

The Contingency Framework is now in place so that if certain triggers are met, then more formalised restrictions and protocols will need to be followed. This document outlines the guidance we will be working to from September 2021.

Risk assessment – main school office

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Parents/carers not social distancing	Office staff	Updated letter out to parents on 31 st . Updated signs on display around site	Good ventilation at all time in main office and front Reception area. Internal doors locked. Limit number of people in the main Reception area. Mask wearing optional.	Jean Shanelle	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Staff not social distancing	Office staff All staff	Staff have been taking up the vaccination LFD testing twice a week Previous DfE guidance and restrictions, plus sending out updates as needed.	Good ventilation in the main office at all times. Door ajar and window open (even if just the top ones). Staff to speak to office staff through front hatch, except SLT due to confidentiality issues	Jean Shanelle	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
More than 1 person working in the main office	Jean Shanelle	Signs and posters on display everywhere Sending out dfe guidance regularly	Enhanced cleaning during the day and use of own equipment as much as possible	Jean Shanelle	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

Risk assessment – Offices – SBM, DHT/SENDCO, HT

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Staff not social distancing	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Maintain social distancing when using offices – no more than 2 other people in HT, DHT, SENDCo offices, and no more than 1 other person in SBM office Masks to be worn if 2m distancing cannot be maintained and if doors need to be closed and/or there is no ventilation Confidential discussions over the internal phones or outside and away from the building if social distancing cannot be maintained at the same time	Nicola Anna Tammy Jessie Shanelle All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Parents/carers/visitors not social distancing	Nicola Anna Tammy Jessie All parents/carers/visitors	Signs and posters on display everywhere Sending out dfe guidance regularly	Consider if on site visits are essential Prioritise Police, Social Care, School Nursing team Meet in well-ventilated spaces where possible e.g. after school in a classroom with windows open, or outside in car park or playgrounds	Nicola Anna Tammy Jessie	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

Risk assessment – Shared Staff areas e.g. toilets, staff room, photocopier

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Staff not social distancing around the photocopier	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Print and release system in operation with passcodes Staff to sanitise hands before and after using the machine Print rather than copy where possible Only 1 member of staff under the stairs at a time	All staff Cleaning staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Staff unable to maintain social distancing in the staff room	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Restrict access to the Staff room between 8am and 4pm Continue with staggered lunch times Good ventilation at all times Limit number of people in the staff room so that 2m distancing and comfort when eating or preparing fod can be maintained All staff to use their own (or a designated) thermos mug or ceramic mug. Thermos mugs for those with children, ceramic mugs for those in offices. Other areas for making hot drinks to be used – Nursery kitchen, Parish Kitchen Deep cleaning to take place at the end of every day	All staff Cleaning staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Staff unable to maintain social distancing in kitchens	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Masks or visors to be worn if 2m distancing cannot be maintained in any of the kitchens All surfaces to be wiped down after each person has used the room Deep cleaning to take place at the end of every day Windows/doors/hatch to be kept open in kitchens when any staff present	All staff Cleaning staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Spread of germs/potential to spread the virus in staff toilets	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	All staff to wipe down surfaces after use Staff waiting to use the toilets to remain at a distance outside the door, at least 2 metres away	All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Spreading of the virus via other surfaces	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	All staff to wash their hands on entering school each day All key pads to be regularly wiped down at least 3 times a day and especially after school hours	All staff Cleaning staff Admin Staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Staff unable to maintain social distancing	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Restrict movement around school where possible. Maintain distance where possible. All staff to have masks and to use them where there is crowding or the inability to maintain the 2m distance. Where possible use outside routes. Office staff to limit movement around school where possible	Teaching staff SLT Office staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

