



Pevensey and Westham CE Primary School Risk Assessment



Workplace	Pevensey & Westham CE School	Likelihood (L)	X	Severity (S)
Department	Schools	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Luke Paramor	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Full reopening of school from 8 th March 2021	Likely	4	Major (death or serious injury)
Date reviewed	5/7/21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Education of pupils during pandemic	Low = 1-8	Medium = 9-14	High = 15-25

This Pevensey and Westham CE Primary School risk assessment builds on the East Sussex County Council model risk assessment. It has been written in-line with Government Guidance: School coronavirus (COVID-19) operational guidance and updated following the announcement of the easing of restrictions from 19/7/21.

Version 1 and 5 of this risk assessment have been approved by school governors (1/3/21, 26/4/21) with it being kept under review by the Headteacher as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

The [DfE latest documents and guidance webpage](#) is being updated regularly

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.
- Having been notified of a suspected case, the provider will contact Public Health England before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
1. Potential transmission to clinically vulnerable staff and pupils	All members of school community	<p>1a. Pupils:</p> <p>All parents informed that school attendance will be mandatory for all pupils from 8 March.</p> <p>Parents have been advised to contact the school if their child is clinically extremely vulnerable or clinically vulnerable to ensure personalised risk assessments can be developed.</p> <p>Parents have been advised to contact the school regarding any medical changes previously unknown to the school following lockdown.</p>	2	4	8				

			<p>1b. Staff:</p> <ul style="list-style-type: none"> ● Individual risk assessments with staff to be reviewed prior to school reopening. This includes staff who may be clinically extremely vulnerable, clinically vulnerable or who may otherwise be at increased risk from COVID-19 ● The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures. ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace ● Where it is appropriate to do so, appropriate PPE should be worn ● Governors and leaders will pay regard to the work-life balance and wellbeing of all staff including the Headteacher. School has ensured they have explained to all staff the measures being put in place and staff were involved in the process. ● Systems have been reviewed to support the well-being of staff who may be anxious. Information about the <u>extra mental health support for pupils and teachers</u> is available. ● The use of supply teachers and peripatetic teachers will be kept to a minimum to reduce the numbers of visitors to the school ● Limited volunteers in school agreed on a case by case basis to support the smooth running of the school. Any volunteers to receive Covid-19 induction before starting and will work alongside school staff to ensure clarity of routines in maintaining bubbles. ● The schools will not be hosting ITT trainees. 							
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2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p><i>The following control measures have been considered:</i></p> <ul style="list-style-type: none"> <i>(i) Movement around the School site,</i> <i>(ii) General classroom activities,</i> <i>(iii) Playground activities,</i> <i>(iv) Play equipment</i> <i>(v) Educational Visits</i> <i>(vi) Wraparound provision</i> <p>Face Coverings</p> <ul style="list-style-type: none"> ● Face coverings will be worn by staff and visitors in corridors and other communal areas except for when eating ● Children in primary school do not need to wear a face covering. ● Some individuals are exempt from wearing face coverings. Teachers and other staff will be sensitive to those needs. ● Contingency supply of face masks is available at the school office ● Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use <p>2a – Pupils</p> <ul style="list-style-type: none"> ● Pupils grouped into class/year group bubbles throughout the day. ● Parents informed of limited equipment that children are expected to bring in to school. ● NHS guidance on hand cleaning reviewed ● Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> ● arrival to school ● returning from breaktime ● before & after eating ● wash hands after going to the toilet 	2	4	8				
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- when they change rooms
- sanitise before leave room if going to toilet during lesson times.
- children encouraged to wash hands after using the toilet and also required to use hand sanitiser upon returning to classrooms.
- Behaviour policy reviewed and shared with pupils, staff and parents.
- Older pupils will be encouraged to maintain distance and understand not to touch staff and their peers where possible – *'this will not be possible for younger children and those with complex needs'*. Contact between groups will be avoided.
- High visibility of SLT to support with behaviour
- Leaders to ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach.
- All staff to reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.
- 'Catch it, Kill it, Bin it' signage around school
- All staff to remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.
- Pastoral support has been coordinated for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time.
- All parents have had the opportunity for a telephone discussion with headteacher to discuss any issues related to returning to school on 8/3/21.
- Appropriate support is in place for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools
- Leaders have produced individual risk assessments for pupils with EHC plans attending school. These may need amending.
- Toilet arrangements in line with government guidance for each group
- Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about

the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups

- Parents advised to report any concerns relating pastoral, anxiety and/or mental health issues before returning to school on 8/3/21
- Headteacher or member of SLT to contact any parents wishing to discuss concerns regarding return before 8/3/21
- Whenever possible, good ventilation ensured through open windows.
- Children may sing in their classes (assuring there is effective ventilation) or as a single class outside or in the hall.
- Where possible doors to be propped open to reduce door handle contact etc. Approved hold open devices use.
- Timetable reviewed to reduce movement around the school buildings and for opportunities for activities to take place outdoors.
- Breaks and lunchtimes staggered to limit potential for groups mixing. Teachers to lead bubbles to allocate places.
- Ongoing leadership support for any emerging anxiety and/or wellbeing issues
- Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask. Guidance provided in school bulletin:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- Daily worship in classrooms not in main hall
- School may work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. The school will consider carefully how such arrangements can operate within their wider protective measures.
- Risks assessments associated with wraparound provision reviewed

