> <ul style="list-style-type: none"> • 2 or more cases in 14 days will be reported to PHE • Advice from PHE will be followed 	Y		Y Y Y Y Y Y Y Y Y Y Y Y	
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		<p>of 2m from any visitors. Where possible, they are further protected by screens</p> <ul style="list-style-type: none"> • Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off/removed where distancing is not possible. • Breaks are staggered (where necessary) and designated areas are used by particular groups of pupils during social times (both inside and outside the building). • Pupil behaviour policy has been reviewed and updated in light of the new arrangements with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required • Senior leaders closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary 	<p>Y</p> <p>Y</p>	<p>Behaviour addendum</p>	<p>Y</p>	
<p>Risk of a member of staff or pupil with suspected COVID-19 symptoms being in school which leads to spread of infection</p>		<ul style="list-style-type: none"> • Current government guidance is being applied • The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19 • Appropriate guidance is followed according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate together with staff members who may have been in close contact as defined in the latest government guidance (families of staff/pupils without symptoms do not need to self-isolate unless the staff member/pupil develops symptoms). 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>March 21full opening document</p> <p>Parent letters, parentmail</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

		<ul style="list-style-type: none"> • Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms in accordance with the latest government guidance • Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until is safe to do so according to the latest government guidance • Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising • Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE) • Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance • Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19 • Pupils suspected of having COVID-19 are sent home until confirmation of a test result under NHS Test and Trace is received • The DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required 	<p>Y</p>	<p>March 21 full opening document</p> <p>Symptoms Guidance</p>	<p>Y</p>	
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<p>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection</p>		<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied • School guidance has been issued to staff around the need for PPE and how to put on, and take off, PPE correctly • The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required e.g 2 year old provision, Nursery and Reception • Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination • Guidance has been issued regarding the correct disposal of PPE • Staff are provided with face masks if specifically required. Gloves and aprons are made available if required • The government PPE guidance document are shared with staff and referred to regularly 	<p>Y Y Y Y Y Y Y Y Y Y</p>	<p>March 21full opening documentJ Putting on and taking off PPE</p>	<p>y y y y y y y y</p>	
<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 		<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed • The FA assessment takes into account numbers and ages of pupils, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • Woodside has sufficient first aiders in the school for the number of pupils with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three-month additional time allowed for requalification due to current restrictions); • Woodside has specific rooms/area dedicated for suspected cases of COVID-19; in each year group bubble • If an individual displays symptoms during the school day, the individual will be escorted to the marked medical Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 	<p>Y Y Y Y Y Y Y</p>	<p>March 21full opening document First aid staffing list Colleagues have read the posters but awaiting training March 21full opening document</p>	<p>Y y y y y y y</p>	

		<ul style="list-style-type: none"> • Staff dispensing medication to pupils should minimise contact and wash their hands before and after dispensing the medication. Gloves will be worn by staff when administering medication • Where appropriate, pupils should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p style="text-align: center;">Waste disposal measures</p> <ul style="list-style-type: none"> • Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment 	<p style="text-align: center;">Y</p>		<p style="text-align: center;">y</p>	
Staff and pupil wellbeing						
<p>Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19 are not given adequate</p>		<ul style="list-style-type: none"> • The latest government guidance is applied • The assumption that most staff and pupils, except those who have been shielding, will return to school is communicated clearly and in a timely manner • Staff and pupils with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	<p>Letter to parents</p>	<p style="text-align: center;">Y</p> <p style="text-align: center;">y</p> <p style="text-align: center;">y</p> <p style="text-align: center;">y</p>	

<p>unsafe site or inoperable systems / facilities</p>		<ul style="list-style-type: none"> Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place School leaders and premises team inspect the site prior to full re-opening and action any immediate priorities 	<p>Y N Y</p>	<p>No ventilation systems at Woodside. Air con machines service tested yearly</p>	<p>y y y</p>	
<p>Current policies and procedures have not been adapted/updated to take account of COVID-19 impact resulting in conflict between policies or policies not fit for purpose in the current Covid climate</p>		<ul style="list-style-type: none"> Existing policies and procedures have been updated/adapted to take account of COVID-19 impact Fire procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> pupils operating in discrete year group bubbles possible absence of Fire Marshalls social distancing rules during evacuation and at muster points Staff and pupils have been briefed on any new evacuation procedures Incident controller and Fire Marshalls have been trained/ briefed appropriately A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly 	<p>Y Y Y Y Y Y Y</p>	<p>See policies March full opening document Fire safety addendum Additional staff trained (Educare)</p>	<p>y y y y y y y y</p>	
<p>Third party contractors and visitors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>		<ul style="list-style-type: none"> 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 Where contractors are likely to spend significant amount of time on site and there is a potential for some mixing with staff/children, then they should be requested to conduct lateral flow tests 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) and these have been reviewed Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. 	<p>Y Y Y Y Y</p>	<p>March 21Covid guidelines</p>	<p>y y y y y</p>	

