



GATLEY PRIMARY COVID STANDARD RISK ASSESSMENT



Staying COVID Secure - Our Commitment

'Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.' DFE Operational Guidance

We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- This risk assessment will be reviewed and updated periodically in line with the Government's position OR when local* rate of infection deems it necessary to be reviewed. (*local* this will include Stockport and other bordering and surrounding areas*)
- That all school age pupils will return to school fulltime
- We will minimise the number of 'contacts' pupils have in a day through implementing a system of control measures
- Will keep momentum with educational provision in the event where remote provision maybe required.

This risk assessment document has been created using the following documents:

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

Section 7 of the H&S at Work Act and Section 44 &100 of the Employment Rights Act

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>



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<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Risk assessment last updated on: 02.03.21



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COVID-19 RISK ASSESSMENT FOR SCHOOL OPENING **FOR THE SPRING TERM**

Category of Risk	Area of Risk	Risk Level	Mitigation	Who	Risk Level	Risk Status
Prevention	Pupils, families or staff maybe unaware of the symptoms of Covid-19 and may present on the premises.		All families and staff will be made aware of the symptoms of Covid -19. These will be communicated separately and displayed at entrance and exit points. It will reinforce the message that they must not attend school. This will include those who have tested positive in the last 10 days. School answerphone updated to give an option for Covid symptom reporting. Information regarding symptoms will be on the school website. Provide families with absence guide to support differentiating between Covid and non Covid symptoms	AB/ HF/ YW HF/YW TP HF./YW		Monitor
	Unable to contact parent if child is unwell in school with Covid symptoms.		Parents asked to update their contact information if they have recently changed their details. Continue with termly cleanse of this information.	YW/HF		Closed
			Pupils and staff must clean they hands on entry into the building and when exiting for breaks	All staff		Closed



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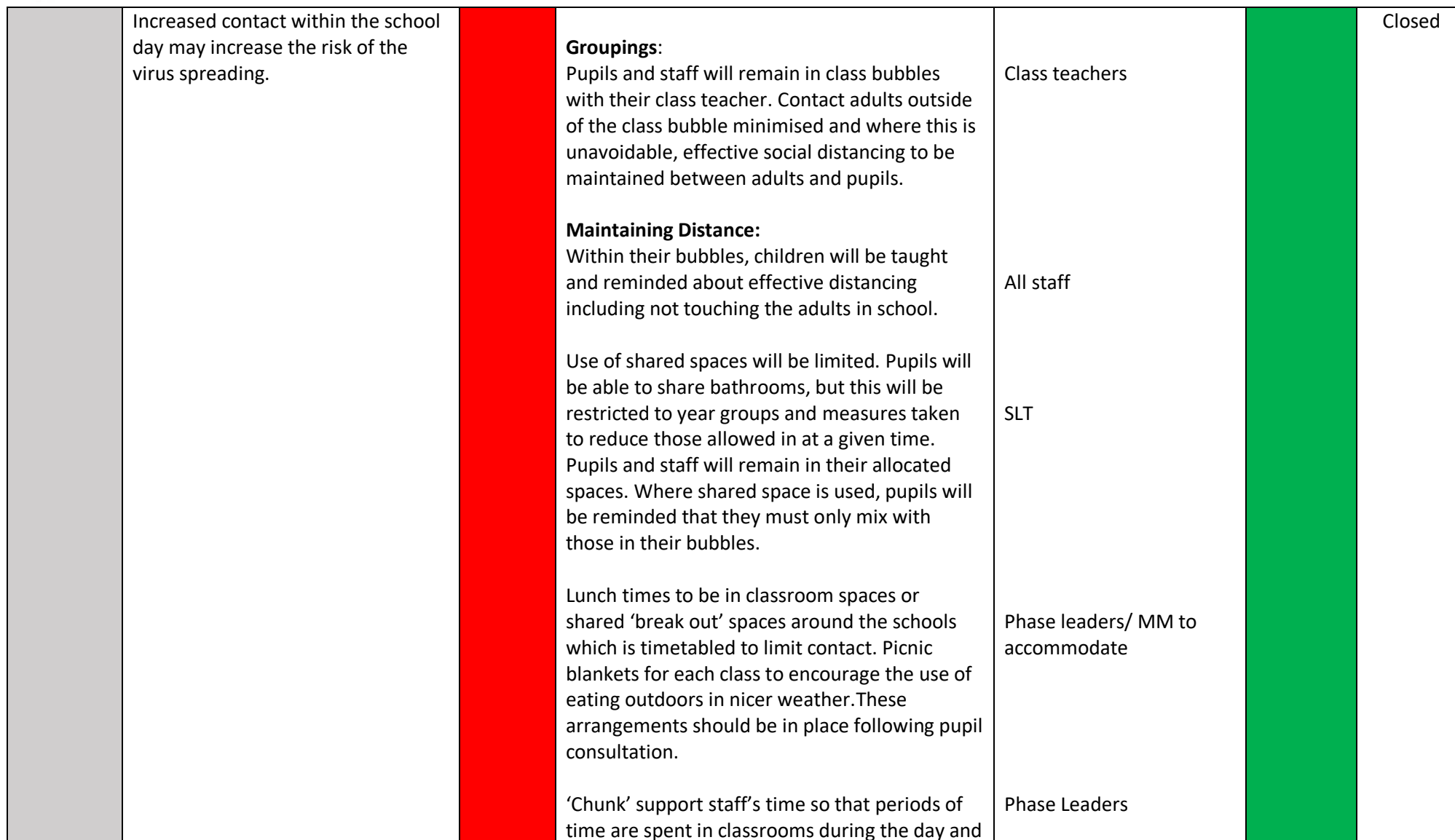
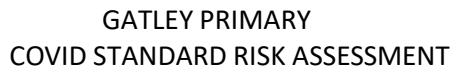
	Poor hand hygiene may lead to increased risk of the virus spreading.		<p>during the day. They should use hand washing stations or hand sanitisers.</p> <p>Ensure that the use of hand sanitisers are monitored and supervised especially in those of younger children.</p> <p>Make these habits part of the daily school timetabling routine so that this becomes a daily expectation.</p> <p>All pupil bathrooms to have posters to teach good hand washing routines. Signs on back of doors in bathrooms to remind all to wash their hands on exit. Bathrooms limited to numbers of pupils and pupils asked to use bathrooms before and after break times.</p>	<p>Staff and AB</p> <p>All staff</p> <p>AB</p>		
	Poor respiratory hygiene may lead to increased risk of the virus spreading.		<p>All rooms to be supplied with tissues and stock levels regularly monitored.</p> <p>Pupils taught the habits of 'catch it, bin it, kill it.'</p> <p>Tissues to be disposed of in a lidded bin and these emptied daily.</p>	<p>AB</p> <p>All staff</p> <p>AB to co-ordinate</p>		Closed
	If regular cleaning, particularly of frequently touched surfaces, is not maintained the risk of the virus spreading is increased.		<p>High risk surfaces are regularly cleaned using in class cleaning equipment.</p> <p>Where ICT equipment is not available on an individual use basis, ensure that equipment is not shared without being cleaned.</p>	<p>AB to co-ordinate</p> <p>TP to oversee with JB</p>		Closed