Risk assessment – Classrooms

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Children not social distancing Spread of germs	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Windows and/or doors to remain open at all times during school hours Hand washing and use of sanitiser regularly Avoid sharing resources across classes if possible unless cleaned in between or left for 72 hours. Outdoor learning where possible Hand sanitizer in all rooms Rooms to be deep cleaned at the end of each day Additional cleaning to be done during the day, especially after lunch Bins to be emptied by staff during the day Extra cleaning of KS2 and KS1 toilets by lunchtime staff each day	All staff All children Cleaning staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Mix of phase bubbles	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Year 2 to continue to store their belongings inside their classroom rather than using the corridor. Use boxes and store PE kits in the Music Room if necessary. Year 3, 4, 5, 6 can use cloakrooms Minimise number of/size of bags where possible Separation in terms of upper and lower school (larger bubbles – EYFS and KS1/KS2) no mixing of the 2 groups in the Hall at all.	All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Spread of germs at lunchtimes	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	EYFS and KS1 to have lunch 12 – 1pm KS2 lunch 12:15 – 1:15pm 2 separate sittings in the Hall – KS2 not to be allowed in until EYFS/KS1 have left Tables to be cleaned in between sittings Benches can now be facing each other Rota each day for putting up and taking down the tables No lunch bands – staff to read out list of names for each lunch option in turn. Children line up.	All staff All children SMSAs Catering Assistants	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Spread of germs at snacktime	Children All Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Children to bring their own snacks for break time Fruit to be washed before being eaten and children to wash hands before and after eating fruit Individual milk cartons for individual children – no sharing Children to have own, named water bottle All classrooms have drinking water in their taps	All families	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Children critically vulnerable or living with those who are critically vulnerable	Critically vulnerable children and their families	Signs and posters on display everywhere Sending out dfe guidance regularly	Individual risk assessments for relevant children HT to maintain a register of who these children are In extreme circumstances where children cannot attend, home learning activities to be provided by school – see separate Home Learning Plan – no expectation that any children should be shielding at this time	Relevant families	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

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Spread of germs/virus	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	No restriction on resource being shared, but enhanced cleaning where possible	All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Crossing of bubbles – spread of germs between the 2 main bubbles	All children Staff Staff children	Signs and posters on display everywhere Sending out dfe guidance regularly	Upper and Lower tables/areas at Breakfast and After School Club Rota for Assemblies in the Hall – other half of the school to join via Zoom Separate sittings for lunch Teachers to clean any tables/equipment used by their own child if not from the relevant bubble	Staff who have own children in school and need support with childcare	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Other hazards involving shared resources	Children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Tables, door handles, surfaces cleaned every night Children wash hands between activities PE to take place outside once a week and inside once a week – Hall afternoon for each phase PE equipment to be cleaned in between each class' use Children to be supported to get changed for PE twice a week	Class teachers Cleaning staff Get Active Staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

Risk assessment – Corridors and other teaching areas

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Children not social distancing	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	<p>Children to come in to school through different entrances, adhering to 2m marks on the floor outside their rooms</p> <p>Minimise walking through corridors</p> <p>Minimise number of children using the toilet at a time and continue to encourage children to wait outside if busy</p> <p>External toilet doors to be propped open</p> <p>Extra posters in toilets for hand washing</p> <p>Lunchtime staff to clean KS2 and KS1 toilets every lunchtime</p> <p>Sanitizer to be used when returning to class too</p> <p>SLT to patrol corridors if needed</p> <p>Scooters and Bikes to be stored carefully – use front of garage if busy by EYFS</p> <p>All staff to reinforce regularly the need for children to move these carefully and safely around school grounds and not to use them properly until outside the school gates where there is space</p>	<p>All staff</p> <p>All children</p> <p>Caretaker</p> <p>Cleaning staff</p>	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Parents not social distancing	Staff parents	Signs and posters on display everywhere Sending out dfe guidance regularly	<p>Instructions to be given to parents before opening</p> <p>Encourage only 1 parent allowed to accompany their child/ren to school</p> <p>Only Y1 and EYFS parents allowed on site in the morning</p> <p>Child and parent to stand on 2m markings outside of their designated entrance</p> <p>Year 4 and 5 children to enter through the green gate beside Year 1 classroom</p> <p>1 member of staff to open gates each day</p> <p>Extra signage on gates and main car gates to be open at drop off and pick up times – no cars to be moving in or out of the car park at this time</p> <p>Drop off window of 20 minutes</p> <p>One way system for pick up – small EYFS one round the tree, large Y1-6 all the way round the outside of classes</p> <p>Parents allowed to wear face masks</p> <p>All children to remove face masks when entering school and dispose of them or put them in plastic bags, tied up until they leave site</p>	<p>Parents Children</p> <p>Leadership Team</p> <p>Admin Team</p>	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

