

Reopening discussion template – to be adapted to suit the needs of the school.

Activity	Comments/Issues/Controls & Solutions
How many students will we be able to accommodate safely on the premises at one time? How will we come to this figure?	<p>EYFS Bubble – Maximum 60 Children KS1 Bubble – 80 Children KS2 Year Group Bubbles (Maximum 43 Children)</p> <p>Classes be separate as much as possible. This organisation allows for lunch and PPA to be provided.</p> <p>Before and After School Club: 1 x bubble of 8 ch (Early Years) 2x bubbles of 15 ch (KS1/2)</p> <p>Children will remain in these bubbles with their designated adult.</p>
How will I ensure all Health & Safety/statutory compliance checks are up to date?	<p>Site staff to cross check against checklist- as the school has not been closed these have been maintained.</p>
How will we manage pupils coming to school and being dropped off? – consider vulnerable/social needs transport	<p>Doors will be open in the morning and there will be no lining up pupils enter between 8.40 and 8.50. Dismissal will be 3.25 for Reception and KS1 and 3.30 Nursery and KS2 to prevent congregation. One way system around school building.</p> <p>Before and After School Club: Parents will continue to use the buzzer system. Sanitiser is available to use before they press the buzzer.</p>
How will we get pupils onto the school site and into the premises? – consider a specific point if needed	<p>Through the main gate off Masefield road and the public footpath leading from the housing estate opposite school.</p> <p>Before and After School Club: Use the side gate by Year 1. No one way system needed here as there is space for the small numbers of families arriving at any one time to social distance. Staff will remind parents to maintain a safe distance.</p>
What lessons will we deliver and how (including group sizes, cohorts, desks, resources)	<p>Initial induction will need focus on hygiene, wellbeing and PSHCE to support pupil transition. Pupils will have their own equipment packs. Other resources should be limited and must be cleaned if used by other pupils. Pupils Y3 onwards will forward face except for reasonable adjustments for SEN pupils. Pupils in KS1 will stay in same places as far as possible.</p>
How will we manage break times? – consider areas to be used/staff available/pupils requiring additional support	<p>Each bubble will have their own playtime. Equipment will be used by that bubble only and must be able to be cleaned if it is to be moved.</p>

	Before and After School Club equipment and resources will be assigned to bubbles on a rota and will be cleaned if it is to be moved.
How will we manage lunch times – consider the above points	Each bubble will have their own designated play area. Pupils will have a time slot for the dinner hall which will be cleaned in between. KS2 Pupils will eat in their classrooms on a rota basis.
How will we manage pupils going home – as above, a specific point?	Doors will be open and pupils dismissed as soon as parents arrive. Before and After School Club: Parents will continue to use the buzzer system. Sanitiser is available to use before they press the buzzer. Use the side gate by Year 1. No one way system needed here as there is space for the small numbers of families arriving at any one time to social distance. Staff will remind parents to maintain a safe distance.
How will I stop congregating and manage minimal movement around school – consider out of bounds areas and how this will be controlled	Each bubble can access outside with minimal movement. Separate times will ensure no congregation.
Do I need to put makings down on the floor or introduce a one-way system?	Each class has their own designated entrance/exit system so no one way system is required.
How will we prepare classrooms, remove items not needed and keep the area as clean as possible?	Tables will be spaced out. Cleaning boxes, first aid and PPE located in each room. Items cleaned between use. Individual resource packs for pupils.
How will I support SEND pupils?	SENCO reviewed all pupils return and update PEEP, IRA as necessary. Check in phone calls weekly throughout lockdown and before summer.
How will I ensure my cleaning regime is thorough and fit for purpose – consider who to liaise with, asking staff to raise concerns	Meet with cleaners- enhanced cleaning. Guidelines followed as per cleaning in non healthcare settings. Cleaning boxes in each room desks, door handles cleaned throughout the day.
How will waste be removed and how frequently?	At end of day but also at midday if necessary. Double bagged and stored as per guidance. PPE used.
What will seating arrangements be – pupils/staff?	Any seating will have maximum spacing between pupils. Chairs removed in staff room and guidance displayed stating how many people can be in there at any one time. Pupils forward facing Y3-6.
How will I manage first aid provision?	Staff have completed first aid awareness. As well as designated first aiders on site. PPE to be worn. Call for PFA if required for more serious injury.
How will I manage fire evacuation/invacuation?	Updated fire plan details this. Pupils and staff rehearse new system.
How would I deal with other emergencies – consider needs/availability	See relevant plans for invacuation.
What will my main barriers to social distancing be and how will I manage them?	Age of pupils- this will be discussed with pupils. Rooms will be set up to promote this as best as possible.

