Foreland Fields School

COVID-19 Risk Assessment

School Operating Procedures

	3	3	6	9
Consequence	2	2	4	6
	1	1	2	3
		1	2	3
			Likelihood	

6 - 9	UNACCEPTABLE Take immediate action
3 - 4	TOLERABLE Look to improve
1 - 2	ACCEPTABLE No further action, but ensure controls are maintained

FORELAND FIELDS SCHOOL

| Name of Assessor | Adrian Mount (Headteacher), Jeremy Edwards (Deputy Headteacher - Health), Sarah Thorp (Deputy Headteacher – Curriculum). | Area Being Assessed Related Documents | Whole School COVID response. Actions taken to lower risk of COVID-19 transmission. https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works |
| Date | 19.5.20 | Date of Next Review | Ongoing and Weekly Review |

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Version 1.5 – 4th June 2020

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When

1. ESTABLISHING A SYSTEMATIC PROCESS OF PARTIAL OPENING, INCLUDING SOCIAL DISTANCING			
Risk Rating prior to action	Likelihood : 2	Consequence: 3	Risk: 6
1.1 Net Capacity			
Available capacity of the school is reduced when social distancing guidelines are applied	• Agreed numbers of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable arrangements confirmed for each group. • Arrangements in place to support pupils when not at school with remote learning.	Deputy Headteacher (Curriculum) / Headteacher	Ongoing
1.2 Organisation of Teaching Spaces			
Classroom sizes will not allow adequate social distancing	• Class size and numbers reviewed – maximum of 4 students per class – but this is impacted by need type and ability to socially distance. • Class sizes/staffing amended allowing for reduced numbers. • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Spare chairs removed so they cannot be used. • Remove unnecessary furniture/soft furnishings. • In class, frequent cleaning to include wiping of surfaces such as desk tops. • Cleaning of classroom equipment such as keyboards after each user. Users to be instructed to wash hands before and after use. • Clear signage promoting social distancing. • Class group remain together and do not mix with other groups.	Deputy Headteacher (Curriculum) / Headteacher, Leaders of Learning, Nursery Manager	Week 2, Term 6
Large spaces need to be used as classrooms	• Limits set for large spaces (e.g. sports hall, dining hall) – maximum of one group at a time with cleaning following use. • Shared rooms such as food technology, computer room, etc not to be used. • Large gatherings prohibited. Pupils eat lunch in their classes. • Classroom furtniture to be arranged to allow for, and promote, social distancing.	Headteacher	In place
Use of Air Conditioners and fans supports virus transmission	• Air conditioning cannot be used as Foreland Fields School's air conditioning works via air recycling. Where appropriate to pupil needs and safety, windows and or doors can be kept open to improve ventilation. • Following NHS guidance, staff should minimise use of fans wherever possible. In extreme heat staff should attempt to reduce the temperature through opening doors and windows in order to reduce the need for a fan. Fans should only be used, as a temporary measure, during an episode of a heatwave once the above steps have been carried out and if staff/pupil condition determines that this is critical. Classes will be notified whether the conditions permit the use of	Headteacher	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	classroom fans. However, should staff feel the use of fans is required at other times, they should seek permission from the Headteacher/Deputy Headteachers. • Prior to using the fans, staff must ensure they are clean and ready for use with no visible dirt. Fans should have blades that are accessible to clean and abuttons and tocuch surfaces should also be cleaned prior to use. • Fans should be set to the lowest setting possible.		
IT equipment, specifically iPads, keyboards and touchscreens and communication devices/switches are shared between pupils without adequate cleaning.	• Use of shared IT equipment should be minimised. • Where equipment is shared, it must be fully cleaned between users using IT specific sterile wipes across all surfaces. • Pupils to wash their hands before and after using IT equipment. • Pupils to be supervised throughout use to ensure they do not share the devise with one of their peers. • Staff to seek permission of Leader of Learning prior to shared use of IT equipment. • Electronic communication devices, specific to pupils, should be accessible throughout the day to the pupil but should be cleaned before and after each use. These devices should also be cleaned on their arrival at school if they are a home-school device. • Keyboards should be used with rubber washable covers which must be cleaned every morning and night and between users. • The large touch screen devices in each class, e.g. Whiteboards and Plasma Screens, can be utilised across the school day but should be cleaned between users. Teachers and Leaders of Learning should assess groups of pupils for their ability to turn-take enabling cleaning between use.	Leaders of Learning	Term 6 - Ongoing
1.3 Availability of Staff and Class Sizes			
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	• The health status and availability of every staff member is known and is regularly updated so that deployment can be planned. • Availability of staff is a key consideration when planning the amount of pupils in school. • Staff with health considerations to meet with Senior Leaders to undertake risk assessment prior to being allowed to work back in school. • Full use is made of those staff who are self-isolating or shielding but are well enough to work online. • Flexible and responsive use of TAs to supervise classes is in place. • Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised until staffing levels improve.	Deputy Headteacher (Curriculum)	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• In the event that staff absence in a class team is high, classes will need to be closed and parents informed not to send their child into school.		
1.4 Prioritising Provision			
The continued prioritisation of vulnerable pupils and children of critical workers will create 'artificial' groups within schools when they re-open.	• Plans are in place to meet the social, emotional and mental health needs of the pupils in school – through a recovery curriculum, and out of school through home learning. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other cohorts. • Groups formed on basis of attendance. Full-time attendees, e.g. children whose parents are critical workers, educated separately from part-time attendees. Where possible, these will be grouped by age and need.	Deputy Headteacher (Curriculum)	Ongoing
1.5 The School Day			
The start of the day create risks of breaching social distancing guidelines.	• Staggered start to the day. • Minibuses arrive at 8.30am. • Parents/Carers who drive to arrive at 8.45am. • Parents/carers who walk to arrive at 9.00am. • Parents/Carers should drive into school via the minibus entrance and drop off in front of the school entrance. This will be marshalled and parents should expect that, at times, there will be a small queue. Parents/Carers who bring pupils to school by vehicle should not get out of their car and should wait for a staff member to arrive to escort their child directly into school. • Parents/Carers bringing their child to school by walking should not arrive before 9.00am. In order to reduce social mixing, they should use the markings – spaced 2 metres apart - to ensure appropriate distance between them and others. Staff members will arrive promptly to collect each child to take them directly inside the building. • Parents who are walking should not enter Reception or any other part of the school building. Parents should approach a staff member, ensuring appropriate social distance (2 metres) whilst outside, should they have an enquiry. • Parents should leave the school site by using the zebra crossing directly in front of reception to avoid going back past parents/carers who are still queuing. • Parents/carers are asked that if their child needs to be accompanied to the nursery, only one parent/carer attend with them.	Headteacher	Start of Term 6