- From 29 March, all parents will also be able to access provision for one of these additional purposes:
 - where the provision is taking place outdoors - all children may access outdoor provision regardless of circumstances
 - as part of step 2 of the roadmap, all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.
 - Educational day visits can resume from 12/4/21.
 - Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time
 - This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.
 - Full and thorough risk assessments in relation to all educational visits will be developed to ensure they can be undertaken safely.
 - Domestic residential educational are advised against until no earlier than 17/5/21. Plans are underway for a short residential for Year 6 pupils during Term 6.
 - The approach to domestic residential visits is dependent on the roadmap and is subject to change.
 - Children can take reading books home although these will be either wiped clean or set aside for 48 hours before going back into circulation.
- 2b – Staff**
- Plan in place to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5
 - School to maintain class or year group bubbles.
 - Computers and telephones shared by users to be wiped down at the start and end of use.

			<ul style="list-style-type: none"> • Support in place for pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September • Most staff will operate within one class bubble. Some staff, including specialist teachers and support staff may operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where possible, support staff will limit movement only across year group bubbles. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible. When working in a different year group to main year group, support staff to wear face mask. • Staff are aware of DfE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. • All staff to reinforcing learning and practice of good hygiene habits including through games, songs and repetition • Remote learning plans in place: www.pevenseschool.org.uk/news/2020/09/07/covid-19-updates • <u>NHS guidance on hand cleaning reviewed</u> • Class/Year group bubbles in place and all stakeholders encouraged to social distance in line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1 Prevention point 5</u> • Breaks and lunchtimes staggered to limit staff in staffroom and offices. Staff to maintain social distancing during lunch and break times • Staff to wear masks around school when not working in own bubbles or eating. • Staff will continue to test with LFDs twice a week at home, as per existing <u>guidance on testing for staff in primary schools and nurseries.</u> • <u>Teachers can take books home</u> 								
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		<p>2c – Buildings and resources</p> <ul style="list-style-type: none"> ● All the usual pre-term building checks undertaken to make the school safe. ● Systems to reduce congestion in corridors and access via external doors where possible. ● Furniture arranged to allow for seating pupils side by side and facing forwards where possible. ● Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Site staff to ensure they are regularly cleaned along with all touched surfaces. ● PE to be taken outside whenever possible. ● From 29 March, outdoor competition between different schools can take place although we have no plans to reintroduce this at present. ● KS2 pupils to have lunch to be in classrooms to avoid congestion in corridors and hall. EY and KS1 Pupils to eat in hall. Limited to 3 class bubble in the hall and maintaining minimum 2m distancing between bubbles. Separate entrance and exit routes. Tables and chairs, disinfected after each sitting. Staff supervising in the hall are those in existing class bubble. Doors remain open for ventilation. External doors open between sittings. Kitchen team to remain in own area. ● Kitchens are fully open and comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>. Food provided to all pupils who want it, including FSM or universal infant free school meals. ● Sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, hand sanitiser available in classrooms and other learning environments ● Thorough cleaning of rooms and equipment at the end of each day and between use by different groups 							
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- Toilets will be cleaned regularly.
- Toilet blocks will be shared by a limited number of bubbles.
- Resources that are shared between classes or bubbles, such as sports, arts, and science equipment must be cleaned frequently. When sharing equipment between different bubbles, either:
 - clean it before it is moved between bubbles
 - allow them to be left unused for a period of 48 hours (72 hours for plastics). This includes reading books taken home.
- Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in reception areas.
- All visitors coming into school who are in situations where maintaining social distancing is unlikely will be asked to provide proof of having completed a LFD test prior to entering the school. LFD tests can be provided by the school if necessary.
- Covid-19 Visitor checklist to be sent to visitors in advance of a visit via email.
- Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance
- All pupils, parents/carers and any visitors, such as suppliers, advised not to enter the school if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- Records to be kept of any additional adults entering classrooms to be maintained to support track and trace if required
- Maximum capacity signage in place for communal areas.
- Library to be accessed only by small groups (max 6) with adult supervision. All users to wash hand before and after using library. Returned books to be set aside for 48 hours. Computer to be wiped down before and after use.