		<ul style="list-style-type: none"> • Social distancing measures will be adhered to at all times for all visitors; • Premises' contractors will be encouraged, where possible, unless in an emergency, to come after hours to mitigate against staff and children; all bookings for visitors will occur after school unless it is an essential case which is discussed with SLT • Any visitors to the school will have enhanced checking-in compared to normal. A NHS Track and Trace poster will be available for those to sign in with the COVID-19 NHS app. For those without the app, a check-in register will be available where they provide their number and name to aid with any potential test and trace. 	<p>Y</p> <p>Y</p>		<p>y</p> <p>y</p>	
<p>Staff shortages due to absence may compromise operational safety</p>		<ul style="list-style-type: none"> • The health status and availability of every member of staff is updated daily so that deployment can be planned • All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure • Sufficient cover staff are available. AHT's attached to year group bubbles and will cover if staff absences occurs • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles • Staff have been trained /briefed across disciplines to avoid any single points of failure • There are sufficient qualified first aiders to cover the numbers of staff and pupils on site • Premises staff levels are maintained and suitable for the use of the building • Appropriate cleaning and premises staffing levels are in place • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>AHT and HLTA's</p> <p>First Aid staff list</p> <p>Premise team cleaning rota</p>	<p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p>	

<p>Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.</p>		<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately • Material safety data sheets are held for all chemicals and readily available to all staff • All cleaning chemicals are stored safely and securely in accordance with requirements • COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	<p>Y Y Y Y Y Y</p>	<p>COSHH sheets are kept in the main office. Communicated to all staff</p>	<p>y y y y y y</p>	
<p>Catering arrangements lead to increased risk of infection; failure of provision leads to pupils not being fed properly</p>		<ul style="list-style-type: none"> • Harrison catering services are aware of all the latest government guidance and adhere to this • FSM pupils (Benefit related) will continue to be provided for whether they are in school or at home during term time in accordance with government guidance • Woodside parents encouraged to register for FSM where their financial circumstances have changed and they now meet the requirement for FSM 	<p>Y Y Y</p>	<p>See Harrison's risk assessment Parentmail to parents</p>	<p>Y Y Y</p>	
<p>Risk of infection during PE due to lack of COVID secure arrangements</p>		<ul style="list-style-type: none"> • Consistent groups should be kept • Equipment will be cleaned thoroughly between use by different groups • Outdoor sports is preferred and encouraged • If PE lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place. Each Year group bubble is allocated an indoor hall. • Sports equipment is thoroughly cleaned between each use • Activities are selected that allow for social distancing and small consistent groupings • Children will wear their P.E kits to school on their designated P.E days • Hand sanitiser is available in all the halls across the school 	<p>Y Y Y Y Y Y Y Y</p>	<p>March 21 Opening guidelines Letters to parent Parentmails</p>	<p>y y y y y y y y</p>	

		<ul style="list-style-type: none"> • Team sports and competitions do not take place 				
<p>Wrap around and extra-curricular provision leading to compromised bubbles and increased risk of infection</p>		<ul style="list-style-type: none"> • The provision should be used under the following circumstances: <ul style="list-style-type: none"> - the provision is being offered as part of the school’s educational activities (including catch-up provision) - the provision is as part of their child’s efforts to obtain a regulated qualification or meet the entry requirements of an education institution - the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group • Schools should engage with any external wraparound providers to try to keep bubbles consistent as much as possible • Where parents are using other external childcare they will be made aware of: <ul style="list-style-type: none"> - advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. - encourage them to check providers have put in place their own protective measures - send them the link to the guidance for parents and carers • Where school premises are hired out to external providers they will be made aware of the following: <ul style="list-style-type: none"> - the relevant government guidance for their sector - their responsibility to put in place protective measures <p style="text-align: center;">Overarching principles of any extended provision</p> <ul style="list-style-type: none"> • 2m+ distance is ideally maintained between pupils from different class bubbles • Registers are kept and seating plans are adhered to 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>See SimplyKids risk assessment</p> <p>SimpleKids Risk assessment</p> <p>Letters to parents and Newsletters</p> <p>Woodside at present id not hired out to external providers</p>	<p>y</p> <p>y</p> <p>y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