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• Parents/carers of First Leap Nursery pupils arriving by car should arrive at 9.30am. They should park outside the main entrance in the marked parking bays and wait for staff to come and collect the children. Parents/carers should only get out of their car to help their child out of the vehicle. • Parents/carers of First Leap Nursery pupils arriving on foot should arrive at 9.45am. They should wait at the First Leap Nursery entrance gate, ensuring they use the yellow lining to distance themselves from others. • Parents of First Leap Nursery pupils travelling on foot should arrive at school at 12.30pm to collect their child. They should wait at the nursery entrance using the 2 metre lines to ensure social distancing and their child will be brought out to them by nursery staff.		
The end of the day create risks of breaching social distancing guidelines.	• Staggered end to the day. • Minibuses arrive at 2.45pm. • Parents/Carers who drive to arrive at 2.30pm. • Parents/carers who walk to arrive at 2.15pm. • If a child is not ready, parents will be directed towards a parking bay to wait in their car. Parents/Carers collecting pupils from school by vehicle should not get out of their car and should wait for a staff member to bring their child to the car. If parents/carers wish to talk to a member of staff, they should stay in their car and ask for assistance when they arrive at the crossing area directly in front of reception. They will be directed to a parking bay and a member of staff will come to assist. • Parents/Carers arriving by car should not arrive early. • Parents/Carers collecting their child from school by walking should arrive on time (2.15pm). They should use and follow the markings on the pavement to the side of the main entrance to queue whilst ensuring appropriate social distancing (2 metres). Staff members will bring each child to their parents waiting in the queue. • Parents/Carers should leave with their child by following the crossing in front of the school to avoid going back past others who are still queuing. • Parents of First Leap Nursery pupils should arrive at school at 12.30pm to collect their child. They should wait at the Nursery entrance gate for their child to be brought to them by nursery staff, using the 2 metre markings to ensure social distancing. They should leave the site by continuing past reception and over the zebra crossing to avoid having to pass other people who are queueing. • Parents of First Leap Nursery pupils picking their child up by vehicle should wait in the parking bays for their child to be brought out to them. Parents/carers should only get out of their car to help their child into the vehicle.	Headteacher	Start of Term 6
1.6 Planning Movement around the School			
Movement around the school risks breaching	• Pinch points and bottle necks are identified and managed. The main entrance is managed via no external professionals or parents coming into the building. Staggered start and end to the day. The main front doors are locked to open to enable free flow. There are 2 metre lines in place either side of the main entrance.	Headteacher	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
social distancing guidelines.	• Secondary and primary pupils to access school via separate entrances. • Reception has a glass partition separating admin staff from others in reception. • Movement of pupils around school is minimised as much as possible. Pupils only use one classroom per group and eat lunch in this class. All shared rooms/area (except the PE hall, toilets and outside play spaces) are closed. These open shared spaces are staggered and have cleaning on rotation. • Pupils are taught and prompted to socially distance. • Pupils access outside areas through classroom doors thus preventing large groups passing in corridors.		
1.7 Curriculum Organisation			
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.	• Individualised home learning is sent home to all pupils. • Teachers contact parents/carers weekly. This includes discussion regarding work sent home/virtual learning. Teachers prompt parents on specific techniques to promote/support learning. • EHCP meetings still being held virtually and new targets shared with parents. • Proactive working with ITAAC to enable therapy goals to be updated. • Steps in place to enable parents to contribute to evidencing pupil progress via Evidence for Learning (EfL). • Work to be sent home for pupils attending school on a part-time basis in order to ensure access to 5-day learning materials. • Recovery curriculum planned for September 2020 in order to ensure all pupils are eased back into school, are settled and ready to learn.	Deputy Headteacher (Curriculum), Deputy Headteacher (Health)	Ongoing
1.8 Staff Workspace			
Staff rooms and offices do not allow for observation of social distancing guidelines.	• Staff rooms and offices have been reviewed and appropriate configuration of furniture and workstations have been put in place to allow for, and promote, social distancing. • Signage in place with maximum person limit of offices. This includes the admin corridor and includes Nursery kitchen, Network Manager office, Site office, FFISS office, LOL offices, joining rooms. • Seating removed and arranged to enforce maximum staff numbers and social distancing in staff room. • Move to online meetings to replace large staff meetings. • Number of staff on site reduced to those that need to be there and who cannot work from home. • Where possible, PPA for Teachers to be taken at home.	Deputy Headteacher (Health)	Week 1 Term 6
1.9 Managing the School Lifecycle			