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			<p>Regular 'touch' areas included in cleaning plan and resources allocated such as wipes for these areas eg: phones, photocopier etc.</p> <p>Cleaning resources deployed to ensure 'live' cleaning takes place in the school day and there is an increased commitment to cleaning over the school week.</p>	<p>AB to co-ordinate</p> <p>AB to co-ordinate</p>		
	Increased contact at the beginning or end of the school day may increase the risk of the virus spreading.		<p>Stagger start and end times by 10 mins – Year 6 maintain current start and end times Wave 1 – 8.40- 3.10 Wave 2- 9.00-3.30 The above times give equity to maintain the same hours of provision for all.</p> <p>Families to have allocated entrance points/ meeting points based on their geographical location therefore reducing contact beyond the school and within the local community.</p> <p>Share travel protocols with families.</p>	<p>SLT to co-ordinate</p> <p>SLT to update</p> <p>Children to create and update</p>		Closed
	School policies may not support new or adapted measures within this risk assessment.		<p>Review and update all related health and safety policies with Covid-19 addendum.</p> <p>Monitoring of related policies including this risk assessment to become a regular standing item with resources committee.</p>	<p>AB/ SLT</p> <p>AGB/ AB</p>		Closed





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			<p>not between bubbles during the day unless this is within more open learning spaces where social distancing can be maintained. Staff to maintain distance from pupils where possible.</p> <p>The adults at the focus or directed task activities must not sit with their group for more than 15 minutes and must maintain effective social distancing.</p> <p>Break out spaces to be used, outside of the classroom environment, to facilitate tasks or areas of learning to support social distancing measures. Nursery to continue to have priority access to the hall.</p> <p>Covid standard risk assessment to be published by catering provider.</p> <p>Classroom organisation: Pupil's written feedback to be provided. Feedback written on sticky label/note to be stuck into child's book. Feedback table to be socially distanced.</p> <p>Staff to organise classrooms to:</p> <ul style="list-style-type: none">- Support reintegration of pupils based on what they were use to previously.- If other measures allow and Covid cases remain low on site, move classroom environments to enable greater peer	<p>All staff</p> <p>JM to coordinate</p> <p>Caterlink</p> <p>All Staff</p> <p>Class teachers</p>	
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			<p>collaboration. Contact tracing to exist from a seating plan in the first instance.</p> <p>Consideration of maximising space for input sessions to include the use of carpet spaces so long as social distancing is prioritised for staff and pupils.</p> <p>For focus areas, mini teaching boards to be installed to support the facilitation of more focus tasks.</p> <p>Each year group to have a designated 'break out' learning space where an area of learning is to be used within this break out space.</p> <p>Additional break out spaces prioritised for those with larger class numbers.</p> <p>Timetabling adjustments: Star of the Week to be streamed in classrooms and parents invited.</p> <p>Collective worship opportunities to be streamed or filmed and shown in classrooms.</p> <p>Redesign the school timetable to minimise the times pupils have contact with others considering reduced circulation around the building, use of designated play spaces, including the canteen and hall for both lunch provision.</p>	<p>Classteachers</p> <p>Class teachers</p> <p>SLT to co-ordinate</p> <p>Staff to plan for usage</p> <p>Class teachers</p> <p>RC</p> <p>CK/JM</p>		
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			<p>Teachers to explicitly teach and supervise handwashing – hygiene lessons at explicit parts of the timetabled day.</p> <p>Timetable for break-time provision to be created, with designated outdoor space for each group of children. Break and lunchtimes to be supervised by the staff responsible for that particular group.</p> <p>Mid-day assistants to be allocated to bubbles and to stay with these group of children to reduce the risk of cross contamination.</p> <p>Staff to take PPA on the school site whilst the children reintegrate back – review in 2 weeks.</p> <p>Use of shared spaces: Hall and canteen to be fully set up for dining provision. Tables to be wiped after each sitting. Pupils encouraged to use outdoor eating spaces where the weather permits. One year group at a time admitted into these spaces.</p> <p>Break times and lunch times staggered in order to facilitate safe use of shared spaces.</p> <p>Use one way system in corridors.</p>	<p>All staff</p> <p>CK/JM</p> <p>JM/MM</p> <p>All Staff</p> <p>JM/CK</p> <p>AB/SLT</p>	