<p>Increased risk of infection for Clinically Extremely Vulnerable (CEV) staff and clinically vulnerable (CV) staff</p>		<ul style="list-style-type: none"> • Under national lockdown CEV staff are advised to work from home in line with current government guidance • Risk assessments are in place for all CEV staff who choose to attend work • CV staff have a risk assessment in place and if their role is conducive to home working this may be considered • All staff must follow the systems of controls to reduce risk of transmission • Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance. • An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required 	<p>Y Y Y Y Y Y</p>		<p>y y y y y y</p>	
<p>Increased risk of infection for Clinically Extremely Vulnerable (CEV) pupils</p>		<ul style="list-style-type: none"> • Under national lockdown, shielding is currently in place and all children still deemed CEV are advised not to attend school. 	<p>Y</p>		<p>Y</p>	
<p>Increased risk of infection for staff who may otherwise be at increased risk or may have close family members who are</p>		<ul style="list-style-type: none"> • Individual risk assessments will be conducted via leadership team as required • All staff are regularly reminded to follow the system of controls to keep everyone safe 	<p>Y Y</p>		<p>Y Y</p>	
<p>Education risks</p>						
<p>Risk of all pupils from Inspire Partnership schools failing to maintain recommended daily learning activities and continuing to make good progress. The risks of not maintaining good learning progress are especially high for pupils with SEND, younger age pupils and pupils deemed disadvantaged.</p>		<ul style="list-style-type: none"> • Attendance at school is mandatory from 8th March. Woodside will communicate these expectations regularly and consistently with all families and other professionals where appropriate • Woodside will follow the usual systems for monitoring and reporting poor attendance • Woodside will continue to identify 'at risk' families and develop plans to re-engage these families • Trust guidance for diagnostic assessments will be produced for EYFS and R/W/M in KS1/2. Schools are to implement such guidance ensuring that teachers quickly work to understand gaps and have a systematic plan in place for the summer term 	<p>Y Y Y Y Y</p>	<p>Letters to parents/newsletters</p>	<p>Y Y Y y Y</p>	

		<ul style="list-style-type: none"> • School leaders hold Progress Review Meetings at the end of the Spring term to ensure gaps have been appropriately identified and effective strategies are in place for the summer term • Everyone must follow the systems of controls to reduce risks for the community • Woodside to ensure that, where appropriate, pupils engage with remote learning mainly via electronic devices / printed learning. • Audit of provision of parental access to broadband networks / devices per household / access flexibility / pupils at risk of not completing learning or engaging in learning. <p style="text-align: center;">Planned intervention to include:</p> <ul style="list-style-type: none"> • Pupils without access are provided with school device resources • Identified pupils to receive daily phone calls from identified staff • Middle and senior leaders to monitor weekly lesson completion and engagement. Engagement tracker used to identify next steps and follow up activities with parents to increase engagement. <ul style="list-style-type: none"> • Covid catch up funding is strategically planned for and utilised. This is recorded on the catch-up funding strategy document and is available on the school website 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p>	
<p>Widening of education gaps for pupils with SEND further disadvantaging them in comparison to their peers</p>		<ul style="list-style-type: none"> • Ensure that pupils with identified learning needs continue to make progress and have their needs met. • All pupils with an EHC plan and vulnerable pupils requiring 1:1 support have an individual learning plan(Learning passports) in place which clearly identifies bespoke strategies to ensure learning needs are met. Learning plans should include: • Additional resources required to complete remote learning (where appropriate) • How additional adults are providing learning support and any other factors that are contained in EHC plans that require modification • How learning progress and needs are communicated with parents and carers 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>SEND passports</p>	<p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p>	

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					y		
Risk of widening of education gaps as a result of failure to focus on core provision expectations.		<ul style="list-style-type: none"> • Planning and monitoring of education provision ensures that quality first teaching follows national guidance and Trust wide expectations. • Remote learning policy monitored and followed by all • The majority of children at Woodside will access the full curriculum • Whilst a broad and balanced curriculum should remain in place, school leadership teams may consider suspension of some subjects for some pupils in exceptional circumstances e.g. PRIME areas in EYFS may be given more attention for some children • At Woodside KS1/KS2 reading will be a focus in every curriculum subject. Children will have regular opportunities to read, be read to and to develop their vocabulary/spoken language skills. Schools will monitor planning, lessons, pupil voice etc. to ensure this is prioritised by all staff • Covid catch up funding is strategically planned for and utilised. This is recorded on the catch-up funding strategy document and is available on the school website 	Y		Monitoring templates	y	
			Y			y	
			Y			y	
			Y			y	
			Y		Covid catch up document	y	
			Y			y	
Additional site-specific issues							