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Spread of germs/virus	Staff Children	Signs and posters on display everywhere Sending out dfe guidance regularly	PE equipment to be allocated to each bubble and cleaned at the end of every week. KS2 Climbing frame still out of action until repaired Children to enter classrooms from external doors rather than corridors Cleaning and quarantining of other instruments between classes Lenovo tablets rota for classes Lenovo laptops to be assigned to staff for use as needed Pupil Laptops to be moved onto the network by Aztec and then allocated to classes Library and Music room to be carefully timetabled and regularly cleaned	All staff Children Cleaning staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
<p>Child becomes unwell with any symptoms (non-Covid) or needs first aid treatment</p>	<p>Staff Children</p>	<p>Medical information already in school Basic first aid training already in place First aid bags in all classes</p>	<p>Adult in charge of the class to deal with this if possible using first aid kit in classroom. Where possible, child to look after themselves.</p> <p>Medical grade masks, gloves, apron to be used if child requires close attention e.g. to attend to cuts</p> <p>Adult in charge of class to use either email system or own mobile phone to alert office to call home if needed</p> <p>Staff to utilise the First Aider within own phase only if needed</p> <p>'Accident book' to be completed online (via our shared network) as soon as possible after dealing with the injury/incident by those with access to devices.</p> <p>Support staff/SMSAs who have no/limited access to devices are given a set of Accident Report Forms to complete as and when necessary which are then placed in DHo's pigeon holes where they can quarantine. Once a week forms are scanned onto the network and then the computer in the staffroom is used to move them from the scans folder into the Accident Folder on the network and saved with the child's first name, year group and the date.</p> <p>Support Staff to monitor First Aid supplies in Red Bags and email DHo with supplies needed. These will be placed in pigeon holes in staff room to be taken to classes by support staff.</p>	<p>All staff First aiders Office staff First Aid champions</p>	<p>From 1st September until October half term at the earliest, unless the contingency framework comes in to play</p> <p>From 1st September until October half term at the earliest, unless the contingency framework comes in to play</p>	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Child on medication for pre-existing condition or mild illness	Staff children	Medicines policy in place already stating that school does not have to provide for/administer medicine Healthcare plans in place for children with Epi-pens	Children with Asthma must have inhalers with them and be able to take them independently, while being observed by an adult Only prescribed medicines will be allowed in school and only if absolutely essential. Individual cases will be assessed depending on where the medication needs to be stored and how frequently the dosage needs to be given If child having a seizure, risk of seizure outweighs risk from Covid-19 so appropriate procedures to be followed Children at risk to be taught in rooms where their Epi-pens and healthcare plans are kept and to be taught by staff who have been Epi-pen trained Medicine forms to be completed by parents and emailed to school. Online accident book reporting. Online administration of medication on spreadsheet in shared drive.	All staff First aiders	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Child/adult displaying any Covid-19 symptoms	Staff Children parents	Sending out DfE guidance regularly Posters on display around school about what to do if symptoms Additional flow charts sent out regularly to parents	Must be sent home as soon as possible Child to go to the nurture room and stay there – where possible, by themselves with an adult watching them behind the closed door, younger children a staff member must wear PPE while waiting with the child Window must be opened in the nurture room Adult to go home immediately and take PCR test If symptoms develop and test confirms Covid-19 then seek advice from DfE/PHE and follow guidance given about isolation for 10 days SLT to contact DfE helpline and follow advice School Covid-19 tests to be given to staff/families who cannot get a test online	All staff First aiders Office staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Fire Alarm goes off	Staff Children	Children and staff already familiar with fire safety procedures. All fire exits and safety devices still in place.	<p>Explain to the children any slight difference in practising a fire drill. Children line up with their groups, maintaining the 2m distance where possible on the KS2 playground.</p> <p>Children file out of their nearest fire exit door, maintaining a distance of 2m where possible.</p> <p>Red bags and class lists to be taken as normal.</p> <p>Ensure HT and DHT know fire drill procedures</p> <p>Ensure all staff working in different spaces know their quickest fire exit.</p> <p>Make sure all internal doors are closed before exiting.</p>	All staff Children Head Teacher	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Mixing of bubbles, spread of germs – Music Room	Staff Children	Signs on display DfE guidance	<p>Music Room Timetable – KS1 am, Year 3/4 pm</p> <p>Instruments to be collected and returned before and after school or during lunch break when no children are in the room</p> <p>Limit number of pupils in here at any one time</p> <p>Window to be opened at all times when room in use</p> <p>Door to be propped open when room in use</p> <p>Additional spray bottles and cloth in room</p> <p>Daily cleaning</p>	All staff All children Cleaning Staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Mixing of bubbles, spread of germs – Library	Staff Children	Signs on display DfE guidance	<p>Library Timetable – Y5/6 to do a rota for use</p> <p>Limit number of pupils and adults in the room</p> <p>Also consider use for PPA if no interventions in there</p> <p>No children to be sent to the Library to change books</p> <p>Staff to rotate library books each half term and store them in class libraries</p> <p>External door or window to be open at all times when room in use</p> <p>Door to be propped open when room in use</p> <p>Additional spray bottles and cloth in room</p> <p>Daily cleaning</p>	<p>All staff</p> <p>All children</p> <p>Cleaning Staff</p>	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