3.	Site Safety risks <ul style="list-style-type: none"> ● Fire procedures ● Lockdown ● Movement for lunch / transitions ● Toilets ● Security including risk of theft ● Data breaches 	All members of the school community	<ul style="list-style-type: none"> ● Attendance register and following up any absences in line with statutory guidance ● School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. ● Pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. ● Review fire evacuation and lockdown procedures with all staff ● Remind children of fire evacuation procedures on 8/3/21 ● Undertake fire drill under current Covid-19 measures (most recent drill 20/4/21) ● Share lockdown procedures with all staff ● Lockdown drill undertaken (10/12/20) and policy reviewed ● Follow revised lunch and break rotas to ensure safe movement around school ● Children to seek permission to use toilets to ensure staff know where children are at all times ● High expectations of how children move around school upheld by all members of staff ● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. ● Reviews of site safety in the light of windows and doors being open to aid good ventilation. ● Online safety policies and procedures considered in light of lessons learned during home learning 	2	4	8				
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4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<ul style="list-style-type: none"> • To support adherence to procedures, drop off and collection times and guidance will revert back to those followed in Terms 1 and 2. • Guidance shared with parents before pupils return on 8/3/21 • Parents and carers informed that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule • Parents/carers and pupils informed of their allocated staggered drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Pupils to use hand sanitizer on arrival • Parents and carers encouraged not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • Additional SLT supervision of drop off and collection • Review and revise drop off and pick up protocols as necessary to minimise social contact and reduce length of time that parents queue • Staff and parents/carers advised to minimise contact at drop off and collection and maintain social distancing. • Parents requested to wear face coverings when coming onto site at drop off or collection. • Gate duty staff to wear a mask at drop off/collection. 	2	4	8				
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5.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The <u>DfE Guidance for full opening – Section 2</u> details a new framework for transporting pupils to and from schools</p>	Pupils	<p>The school does not use any dedicated public transport</p> <p>Arrangements for pupils in taxis have been made.</p> <ul style="list-style-type: none"> • Staff, pupils and parents aware that social distancing will not apply on dedicated transport from September • Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See <u>DfE Guidance for full opening – Section 2</u> <p>Wider public transport</p> <ul style="list-style-type: none"> • Communicate to parents that public transport capacity is likely to continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. • Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible • Where possible parents, staff and pupils encouraged to walk to school. • Parents advise to park away from the school if possible with ticket for parking at the castle made available from school office • Refer any families using public transport to the <u>safer travel guidance for passengers</u>. 	2	4	8	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#transport</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>			
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6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<ul style="list-style-type: none"> ● For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). ● A copy of the COVID-19 specific risk assessment for catering is kept by the school ● Isolate and send children and staff home immediately if they display symptoms ● School has reviewed effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc. to ensure appropriate social distancing for any visitors. ● School has revised visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. ● Ensure communication to and from catering company - Harrisons - if case of Covid-19 confirmed. ● Shared rooms, e.g. staff room, reprographics room reorganised to maximise space ● Staff advised alongside signage of maximum occupancy limits in shared indoor rooms ● Number of visitors minimised ● Any visitors to the school receive clear messages about social distancing procedures for adults and use of face masks. ● Records are kept of all visitors; names, dates, and contact details. ● Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school ● Parents and carers bringing or collecting pupils during the day to phone ahead and arrange to drop/collect safely ● Reception layout is compliant with social distancing guidance 	2	4	8	DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools			
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7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> ● Site staff follow schools coronavirus (COVID-19) operational guidance and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case ● With all children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will be cleaned thoroughly each day. ● All handwashing sinks, soap dispensers, hand gel etc. are checked 3 times a day to ensure stock levels are adequate. ● Outdoor handwashing stations purchased ● Inspect daily to ensure good/effective hygiene levels ● Any resources shared between classes or bubbles, (e.g. sports, art and science equipment) will be cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). ● Outdoor play equipment will not be used by different bubbles without cleaning. ● School has review any use of shared equipment by extended school ● Cleaning schedule in place to ensure effective hygiene standards ● Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. ● Plan for safe return of equipment previously removed from classrooms, such as books and games, which can from September be used and shared within a group/bubble. Plan to ensure they are regularly cleaned along with all touched surfaces. ● Purchase additional pressurised antibacterial spray cleaner for easy disinfecting. ● Staff to contact office if stocks of soap/hand sanitisers are low 	2	4	8				
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8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<p>School MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> • Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance • Suitable PPE supplies to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. ○ staff caring for pupils with routine intimate care needs that involve the use of PPE • Dynamic risk assessment needed in the event of any behavioural issues etc. that may lead to use of restraint. • If anyone becomes unwell with signs of COVID-19 they will be sent home and households advised to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> • Pupil / member of staff will be isolated immediately to a room behind a closed door – located off reception area. If appropriate, arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities will be used if necessary, which will then be cleaned and disinfected before use by anyone else. • HT to advise staff that if they are displaying symptoms they should be tested ‘as soon as practicably possible.’ • Rooms and facilities to be deep cleaned as necessary before they are used again. The <u>cleaning of non-healthcare settings guidance</u> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. 	2	4	8				
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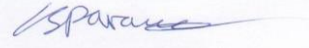
			<ul style="list-style-type: none"> • If the school is notified of a positive COVID19 test result for a member of staff, the school will contact DfE Helpline – 0800 046 8687 (selecting option 1) who conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff. • We will contact and update the LA via the COVID19.SchoolsInformation@eastsussex.gov.uk inbox. We report all confirmed, positive cases, using the <u>online attendance form</u> daily return. • School to call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if • 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people • 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60 • 3 (or more) bubbles within your school/setting contain at least one confirmed case • In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others. • In the case where a parent/carer informs the school that a household member (not child in school) has tested positive, the class teacher and staff working in the classroom will be informed to assess risk of possible close contact. Class staff to keep information confidential. • If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure. 								
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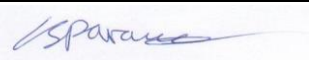
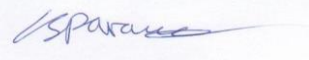
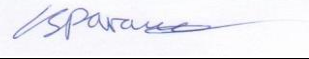
			<ul style="list-style-type: none"> • Revise plans and PPE supplies in the light of experience or any updated guidance. • Cleaning laminated check sheet for first aid and isolation room • Guidance sheet on correct procedures given to parents when collecting pupils who are unwell with symptoms of Covid-19. 						
9.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> • During the period of school closures (Jan 21 – Mar 21) staff have developed expertise and experience in supporting home learning across the curriculum. • Remote learning is available immediately should a pupil need to isolate due to member of their household testing positive for Covid-19 • Our Remote Learning procedures will support pupils working at home should a current bubble be forced to close. • In the event of a local outbreak the PHE health protection team or local authority may advise that we close temporarily to help control transmission. Remote Learning will be available immediately to all pupils. • Staff would continue to be available to contact families offering support pupils struggling to engage. <p>Staff absence</p> <ul style="list-style-type: none"> • Where a teacher is unable to deliver remote learning due to illness or other absence, another member of staff will provide remote learning. • In extreme circumstances, parents and carers will be directed to appropriate resources on Oak National Academy website. 	3	1	3			