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			<p>Staff room to maintain maximum occupancy size and staff encouraged to use other spaces including outdoor spaces where they can.</p> <p>Limit numbers in the staff room. Staff to be covered by the other member of staff in their room to avoid cross-contamination. Staff to use classrooms if a bubble has left, once it has been deep cleaned 72 hours after the affected case.</p> <p>PE to be conducted outside where possible. All equipment must be wiped and social distancing must be maintained. Windows must be left open. No more than 1 class in the hall at one time for PE.</p> <p>Use of resources:</p> <p>Pupils encouraged to bring in their own stationary – school list provided. Staff to audit this with the children to renew contents where needed.</p> <p>Children to use trays to support the ease of table and resource cleaning.</p> <p>Access to cloakrooms and lockers to be staggered to maintain distancing. Staggered in accordance with school entrance times.</p>	<p>All Staff</p> <p>AB to advise</p> <p>All staff</p> <p>PHWB team to create advise sheet for staff</p> <p>Phase leaders to update orders</p> <p>Class teachers</p> <p>Support staff to supervise</p>	
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			<p>TAs to facilitate groups of children at a time using the lockers. Classes to access lockers alternately.</p> <p>Book banding system to be centred in classrooms to give a localised central stock. Books to be located within class library.</p> <p>Ensure pupils can read and understand signage around the school to support PHE advice and social distancing measures.</p> <p>Ensure that resources are printed for children when devices are not available to use. Stagger resources and only use what is needed for that day. Resources not to be shared across the year group. Where physical resources are used and cannot be cleaned, they must remain in storage for 72 hours.</p> <p>Each room to have an identified equipment box for outdoor activities. Considering what can be cleaned easily.</p> <p>Within classroom, resources to remain in the classroom to be accessed by the class or year group bubble only.</p> <p>Shared resources such as artefacts and sports equipment must be cleaned after use or be left unused for 72 hours.</p>	<p>ECL team</p> <p>All staff</p> <p>All staff</p> <p>PDHWP team to audit</p> <p>Year groups to audit</p> <p>All Staff</p> <p>SLT to communicate</p>		
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			<p>Limited resources to be brought in from home. School able to give out resources from outside of the school if it has been kept within a store in the school for 72 hours before giving this out.</p> <p>Regular Cleaning: Encourage pupils and staff to wash clothing worn at school on a daily basis. Pupils to now wear school uniform. Uniform, including PE kits, must not be swapped within school.</p> <p>Staff to wash hands and wipe surfaces before and after handling children's books.</p> <p>Pupils and staff to wash hands immediately on entry into school, and regularly throughout the day. Teachers to explicitly teach and supervise handwashing.</p> <p>If evacuation of the building is required due to a fire the same designated points to be used but social distancing to apply and lines to form onto the field not the playground.</p> <p>Pupils will be given the option to bring their own snacks from home with the exception of the Nursery, where it will be prepared in the room.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>AB to advise</p> <p>Class teachers to communicate</p>		
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			<p>Staff will clean surfaces before and after and will wear disposable gloves when serving food in school.</p> <p>Staff trained in all the above actions.</p>	<p>Class teachers and support staff</p> <p>SLT</p>		
	<p>That there may be a cumulative aerosol transmission from both those performing in and attending events that is likely to create risk of the virus spreading.</p>		<p>Additional social distancing to be maintained in music lessons – ideally the hall to be used for this provision.</p> <p>When participating in music lessons, particularly singing, wind and brass playing, face children to the front and maintain a forward seated position and must be more than 2 meters apart.</p> <p>Choir can resume when open door spaces can be used, before then it may happen as an extra curricular activity through Teams.</p> <p>Review the ability to put on class assemblies/ productions based on local lockdown lifting.</p>	<p>UA Team to co-ordinate</p> <p>SLT</p>		