Risk assessment – Other factors affecting usual practice in school

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Staff not social distancing	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Limit face to face meetings and keep staff in bubbles Staff meetings socially distanced Briefings to remain online via Zoom/MS Teams Communication to be regularly by email – All staff MUST check daily Staff to maintain 2m distance when entering the building at the start of the day No lingering or gathering in communal areas Masks and Visors to be personal choice and certainly utilised when distancing cannot be maintained and if contingency framework implemented	All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
School Policies not able to be adhered to	Staff Children	This risk assessment Covid-19 contingency plans	Modify behaviour plan Safeguarding Policy updated for Sept. 2021 School uniform policy reinstated. Children expected to wear full uniform. Issues with this to be communicated via Class Dojo to parents Contingency Framework	SLT All staff and children to follow	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Emotional impact on children	Children Staff	Preparing as much as possible School vision and values and our existing good relationships with children and families Online questionnaire sent out to parents – responses being used to play	Pastoral Support staff to be available at specific times for 1:1 discussions/chats with individuals either in the Nurture room or outside, at a distance of 2m (Priority given to those already on the Pastoral case load) Reinforce language around the zones of regulation for pupils to talk about in class Staff to send dojo messages to parents at the end of the school day or call them on the phone to share any concerns or discuss key information Use of visual timetable in classes Worry boxes in an accessible location in all classrooms Dedicated story time, collective worship time, prayer and reflection time for all classes CH and SA to carry out face to face pastoral work in the Nurture room, outside or hall Nurture room and hall tables to be cleaned in between each adult/child using them	Class teachers TAs Pastoral support staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Emotional impact on staff	staff	Communicating as much as possible Regularly sending out DfE guidance Posters on display around school Summer holidays no one in school	Inclusion in risk assessment SLT available to staff to talk to at a safe distance PPA time to be protected – staff to go off site if desired Stocked up supplies of tea, coffee, milk, biscuits in all 3 refreshment areas	SLT All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Inability to maintain social distancing with 1:1 pupil	Staff Children	Communicating with parents Employing a specific purpose TA	Individualised risk assessment Reduced timetable if needed at start of term All plans subject to change depending on success rate Seek additional support, advice and guidance from SEN team, EP Service and other schools	SENDCo Fah FLT	Before 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Risk of not meeting statutory obligations for EHCP children (not 1:1 child)	Those with an EHCP	Continuing with annual reviews over the phone Regular weekly contact with those families One Page Profile completed by child and parents	Individual risk assessments for these pupils Dedicated time table and resources available Regular communication (via Dojo or phone) with class teacher, TA and SENDCo Liaison with LBH professionals where needed	SENDCo Class Teachers TAs	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Maintaining home learning for any child who is isolating as per the latest DfE guidance	Children Staff	Links to online learning through core sites such as BBC Bitesize, Oak National Academy and Hamilton Trust have been shared	Office staff to send Oak Academy Link email Regular class teacher or TA to liaise with family via Dojo at least twice a week If needed send home physical resources – hand delivered or by post Weekly phone calls with family and child to make sure they still feel part of the community Separate plan for Home Learning	Admin Staff Teaching Staff Pastoral Support Staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Spread of germs	Children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Collective Worship rota for the Hall Hall to be carefully timetabled for PE, Lunch, Assemblies etc. Groups of musical instruments for each bubble used by one class each week with a week's quarantine between each use Limit visitors on site – Clergy, Governors, Helpers, Instrument teachers etc. Separate risk assessments for clubs and instrument teachers once term is settled	SLT All Staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