How will I liaise with and support teaching staff and others on site?	Email, skype and zoom. Limited contact where possible. Distancing in place where staff need to be together.
How will I communicate with parents?	Text, twitter, phone calls, website, emails
How will I manage effective handwashing?	Pupils taught about this again. Designated toilets and regular handwashing. Gel to support this in every class.
Am I happy we have sufficient soap or sanitiser on site?	Yes- this is under constant review.
Who and how will contractors be managed?	CA will seek authorisation from GY and will supervise these.
How will visitors be managed?	No visitors unless authorisation by GY. Will be asked to sanitise hands. Only 1 waiting in waiting area. PPE to be worn in line with visitors' company requirements.
Name of person(s) involved in the discussion	LW, GY, LB – wider staff consultation. Information to be documented in a staff reference handbook given ahead of opening so staff can read again at own time and take further time to consider and know the new systems Staff consulted and proposals shared with opportunity for feedback and discussion

***If new Government or Public Health England guidance, information or advice comes out this document must be amended as appropriate.**

Task/Activity: Schools wanting to reopen or increase numbers of students on site during the Coronavirus (Covid-19) outbreak.	Date assessment completed: September 2020	Review Date: On-going/on a weekly basis/in line with government guidance
Brief Details of Task/Activity:	Assessment completed by: Gemma Yapp	Signature: <i>G Yapp</i>

1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing to control the hazard?	4. What further action or additional controls are required	5. Risk rating	6. Action by who	7. Action by when	8. Date completed
e.g. slip/trip hazards, electricity, manual handling, work equipment	e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc		(if necessary)	after controls			
School reopening without due consideration and procedures put in place	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions	<p><u>Many of the controls measures in this section are identified again/expanded upon in the other sections below This section is aimed at considering how you will prepare your school to open or to welcome greater numbers of students onto site</u></p> <ul style="list-style-type: none"> School and site team to work together and discuss how persons will come onto site, move around on site and leave the site safely. A one-way system in place around school. SLT direct parents/carers when 	Head Teacher (HT) /SLT to confirm actions have been taken and the school prepared for this phase. One Way system markings/posters	E	GY	4.9.20	4.9.20

	Possible/increased risk of infection	<p>they arrive. Floor markings/posters show direction. e.g.</p> <ul style="list-style-type: none"> • SLT/site team will work together to identify how to reduce congregation of students and identify possible pinch points on the site. • Staff to decide what non-essential play or learning resources can and should be removed and take action to do this. • Identify and put in place enhanced cleaning regimes across site. Work with site team as needed to identify areas which need additional cleaning. • HT to ensure daily updates are communicated to staff, the school website is updated, and relevant information is communicated to parents/carers. • HT to decide how visitor management will take place and determine how visitors will be reduced to essential persons only. • HT will approve all visitors to site. • Staff, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines. • Parents/Carers are instructed via letter/text to monitor their child's health and should not send their child to school if they or another member of their household is displaying Coronavirus symptoms. 	<p>Identified congregation points (start of one way system) and put member of SLT there to help direct parents/carers.</p> <p>Soft/spongy types of play equipment removed by SLT as it is higher risk</p> <p>GY worked with office and site manager to discuss cleaning regime and frequent touch surfaces.</p> <p>Continue to update document so it reflects schools procedures</p>				
Building compliance checks not completed or the school site is not sufficiently clean to prior to opening	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people	<ul style="list-style-type: none"> • Head Teacher/Business Manager/Site Manager to confirm that compliance and building checks are up to date and recorded and any issues acted upon. • HT/Office liaise with FM provider or Asset Management for advice as needed. • HT/SLT to decide if any area/s of the school need a more intensive clean prior 	<p>Ensure documents demonstrating compliance checks are in place.</p> <p>GY to liaise with site manager and cleaning staff to ensure all</p>	E	GY	4.9.20	4.9.20