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	Visitors and contractors may be unaware of the school procedures related to this risk assessment.		RA overview will be presented to all visitors and contractors and they will be asked to sign to state that they agree to the identified measures.	HF/YW to design		Closed
			Use of visitors kept to a minimum and risk assessed on a case by case basis with school leaders. Visitors should not come past the office door. Parent meetings should be kept to one room at the front of the school. Where possible, meetings should continue to be through zoom or Teams where possible.	SLT		
			Further restrictions to be applied in the event of a confirmed case (see appendix 1 escalated measures for a confirmed case on site).	SLT		
			Parents evening to be held through teams/ zoom- protocols for this to be devised.	SLT		
			In replacing curriculum open sessions, curriculum showcase to be included termly as a way to provide an insight into the curriculum for parents.	CK to co-ordinate with curriculum teams		
			Visitors to use the QR code when entering to register their visit to site.	SLT/AB		
			Transition arrangements and plan to be formulated to mirror national and local	RCI and RR		



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			restrictions at a given point in the delivery of the plan. Plan to illustrates alternatives for delivery eg: default to remote provision.			
	Pupils, staff and parents may be unaware of the changes made to the guidance to support the wider reopening of schools.		<p>Staff- consult with staff on the basis of this risk assessment- shape the contents of the risk assessment based on the DFE Schools coronavirus operational guidance and staff concerns/ questions and suggestions.</p> <p>Parents – share the risk assessment with parents via Classdojo as a link to the school website where this will be sited. Create a parent friendly overview/ visual to summarise the key changes.</p> <p>Pupils- share any changes to the running of the school day and the ways in which we keep each other safe</p>	<p>SLT</p> <p>SLT</p> <p>Class teachers</p>		



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	Someone has recently travelled to a country/ area out of the Common Travel Area.		<p>This must be disclosed to the school and that the national guidance, relevant at the time, for quarantine must be applied.</p> <p>The pupil will be able to access provision via live lessons links on line directly into the classroom provision.</p> <p>Parents to inform school of any travel abroad and follow guidance for quarantine on return e.g.</p> <ul style="list-style-type: none">• from or through a 'red list' country in the previous 10 days they must quarantine in a managed quarantine hotel• From or through a non-red list country quarantine at home for 10 days <p>Covid-19 tests to be taken on days 2 and 8 after arrival back in the UK</p> <p>Staff will need to be available to work in school during term time so need to take quarantine arrangements into account before booking travel</p>	Parents Class teacher HF/YW share with parents as this information is received.		
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	Social distancing can not be maintained between adults.		<p>In communal areas, such as corridors and the staff room, it is recommended that face masks should be worn.</p> <p>Adult visitors will be asked to wear a mask in spaces where social distancing can not be maintained.</p> <p>Adults who are exempt are not expected to support this measure.</p> <p>This guidance does not apply for the children.</p> <p>A supply of disposable face coverings will be available for adults in communal areas.</p> <p>Guidance will be issues to support the staff in the safe disposable of face masks.</p>	<p>All staff.</p> <p>HF/YW</p> <p>AB</p> <p>YW</p>		
	Pupils may have contact with other pupils, outside of their bubble, across the school day.		<p>Playtimes and lunch times to keep the integrity of the class bubbles. Entrance and exit points continue to observe social distancing as an expectation.</p> <p>Whole school gatherings to be conducted virtually.</p> <p>Both before and after school provision to explore how they can protect the integrity of class bubbles.</p>	<p>JM</p> <p>RC</p> <p>CK</p>		



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	The classroom environment may not fully support the ability to effectively social distance from staff.		Maintain bubbles in class-sizes and minimise interactions of other adults within these environments unless they can too effectively social distance. Continue to explore the ways in which the learning environment can be set out to support effective distancing from the adults and that is fully fully conducive to supporting and fostering the schools values for learning	JM Class teachers		
Response to Infection	If pupils or staff present as unwell with Covid symptoms the risk of infection will be high		Advice sought from senior first aid HLTA in the school to assess condition and next steps. If symptoms are displayed on site the member of staff or pupil will be sent home immediately and will subsequently receive the link to the advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance They must stay at home for at least 10 days- arrange a test – other members of the household must isolate for 10 days. Pupil must wait in designated medical room and PPE maybe worn depended on the age of the child by a member of staff in order to stay with the child. This person does not need to isolate unless requested by Test and Trace or they become symptomatic. If in contact with an infected person, handwashing is essential as is a thorough clean	TP/SP/MM HF/YW to put in handout TP to monitor AB to co-ordinate		Monitor