Risk assessment – Cleaning and contractors

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Spread of germs around school	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Extra cleaning to take place throughout the day by all staff SMSAs to carry out routine cleaning at lunchtime Hand sanitiser and soap in all classrooms, topped up daily Children to wash hands on arrival to school and each time they come into the classroom, before and after eating All staff to wash hands regularly Cleaning supplies in all rooms All door handles, surfaces, light switches etc. to be cleaned every night	All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Cross contamination of bubbles and/or resources	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Extra risk assessments from external companies Additional rooms and resources used or provided to support smaller group sizes and less mixing Additional measures in place for providing food in place	All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Ability to maintain social distancing with suppliers/contractors	Children Staff Visitors to site	Signs and posters on display everywhere Sending out dfe guidance regularly	Ensure SBM, Head Teacher or Main office is notified of any contractors who need to come on site Risk assess each individual case based on health and safety priorities and which areas of the school will be affected. All service providers and contractors will need to provide their own written risk assessments/assurances of the protective measures they are taking before coming on site Where possible, all contractors to visit out of school hours e.g. before 8am or after 4pm Contractors on site when pupils are to wear masks at all times Cleaners to clean areas where contractors have been afterwards Continue to follow any changing guidance on contractors in school	SBM Head Teacher Office Staff Caretaker	From now until October half term at the earliest, unless the contingency framework comes in to play	
An area has potentially been used by someone with Covid-19 symptoms	All children All staff	Signs and posters on display everywhere Sending out DfE guidance regularly	Follow guidance on additional cleaning measure at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Cleaning staff All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Transmission of virus between staff and pupils	Staff Pupils Family members	DfE guidance, posters on display, regular reminders	All staff to be asked to test twice weekly. Privacy notices, guidance, test kits, risk assessment, etc. to be issued and controlled by AL. Staff to notify report result via Government website and via email to AL If staff identified as a close contact of someone who has tested positive for Covid-19, then double vaccinated staff must take a PCR test, those who have not been double vaccinated must isolate for 10 days	All staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	
Transmission of virus between staff and pupils	Staff Pupils Family members	Sending out updated DfE guidance regularly	Send out information about home testing kits for families with school children Send out links to online ordering: www.gov.uk/coronavirus or can be collected from Topping Lane PCR test site near Brunel University. Kits are also available for collection from the borough's seven asymptomatic testing sites. Find out more at www.hillingdon.gov.uk/community-testing	HT Office staff	From 1st September until October half term at the earliest, unless the contingency framework comes in to play	