	<p>with underlying health conditions</p> <p>Possible/increased risk of infection/ legal, financial and reputational risk – not ensuring the building is safe for use</p>	<p>to opening or seek advice from DoE or other authoritative body if needed.</p>	<p>compliance checks are in place prior to school opening</p>				
<p>Poor communication with staff parents/governors/visitors</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> • This RA and controls will be discussed with staff during INSET day. • Relevant parts of this RA will be communicated with parents/governors/visitors and other relevant persons (By Letter and text when appropriate) 	<p>Establish appropriate communication strategy for both staff, students and parents/others</p> <p>INSET led by GY on 4.9.20.</p> <p>Letter sent by GY on 16.7.20. This was posted out to parents of children who were not attending school at the time.</p>	E	GY	4.9.20	4.9.20
<p>Cleaning regime not sufficient for needs/numbers on site</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p>	<p>HT/site team to work together and identify the type of cleaning regime in place and what enhanced cleaning regime is needed as school reopens or increases numbers by considering:</p> <ul style="list-style-type: none"> • Areas open – classrooms on plan • Ensure high contact areas are cleaning regularly by bubble staff • PPE available for intimate care and bodily fluid cleaning. 	<p>Keep cleaning regime under review daily.</p> <p>PPE outside AD office</p> <p>Enhanced cleaning agreed with staff – each bubble has</p>	E	GY	4.9.20	4.9.20

	Possible/increased risk of infection	<ul style="list-style-type: none"> • Desk cleaning materials available for all staff • Which play equipment/resources can be removed for the time being, put into temporary storage, ensuring this is done, including items such as soft furnishings/difficult to clean items. • Teaching staff to identify play or other equipment in their area which needs cleaning and how this will be done? • HT to communicate cleaning regime with others. • Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including items which are visibly contaminated with body fluids. • HT/SLT/staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with GY • Staff and pupils are encouraged to use E-bug resources on https://campaignresources.phe.gov.uk/schools - an interactive site on how to stop germs spreading. • HT to confirm that waste bins will be emptied more regularly/2 times per day. • HT to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus. • School to consider if the current disposal of any used PPE or cleaning products is adequate. • School to seek advice from cleaning team/LA or DoE as needed regarding cleaning of the premises. 	<p>own cleaning equipment. A labelled photo of cleaning box was emailed to all staff on 27.05.20.</p> <p>GY is confident that cleaning and staff safety has been considered. Staff reminded of equipment they should use (see photo that was emailed above)</p> <p>Bin to be emptied regularly by site manager.</p>				
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<p>Lack of cleaning products on site</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> HT/office to establish what cleaning products are needed and ensure there is a continued sufficient supply on site: <u>consider plan B in case products are hard to source.</u> Reminder to staff and others that soap and water are the best products to use to maintain clean hands. 	<p>VEJ will source cleaning equipment from current provider</p> <p>If out of stock, school will source equipment from partner school – Red Lane Primary.</p>	<p>D</p>	<p>GY</p>	<p>4.9.20</p>	<p>4.9.20</p>
<p>Vulnerable persons brought back on site – school not following guidelines</p>	<p>All persons/vulnerable persons</p> <p>Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines</p>	<ul style="list-style-type: none"> HT with support from LW will decide which staff and students should or should not return to school due to medical conditions as per government guidelines. Support from HR, GPs or OH as needed. 	<p>Contact pupils/staff to notify</p> <p>Vulnerable persons parents/carers contacted by SLT to invite them to school (if not already in school).</p> <p>If they have a medical condition as per government guidelines they will continue to stay at home and receive online learning. These pupils are recorded on the daily registers.</p>	<p>E</p>	<p>GY</p>	<p>4.9.20</p>	<p>4.9.20</p>