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			<p>of the room/ space where the pupil or member of staff has been.</p> <p>Space where infected groups have been operating sealed and closed in order to ensure a full and thorough deep clean of the space used by the infected group conducted.</p> <p>Continue use government measures to inform future risk mitigations eg: Track and Trace-procedural flow chart to advise on engagement with this service and how to contact local PHE service.</p> <p>Handout provided to staff and families if symptomatic advising how to book a test.</p>	<p>AB to co-ordinate</p> <p>HF/YW to advise</p> <p>HF/YW to create</p>		
	If there is a confirmed case of Covid on the premises the risk of the virus spreading maybe high.		<p>Swift action must be taken including:</p> <ul style="list-style-type: none">-Contacting local PHE team who will carry out a rapid RA.-Contact DFE number for advice.-based on advice from local health teams and DFE, pupils and staff who have been in close contact (those who have had face to face contact for any length of time under 1 metre, those with contact within 1-2 metres for 15 mins, those who have travelled with the infected person) with infected person will be sent home and self isolate for 10 days.	<p>SLT- HF/YW</p> <p>HF/YW</p>		Monitor



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			<p>If a positive case in a pupil, where they have been on site 48 hours before the onset of symptoms OR last contact with the affect case 48 hours before the positive test results, close contacts must be sent home.</p> <p>School to keep overview timetable in office of identified staff and pupils in each bubble to support test and trace process.</p> <p>Issue template letter for PHE.</p> <p>Verbal confirmation of test results for all affected parties will be requested from the school.</p> <p>Communications to those affected to happen immediately following the advice- this will include confirmation of self-isolation period. See contact tracing strategy for delivery of remote education and communications.</p> <p>Home learning video posted within 2 hours of the notification to outline the process for home learning over the self isolation period.</p> <p>Actions employed from Appendix 2- school response – escalation measures</p> <p>Communications to be issued the day before the bubble return to outline measures taken for safe return.</p>	<p>SLT</p> <p>HF/YW</p> <p>HF/YW</p> <p>HF/YW/TP</p>	
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	Someone who is in a childcare bubble tests positive with COVID-19.		<p>The positive case must self isolate and all close contacts, including all those within these networks of support as these are classed as close contacts.</p> <p>The positive case and close contacts must: self isolate for 10 days from the day after: the start of symptoms or the test date (either lateral flow or PCR) is asymptomatic.</p> <p>For close contacts: if another member of the household starts to display symptoms while self isolating they will need to restart the 10 day period of self isolation from the day they developed symptoms.</p>	Household/parents Household/ bubble Household/ bubble		
	Support or first-aid has had to be given to a pupil who is displaying COVID-19 symptoms.		<p>They do not need to go-home/ self isolate, unless:</p> <ul style="list-style-type: none">- The pupil tests positive- The person delivering the treatment develops symptoms- Test and Trace require them to self isolate <p>They test positive from a LFD test.</p>	Staff member		
	There is a confirmed case of Covid-19 reported to the school, over the weekend or during the evening, in a pupil who has been present in school.		<p>Parents must notify school leaders that the pupil has tested positive through school mobile phone, regardless of the time of notification.</p> <p>The school leaders will respond to the message to note receipt of the message.</p>	Parents VM/GN		Monitor



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			<p>Swift assessment of 'close contacts' conducted including: where they have been on site 48 hours before the onset of symptoms OR last contact with the affect case 48 hours before the positive test results. If there is no close contact then staff or pupils in affected bubble will not be asked to self isolate.</p> <p>No later than 7.30am (the following day or a Monday if it is the weekend) the school will issue a letter that will disperse the bubble and will state the educational arrangements moving forwards.</p> <p>If the case is confirmed during the course of the school day, swift action taken to identify close contacts, ensure the letter is issued as a text message response to ensure close contacts are collected quickly. (See appendix 2 confirmed case on site)</p> <p>A letter will be issued 1 day before the close contacts are due to return to state the measures taken to support the bubble returning.</p>	HF/TP and SLT		
				HF/YW		
				SLT		
				HF/YW		
	The school is made aware that a pupil is being tested but the school does not yet have their results.		YW/HF send email to class teacher and SLT to notify them of this situation.	YW/HF		Monitor
				Class teachers		



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			Extra precaution and vigilance applied whilst waiting for these results. This includes: -strict social distancing -class to use quad at playtimes -Strictly no mixing -movement restricted -Children reminded of all risk assessment procedures (See appendix 1 – possible positive case on site)			
	If there is more than one confirmed case there may be an increased risk of an 'outbreak' on the premises.		If there are 2 or more cases within 14 days, support from the local PHE team is required. Follow PHE advise which may include: Sending home larger groups of pupils and staff Engagement with mobile testing unit. Follow procedures for a critical incident Incidents added to a timeline to log any possible links between cases which may recategorise these from a single confirmed case to either cluster cases or outbreak. This will be done using the data we have on families including siblings who do not attend our school.	SLT to co-ordinate SLT SLT and HF/TP		Monitor
			The whole household must self isolate.	School office to advise		Monitor