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Review staff individual risk assessments	SLT	8/3/21	5/3/21
Review first aid risk assessments	RS	8/3/21	1/3/21
Review PaWS Xtra risk assessment	SW/DC	8/3/21	5/3/21
Undertake fire drill	LP	Term 5	20/4/21
Write and share reopening guidance for parents/cares	LP	2/3/21	2/3/21
Share procedures with staff via Teams	LP	3/3/21	3/3/21
Staff to review remote learning for when individuals are required to self-isolate	KK	3/3/21	5/3/21
Review individual pupil risk assessments	LD	8/3/21	5/3/21
Telephone conversations with any parents/carers wishing to discuss concerns regarding full return of pupils on 8/3/21	LP	5/3/21	5/3/21
Resend updated risk assessment and reiterate key messages to staff following Easter break.	LP	18/4/21	18/4/21
Review staff individual risk assessments (Term 5)	SLT	30/4/21	30/4/21
Review PaWS Xtra risk assessment (Term 5)	SW/DC	23/4/21	23/4/21
Review PaWS Xtra risk assessment following changes to operational guidance (10/5/21)	SW/DC	14/5/21	14/5/21
Develop risk assessment for Year 6 residential trip to Bushy Wood supported by Appendix C in operation guidance.	JF	21/6/21	14/6/21
Communicate with staff and parents the impact of the easing of restrictions at PaWS on the schools risk assessment – no changes planned to be made for remainder of academic year.	LP	7/6/21	

Signature and review

Name of Manager:	Luke Paramor	Signature of Manager:		Date:	28/2/21
1st review undertaken on:	Luke Paramor	Signature of Manager:		Date:	5/3/21
2nd review undertaken on:	Luke Paramor	Signature of Manager:		Date:	19/3/21
3rd review undertaken on:	Luke Paramor	Signature of Manager:		Date:	13/4/21
4th review undertaken	Luke Paramor	Signature of Manager:		Date:	26/4/21
5th review undertaken	Luke Paramor	Signature of Manager:		Date:	28/4/21

6th review undertaken	Luke Paramor	Signature of Manager:		Date:	11/5/21
7th review undertaken	Luke Paramor	Signature of Manager:		Date:	15/6/21
8th review undertaken	Luke Paramor	Signature of Manager:		Date:	5/7/21