<p>Too many staff / students/ others on site to be able to maintain social distancing</p>	<p>All persons on site Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines</p>	<ul style="list-style-type: none"> • <u>HT to liaise with SLT and site team to identify how many students can safely return to school using Government/Public Health and DfE guidelines.</u> • Relevant staff consider how to set up classrooms and other spaces. 	<p>Tables to be forward facing where possible.</p> <p>Separate entry/exits for year groups.</p> <p>Separate lunch/breaks</p> <p>Staff to social distance</p> <p>Staggered finish times.</p> <p>One Way system</p>	<p>E</p>	<p>GY</p>	<p>4.9.20</p>	<p>4.9.20</p>
<p>Persons congregating at the start and end of the day</p>	<p>All persons/vulnerable persons Possible/increased risk of infection</p>	<ul style="list-style-type: none"> • HT to discuss how to manage and reduce persons congregating to drop off pupils and pick them up. • Decide if staggering needed. • Communicate with parents and others the process to follow via phone/letter. 	<p>Staggered finish times</p> <p>One Way system – SLT to control</p> <p>Communication with parents after school via phone. Office will note down any parents who need a phonecall.</p> <p>One parent only during drop off & pick up. This was communicated on letter to parents.</p>	<p>E</p>	<p>GY</p>	<p>4.9.20</p>	<p>4.9.20</p>

<p>Lack of/poor social distancing (including specific areas)</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>HT/SLT to determine the number of staff/pupils that could safely be accommodated in school daily (using Government guidance) and determine:</p> <ul style="list-style-type: none"> • SLT to decide which lessons can resume safely and develop lesson plans. • Stagger breaks, lunch periods as needed and communicate this to others. • Contact DoE, CLEAPSS or other competent advisors for curriculum support or guidance on relevant issues. • Consider the main congregation areas and how HT/SLT can maintain their use or do things differently, this includes; cloakrooms, corridors, halls, dining rooms, staff rooms, first aid rooms, kitchen areas, receptions, offices, classrooms Communicate their use or develop etiquette systems of use. • Safe work procedures put in place for congregation areas (lunches at desks, developing a one-way system for movement around school, using floor markings, moving desks to ensure 2m distancing (following Gov examples). <p>Government guidance provides lots of tips to help schools develop their RA regarding social distancing:</p> <ul style="list-style-type: none"> • Breaks/playtimes/lunchtimes are staggered • Staff and pupils are not to gather in large groups • Pupils will remain in their groups, e.g. learning groups during the day • Staff and pupils/all persons are to walk in single file on the left-hand side of the corridors – consider if floor markings/signage/barriers are required 	<p>Forward facing tables where required. Separate entry/exit Separate lunch/breaks Staff to social distance Staggered finish times. One Way system</p> <p>One pupil per time at toilet.</p> <p>2 person at a time in photocopier area – door propped open. Face coverings to be worn in this area.</p> <p>8 people at a time in staff room – social distanced. Face coverings to be worn when not eating and drinking.</p> <p>Face coverings to be worn by staff when in busy communal areas.</p> <p>Visors to be worn by staff when working in close proximity to pupils (i.e. when social distancing</p>	<p>D</p>	<p>GY</p>	<p>4.9.20</p>	<p>4.9.20</p>
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		<ul style="list-style-type: none"> Toilets are used separately/one after the other 	<p>may not be possible e.g. reading activities)</p> <p>All staff must wear a face covering when going to the main office and must remain in the doorway.</p> <p>Minimal lunch queues as only one class in the hall at a time or the children eat in classrooms.</p>				
Lack of support for SEND children or those with other needs	SEND/ pupils with additional needs	<ul style="list-style-type: none"> HT to identify those who might need support and ensure personal RA are developed and communicated - this should include emergency procedures and evacuation plan as needed. Parents of pupils with SEND have been contacted and the option of a phased return to school has been given. Staff are aware the children to whom this applies. 	GY to support RA with workload to continue to monitor/contact SEND pupils	E	GY	4.9.20	4.9.20
Support given to staff to ensure their wellbeing also dealing with conflict/concerned parents	<p>Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions</p> <p>Possible/increased risk of infection, stress, anxiety for verbal conflict</p>	<ul style="list-style-type: none"> HT to Identify which staff who fall into vulnerable groups and offer support as per Government guidelines HT to provide EAP number/access to school Occupational Health provider if required. Ensure Bolton Councils Wellbeing guidance/own OH providers Wellbeing guidance is followed. Additional support given by HT/SLT to all staff where required to ensure their wellbeing is managed/concerns addressed. 	<p>Regular communication of wellbeing/mental health information and open-door policy for those who need additional support.</p> <p>No parents in school unless GY has allowed.</p>	E	GY	4.9.20	4.9.20