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	The school is made aware that the parent of a child is symptomatic and awaiting test results.		Children to be collected from school and isolate until confirmation of test results. This supports the NHS advice which is found on: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Whilst waiting for test results, parents to contact classteacher through Dojo to request home learning. If negative all children in the family may return to school. If positive the family must self isolate and follow PHE and NHS advice.	Parents to inform the school Parents Parents/ household		
School Operations	If public transport is used the risk to catching the virus may be increased.		Encourage staff and pupils not to use public transport and if social distance permits to car share as a preferred option. When using school dedicated transport, such as coaches and buses seek transport companies risk assessment in vetting their cleaning routines to ensure satisfaction in using the service. Update travel safety protocols with transport information. If parents do have to use public transport they should contact the school.	Staff HF/YW SLT		Closed
	Pupils may not attend which will have a detrimental impact on their education.		Attendance highly monitored and procedurally maintained.	HF/YW		Monitor



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			<p>A daily dashboard to be logged for attendance. This will capture pupils who are symptomatic awaiting test results or positive cases as RED. Somebody in the household awaiting test results or symptomatic – AMBER. Non Covid related absences – GREEN.</p> <p>Individual worries to be addressed with classteachers or SLT with families and if the pupil is concerned to be addressed through pastoral support.</p> <p>Non-Attendance authorised if pupils are following PHE advice.</p>	<p>SLT/HF</p> <p>Classteachers/ SLT</p> <p>Classteachers</p> <p>GN</p>		
	Parents may be concerned about the risks of attending school for their child and may not send them to school.		<p>Discuss concerns with the family.</p> <p>Identify where in the RA the concerns are addressed. Seek support through reengagement strategy. Reinforce the fact that school is compulsory and that fines maybe issued. Preventative information shared on Parentmail before this becomes an issues.</p>	<p>Class teachers</p> <p>Phase leaders/ SLT</p>		Closed
	Staff may feel anxious about returning to work in full.		<p>Consult on the contents of the RA with all staff.</p> <p>Consult with all teaching unions.</p> <p>Give scope for individual RAs where appropriate to give assurances in roles.</p>	<p>SLT</p> <p>GN/VM</p> <p>GN/VM/CK</p>		Closed



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			<p>Develop wellbeing strategy with staff as part of a well-being policy and continue to consult with staff through the development and implementation of this policy.</p> <p>Review RA periodically with staff and update with their concerns.</p>	SLT SLT		
	There may not be sufficient staffing levels to maintain full provision.		<p>Staff to only self isolate if: they have tested positive/ someone in their household is symptomatic or positive or they been unable to maintain social distancing with an affected case as outlined in this risk assessment.</p> <p>Self isolation to be supported and staff asked to work from home where this is required of them.</p> <p>Provision to support entry and exits to be reviewed in light of any staff absence – a contingency plan in place for this structure.</p> <p>Build flexibility within staffing structure to give contingency and limit the need to use external agencies to deliver on site educational provision.</p> <p>Discuss with staff the expectation that all staff will be required on site to work.</p> <p>CEV staff are advised not to attend the workplace (should have a letter from NHS).</p>	SLT SLT JM SLT SLT		Closed



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			<p>Discuss with the individual about how they can be supported to work from home</p> <p>Those living with someone who is CEV can still attend work and should ensure they maintain good prevention practice in the workplace and at home</p> <p>CV staff (including pregnant women) can continue to attend school but should ensure they maintain good prevention practice</p> <p>An individual RA for pregnant employees can be done to help identify any additional actions that needs to be taken to mitigate risks</p> <p>Staff who are not teachers may be deployed to lead groups or cover lessons under the direction of a teacher</p>			
	If ventilation is not fully utilised, it may be inadequate		<p>-Ensure windows are open/ partially open in rooms occupied.</p> <p>-ensure all doors are propped open to maintain good ventilation.</p> <p>-comfort levels to be assessed to ensure that working conditions do not drop below 18 degrees and that excessive ventilation does not compromise this. This could include closing windows and re-opening in classrooms when the space is not occupied.</p>	<p>Class teachers</p> <p>Class teachers</p> <p>Class teachers/ AB to monitor</p>		Closed



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			-outdoor environment to be promoted as part of provision delivery.			
	Contractors may bring Covid-19 onto school site.		Complete segregation between the main school site and the building compounds. Only site foreman to be on the main school site. Site foreman to take part in the schools LFT scheme. Contractors to support Covid secure arrangements such as social distancing and wearing of masks.	Medway AB/ Medway Medway Medway		
	Contractors maybe unaware of the schools Covid secure arrangements.		Medway to receive the school Covid secure risk assessment and briefing from site manager to key protocols. Daily meeting between contractor and site manager to have a health and safety/ covid item. Weekly site visits from L&M to prioritise health and safety and school operations.	HF/ YW AB/ Medway L&M		
	Off site visits may not be aware of their duties with regards to government mitigation measures for Covid 19.		Any off site visits must seek their RA for Covid-19. The use of community spaces and local venues to be the preferred option for offsite visits.	 Class teachers		Closed