Version 1.5 – 4th June 2020

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures.	• School calendar for the summer term is rationalised, this has been communicated with parents and staff; events cancelled include sports days, summer fayre, Dickens week, Forest School, Music week. • SLT and staff work plans to include the launch of the recovery curriculum followed by the New Curriculum pathways. • Staff recruitment for September 2020 to be completed. • School design (class and staff lists) and curriculum planning for 2020 to be completed. • Planning of arrangements for specialist interventions allocated to pre-school pupils via First Leap Nursery to be completed, including training and support to be offered remotely to new parents and shared placements nurseries. • Senior Leaders to remain alert to all relevant guidance regarding COVID-19 R rating and social distancing advice in order to ensure appropriate planning in place for September 2020 return. To ensure regular communication with parents throughout the summer holiday.	Headteacher, Deputy Headteacher (Health), Deputy Headteacher (Curriculum)	Ongoing
Pupils moving on to the next phase of their education do not feel prepared for the transition.	• Regular communication between Year 14 parents and SLT / College. • Regular communication between SLT and parents – particularly of N, Y2, Y6 and Y11. • Continue with a recovery curriculum in 2019-20 classes for term 1 2020-21 to support transition. • Senior Leaders currently planning on Term 1 2020/21 to be a transition term where, as well as the Recovery Curriculum, a phased transition to new classes, Key Stages or new establishment is planned and executed carefully.	Headteacher, Deputy Headteacher (Health), Deputy Headteacher (Curriculum)	Ongoing
1.10 Governance and Policy			
Governors are not fully informed or involved in making key decisions.	• Online/telephone conference meetings are held regularly with governors. • Governing body are involved in key decisions regarding operations during COVID-19 crisis. • Governors are briefed regularly on the latest government guidance and its implications for the school. • Risk Assessment shared with Governors and Senior Leaders to seek approval from Governors prior to any growth in the provision.	Headteacher	Ongoing
1.11 Policy Review			
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for school. Where appropriate, addendums to key policies are to be produced to ensure safe working practice. • Staff, pupils, parents and governors have been briefed accordingly. • Safeguarding addendum ratified by Governors and has been published on school website and all staff notified of changes.	Headteacher	Ongoing