		<ul style="list-style-type: none"> • Current working arrangements/procedures to be reviewed initially on a weekly basis. • School to maintain communication with parents by twitter/text/phone/email • Zero tolerance policy on violence and aggression towards staff – this will be re-iterated where required. • Parents/carers/visitors can speak with staff via telephone appointment only. Where face to face meetings are unavoidable, they will be held outside this will ensure 2m / social distancing can be maintained. If an indoor meeting is required then face coverings must be worn and social distancing guidelines followed. 					
Poor hygiene		<ul style="list-style-type: none"> • School to follow relevant guidance relating to hygiene – Gov/PHE/NHS. • Staff and students reminded about good hygiene principals by HT or class teacher. • Students reminded to wash hands throughout the day verbally by teaching staff. • The class teacher will maintain hygiene supplies in his or her room. Main supplies held outside GY office. • Where identified in a RA - the correct PPE will be provided. • Ensure used PPE is disposed of in accordance with Government guidelines. • School to follow Government guidance on the use and disposal of PPE to protect against coronavirus. 	<p>PPE disposed off straight into black bin liner.</p> <p>SLT must be notified and record PPE use.</p> <p>Detailed information given to SLT to ensure the PPE is donned, worn and safely removed. Details kept of PPE provided and uses</p>	E	GY	4.9.20	4.9.20
Maintaining social distancing guidelines – EYFS/Pupils with EHCP's	<p>Staff, EYFS/Vulnerable pupils –</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> • HT/Teachers in this setting to use additional/specific Government guidelines to develop any additional procedures (in addition to the others in the assessment) within this area and add to this risk assessment. 	<p>Guidelines in relation to EYFS guidance.</p> <p>¹¹ In order to facilitate cleaning, remove unnecessary items from learning environments where there</p>	E	GY	4.9.20	4.9.20

		<ul style="list-style-type: none"> Procedures communicated to staff and parents by phone call/meeting (where arrangement have changed) 	<p>is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts."</p> <p>"Consider new approaches that will need to be taken to minimise the sharing of resources between groups, for example for painting, sticking, cutting and outdoor construction activities, which should be thoroughly cleaned before and after use by different groups."</p> <p>Malleable resources, such as play dough, should not be shared between groups and public health advice is that, as sand pits cannot be thoroughly cleaned between uses, they should not be used at this time. Consider how resources can be used safely and in which circumstances and which items it might be more practical to remove during this time."</p> <p>"Plan how outdoor space, where available, can be used as much as possible. Consider how all groups of children can be given equal opportunities for outdoor learning, while ensuring outdoor equipment and toys are appropriately cleaned between being used by different groups." (DfE guidance)</p> <p>Classroom tables have already been arranged. Children will be encouraged to sit at their own tables to complete tasks and they will each have their own labelled pencil cases. Although communal areas will need cleaning more often, only resources that are transferred from one bubble to another need to be thoroughly cleaned. The need for sharing resources between our bubbles is unlikely, including the outdoor spaces. This means that children can access provision within their bubbles, but please ensure that soft furnishings are removed. Your classroom rugs can stay where they are.</p> <p><u>Cleaning:</u> The office staff will take care of cleaning of communal spaces such as door handles etc. so don't worry</p>				
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			<p>about having to do any more cleaning than necessary.</p> <p><u>Snack:</u> Craig has checked with the fruit suppliers and there won't be any fruit provided until September. Therefore, parents can send their child in with a snack. Please plan for all children to eat snack at the same time so that handwashing before and after eating can be adhered to. Free snack choice won't be feasible in the current circumstances.</p> <p><u>Bringing things from home:</u> "Consider and communicate a policy on bringing items and toys from home. This should only be done if absolutely essential and, where this is the case, items should be appropriately cleaned on arrival." (DfE guidance)</p> <p>As a school we will ask that children DO NOT bring items in to school at all from home, other than their lunch bag, coat and water bottle. Parents will be reminded of this this week when they are contacted about the group their child will be in.</p> <p><u>Drop offs:</u> "As some young children will not have been attending a setting for a number of weeks and may be feeling anxious, work with parents and carers to consider how best to manage dropping off their children while maintaining physical distancing."</p> <p>"Limit external visitors to the setting and ensure they only come into the building when strictly necessary, for example if providing an essential service or essential support for a child's health and wellbeing" (DfE guidance)</p>				
Poor visitor management	Staff/visitors Possible/increased risk of infection	<ul style="list-style-type: none"> All visitors to be approved by GY only All visitors met by GY, advised to wash hands and procedures for social distancing communicated. Visitors may 		E	GY	4.9.20	4.9.20