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			Supply/ peripatetic/ sports/ trainees or Trust employees, who work in more than one school, must follow the system of controls in each school and be provided with copies of the RA for each school they are in.			
	Extra-curricular activities may increase the risk of infection spreading due to 'bubbles' mixing.		<p>Discuss this risk with external breakfast and after school club provision and seek to publishing their RAs.</p> <p>No extracurricular activities should promote contact sports.</p> <p>Staff seeking to conduct an extra curricular activity must first consider if they can offer this to protect the notion of the bubbles and if not should conduct a full RA using https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>	External providers All staff to note		Closed
Curriculum and	The constraint of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.		Curriculum design to consider the promotion of whole school topics through a re-integration strategy. This approach will foster pupil choice and great learning behaviours at the heart	RR		Closed



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			whilst embracing a broad and balanced curriculum through the 'subjects' which pupils choose to study in the 'Me Time' curriculum.			
	Pupils may have missed parts of their educational provision whilst not being in school.		<p>Diagnostic assessments to be conducted to establish the priorities for learning and core subject deliver in terms of light touch and more consolidated teaching.</p> <p>Feedback from parents valued through this transition process and built upon through parents evening in order to reshape the catch up premium.</p> <p>Timetabling modification to develop the use of 'catch up' sessions using the concepts identified in the subject progression maps for all core subjects.</p> <p>Catch up premium access plan to be shaped with a prioritisation criteria.</p>	<p>JM/KC/ES</p> <p>JM/CK</p> <p>JM/ES</p> <p>JM/ES</p>		Closed
	The quality of education may be compromised if remote learning has to take place if a bubble is to be closed or there is a local lockdown.		<p>In the event of home learning: Class story message to the class which will signpost expectations regarding home learning opportunities.</p> <p>Revert back to the use of dojo/ Teams and learning challenges as a primary source for addressing remote learning.</p>	<p>Class teacher</p> <p>Class teacher</p> <p>Year group team</p>		Closed



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			<p>Re-issue remote guidance including protocols for online learning.</p> <p>Signpost and utilise wider DFE resources as part of 'day 1' lesson activity plan.</p> <p>If children are isolating (un-symptomatic) pupils will receive home learning provision.</p> <p>If children are isolating due to quarantine they will receive home learning provision.</p> <p>If children are self isolating, who are unwell and their condition has improved, they too will access home learning. This needs to be requested by parents through Dojo message to the classteacher.</p> <p>The above is outlined in more detail in the schools Remote Education Policy.</p> <p>The School's Remote Education Policy will be adhered to in the event of bubble/part bubble closure. There is a legal duty to publish this on the school's website.</p>	Class teacher Class teachers Class teachers Class teachers		
	Engagement in physical activity could increase the risk of the virus spreading due to sweating and heavy breathing.		<p>The use of outdoor sports will be prioritised.</p> <p>In acknowledgement of the importance of physical activity on improving the fight against the virus, there will be increased physical activity across the school week.</p>	PHWB Team JM		Closed



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			<p>PE can be conducted in the hall, this must be one class at a time and social distancing must be maintained. Equipment must be carefully considered in light of cleaning requirements.</p> <p>Team sports can be played where national governing bodies have developed guidance to follow e.g. from 29th March organised sport such as football, rugby, hockey and cricket</p>	<p>PHWB team to co-ordinate</p>		
	<p>Pupils may be anxious of the situation created by Covid-19.</p>		<p>The curriculum will continue to run as a consultation encouraging mature themes to raise the debate around the virus.</p> <p>The weekly timetable will continue to promote mindfulness and wellbeing sessions.</p> <p>Collective worship will focus on support for wellbeing.</p> <p>Ensure the catch-up premium will have a specific element on pastoral support.</p> <p>Explore the use of external expertise to deliver development sessions for staff on specific strategies in order to support anxiety.</p> <p>Engage use of external services such as School Nurse to support more acute cases.</p>	<p>CK</p> <p>JM/CK</p> <p>RC</p> <p>JM/ES/CF</p> <p>CK/CF/RR</p> <p>GN/RR/CK</p>		<p>Monitor</p>