		<p>wear a face covering in line with their company's guidelines.</p> <ul style="list-style-type: none"> • Visitors have been provided with a letter outlining guidance for entering the school and working with pupils/staff. 					
<p>Staff/Pupils displaying symptoms of coronavirus during school hours</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection identify a named room</p>	<p>The HT and/or SLT will be notified immediately. Staff or pupils displaying symptoms of Coronavirus will be sent home.</p> <ul style="list-style-type: none"> • Parents/Carers will be contacted to arrange for their child to be collected – • If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door (depending on the age of the child), with appropriate adult supervision and a window will be opened for ventilation. If this is not possible, move to an area which is at least 2m's away from other people. If the pupil needs the toilet whilst waiting to be collected, they should use a separate one if possible and the area should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care. • Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds. • The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately. • School will develop a suspected coronavirus letter to be sent home with each child and parents/carers are asked to monitor the health of their child and 	<p>If concerns, GY has thermometer to check temperature. This will be done using PPE as it requires close proximity.</p> <p>VEJ to create letter template</p> <p>Room where children wait is Lisa's office.</p>	D	GY	4.9.20	4.9.20

		continue to follow Government/NHS guidelines and advice from their GP.					
Coronavirus spreading/being transmitted in school	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions Possible/increased risk of infection	<ul style="list-style-type: none"> Government advice will be followed with regards to cleaning the area where a suspected case has been verified. The schools cleaning regime for suspected cases is closure of bubble and deep clean of area. Cleaning items will be removed from site by CA wearing PPE Executive Head teacher/Local Authority/Public Health will be told about a confirmed case by GY 	Site Manager to ensure there is a continued supply of hand washing equipment/to ensure supplies are monitored. Site team/caretaker to ensure supply of PPE is available/to monitor supplies.	D	GY	4.9.20	4.9.20
Unable to prepare/service school meals and snacks	All pupils on site	HT will determine the procedure school will follow for preparing and providing lunches, this will be considered weekly in liaison with school catering and may include; <ul style="list-style-type: none"> Lunches at desks for some children Staggered lunchtimes 	Office to liaise with Catering ensure RA have been shared or discussed and that school is confident kitchen staff safety has been considered. ensure the system used for lunches is assessed regularly	E	GY	4.9.20	4.9.20
Inadequate first aid and fire warden provision (including for those with additional requirements)	School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate	<ul style="list-style-type: none"> HT/SLT to review current first aid procedures/fire evacuation procedures, taking in account possible reduced staff numbers. EYFS/KS1 – the HT will ensure an appropriate number of Paediatric first aiders /Emergency PFAs are available. HT to ensure additional first aiders/fire wardens, if required, are nominated and 	GY to ensure enough first aiders in school – this is highlighted on timetable of staff. Bubbles to follow school fire route for classroom they are	E	GY	4.9.20	4.9.20

	<p>staff/pupils with a PEEP</p>	<p>receive the appropriate support and information to undertake this responsibility.</p> <ul style="list-style-type: none"> • Consideration given to students who may need medication and how this will be provided • Advice/guidance/training obtained from the Health, Safety and Wellbeing Team (if LA school/purchased an SLA) with regards to managing fire safety. • New PEEPS to be completed as needed and communicated with nominated person/buddy. • All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy. 	<p>located. Staff to follow this policy.</p> <p>If medication is needed to be given by member of staff, they must wear PPE.</p> <p>New PEEPs to be completed for allocated children and shared with staff.</p> <p>All accidents and incidents to be reported as normal in line with policy.</p>				
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CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self-help. No treatment required.

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E