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			Update behaviour policy to reflect contents of RA. Shape necessary interventions based on pupil survey – to be conducted on re-entry.	GN/VM CK/GN		
	The constraint of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.		Music, dance and drama should continue to be taught. No live performances with an audience can be held, alternatives such as live streaming or recorded performances will be sought Singing should not take place in larger groups such as choirs. Singing in groups should take place outdoors where possible or indoors limiting the numbers in relation to the space.	UA Team		
	Pupils may not return from 8 th March.		Attendance is expected from 8 March Parent's legal duty to secure their child's regular attendance at school Engage with EWO to activate fines where this attendance is unauthorised CEV pupils should continue to shield – a copy of the letter is required to authorise this . Pupils are required to attend even if they live in a household with someone who is CEV. Pupils who are self-isolating or shielding must access remote education and should be offered pastoral support. If vulnerable pupils are required to self isolate, the relevant external agencies should be made aware of this.	Parents EWO Parents		
			Request for all equipment to be returned to school by Wednesday 10 March and that this is	HF/YW		



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	Technology or pupil work may not return when school fully re-opens.		<p>quarantined for 48 hours before it is cleaned and wiped of content by of ESI-Tech.</p> <p>Pupils work books to return by Monday 8 March and placed back in the plastic files on Friday 5 March in order to have been in quarantine for the weekend. Pupils to have engaged in supportive 'reintegration tasks' such as identifying pieces of work that they feel require further support.</p>	KC		
	That pupils, who have experienced significant periods of time away from the school environment, may have to take further time if they are a close contact to a positive case.		<p>As part of the re-integration strategy maintain pupils in a classroom seating plan. Review in 2 weeks time from re-opening.</p> <p>Ensure hands are sanitised before and after playtimes and that non-contact games are played. Classes to remain in class bubbles on the playground.</p> <p>Utilise the school field in order to spread out the physical space required for classes to maintain this play space.</p>	<p>Classteachers</p> <p>All staff</p> <p>JM</p>		
	School maybe unable to recruit staff if vacancies		Recruitment of staff can continue but schools should have a flexible approach to interviews considering alternatives to face to face interviews where possible eg: virtual.	SLT		
Assess ment and	Lack of opportunity to engage with external quality assurance may not		Engagement with Ofsted to offer school as part of the sample inspection pool.	GN/VM		Closed



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	help the school he verify its school self-evaluation.		<p>School's self-evaluation schedule to engage with Trust QA including external expertise such as HMIs.</p> <p>Continue to consult with pupils, staff and parents on how to evaluate our offer and involve wider stakeholders in the evaluation of this including governors.</p> <p>Continue with school internal SSE schedule including use of curriculum teams to maintain standards and inform progress against school development priorities.</p> <p>If necessary, consider ways to conduct 'virtual' SSE using programmes such as TEAMS.</p> <p>Consider strategies to promote SSE in alternative forms e.g. interviews with curriculum teams, evidence of work, book looks</p>	SLT		
	Pupils may not be ready to engage with external assessments.		<p>Continue to update internal assessment calendar based on DFE position for this.</p> <p>Prioritise year groups subject to external assessment through catch up premium.</p> <p>Designate member of staff to lead on assessment focused intervention for key year groups- to work closely alongside class teachers to ensure focus on targeted groups.</p>	<p>JM/ES</p> <p>JM/ES</p> <p>JM/ES</p>		Closed



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			<p>Considerations for timetabling to focus on specific needs of the cohort to be identified through baselining. Sessions to be planned and delivered to address area of need.</p> <p>Continue to capture internal assessment and collate across the school to give indication of rising data priorities.</p>			
A culture of Health and Safety	Any non-compliance with Health and Safety legislation may put staff and pupils at risk.		<p>In accordance with all health and safety legislation, all known risks have been identified in this risk assessment.</p> <p>A culture of vigilance and compliance is essential so that all are responsible for ensuring the measures in this RA are active and the senior leaders, governors and Trust are accountable for monitoring this.</p> <p>Site and premises manager to conduct weekly monitoring under each section of this RA (except educationally provision based themes) and report this back to SLT.</p> <p>Senior leaders to conduct half termly monitoring to the educational aspects of this RA and report this back to AGB.</p>	<p>SLT</p> <p>All staff</p> <p>AB/SLT</p> <p>SLT</p>		Closed

This risk assessment has been shaped and approved by the staff, Trustees, Governors and teaching unions.

RISK REGISTER

Likelihood

5 Very High	There is little doubt that it will happen soon
4 High	Strong chance it will happen in the next year
3 Significant	50/50 chance this will happen in the next year
2 Low	Not expected to happen in the next year
1 Very Low	Almost impossible

Severity

5 Catastrophic	Loss of operations for more than a week; severe injuries or loss of life; gross failure to meet national / professional standards; major long term consequences; extensive coverage in press; major financial loss then threatens existence.
4 High	Loss of operations for up to a week; severe injuries; severe financial loss with impact on operations; damage to reputation, local press coverage
3 Moderate	Some disruption to operations for 48 hours; short term illness / injuries; some damage to reputation; financial loss than can be managed within budget.
2 Low	Limited short-term disruption to operations; minor injuries / illness; small financial loss.
1 Negligible	Not a noticeable effect on the school; no injuries; no damage to reputation.

Risk Matrix

Figure 1 - Risk Assessment Matrix