Version 1.5 – 4th June 2020

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
purpose in current circumstances			
1.12 Communication Strategy			
Key stakeholders are not fully informed about changes to policy and procedures due to COVID-19, resulting in ill health.	• Communication via email, phone, school website, ClassDojo and letter are in place for Staff, pupils, parents, Governors, LA, NHS, social services and other partners. • A folder for COVID-19 has been set up on KLZ SharePoint- procedures. • Additional policy addendums available to staff on KLZ SharePoint. Any changes to policies or procedures communicated with staff and the Governing Body.	Headteacher, Deputy Headteacher (Health)	Ongoing
1.13 Staff Induction and CPD			
Staff are not trained in new procedures, leading to risks to health.	• A revised staff handbook is issued to all staff prior to starting work and will include COVID-19 secure versions of Infection control, fire safety and evacuation, safeguarding and risk management. • Any new staff to continue to receive induction prior to starting in school. Where possible, this may be delivered remotely.	Deputy Headteacher (Health)	Start of Term 6
New staff are not aware of policies and procedures prior to starting school.	• Induction programmes remain in place – whether online or in school. • The revised school handbook is in place.	Deputy Headteacher (Health)	Start of Term 1
1.14 Free School Meals (FSM)			
Pupils eligible for FSM do not receive vouchers on the days they are not in school.	• The School Business Manager, with oversight from the HT, is tasked with ensuring pupils eligible for FSM get and continue to receive their FSM vouchers. • The school use the, Government backed, Edenred school voucher scheme. The task of applying for vouchers, and their distribution, has been delegated to the Office Manager. • Pupils in school entitled to FSM will receive a hot meal. • Office Manager to calculate the amount of vouchers parents should receive, based on their child's attendance at school, and ensure that parents receive vouchers to that amount.	School Business Manager, Office Manager	Ongoing
1.15 Risk Assessments			
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to	• Risk assessments are updated or undertaken before the school increases or changes its roll and mitigation strategies are put in place and communicated to staff. These will cover; different areas of the school, when pupils enter and leave school, movement around school, break and lunchtimes, delivery of aspects of the curriculum.	Headteacher	Start of Term 6

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
breaches of social distancing and hygiene guidance.	• Foreland Fields School's COVID-19 Risk Assessment - School Operating Procedures (this risk assessment) to be shared with staff and Governors prior to implementation asking for their comments and feedback. • Risk Assessment to be placed as an agenda item on all school meetings. Updates to risk assessments to be communicated with staff and placed on KLZ SharePoint.		
1.16 School Transport			
Changes to school transport as a result of COVID-19.	• Reduce any unnecessary travel on coaches, buses or public transport where possible Encourage parents to drive or walk. • Parents have been asked to notify school if they use public transport to bring their child to school in order to seek alternative travel arrangements. • Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. • Guidance or training for school transport colleagues. • Substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. • Pupils to use hand sanitiser as they get on the bus. • School Buses cleaned on a daily basis after each use. Only use school owned minibuses with wipe clean seating, not fabric. • Ensure pupils/staff use the same bus daily and are supported by the same driver and escort. • Parents not to get too close to bus or on to bus unless necessary for the safety of the child. Each child will be collected by the escort, adhering to social distancing, a safe distance from the bus.	Headteacher, Office Manager	Start of Term 6
There is a greater risk to pupils travelling on School Transport	• Should any transport staff or pupils display any signs of COVID-19, they should not attend school/work. • 'Minibus Protocols for Safe Operation in Response to COVID-19' have been written and distributed to Foreland Fields School minibus transport operators. • Vehicles cleaned after every journey. • Whilst transport staff are operating, they should ensure they wear a cloth face covering. • Transport staff devise a seating plan which ensures distance between passengers, and staff, and that seats are used by the same pupil on each day - where possible, passengers must sit in the same seats for every journey. • No passengers sit behind or beside the driver. • When collecting pupils from/to their parents/carers, transport staff to ensure a 2 metre distance between both them and the minibus. Parents must not enter or stand near the minibus. • Pupils should apply antibacterial hand wash prior to boarding the minibus.	Headteacher School Transport Driver, School Transport Escort	Start of Term 6, ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• Ensure good ventilation during the journey, keeping at least one window open. • On boarding the minibus, where possible, pupils should use the furthest away available seat to avoid close contact with others already on the bus, adhering to the seating plan. Pupils should also be sat in this order on the way back in order that nearest the door alights first. • Minibus will be locked for 72 hours and then deep cleaned if a person with confirmed COVID-19 has travelled in the minibus. Public Health England will be consulted re. next steps.		

Risk Rating after action		Likelihood : 1		Consequence: 3		Risk: 3

2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19

Risk Rating prior to action		Likelihood : 2		Consequence: 3		Risk: 6

2.1 Cleaning

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Cleaning capacity is insufficient to meet new demands of COVID-19 crisis.	• Additional hours of cleaning purchased for daytime – there will be 2 cleaners operating between 8:30am and 3pm daily. • Door handles and push panels are cleaned across the school on an ongoing and continuous basis. • Additional Deep cleaning completed on rotation. Areas deep cleaned are then locked and signs placed on the door. A list of rooms deep cleaned is kept and monitored. • Classrooms deep cleaned on a Wednesday prior to new class teams starting on Thursdays. • Daily walks to check school cleanliness – especially sluice areas – but also classrooms undertaken by Site Manager, Health and Therapy Assistant and/or Senior Leaders. • Hygiene products in place around school, especially in toilets and common areas. This will include soap, tissues in class, paper towels, gloves, aprons, alcohol gels including additional dispensers. • Ensure all bins across the school are emptied at least twice daily. Classroom bins to be changed to deep bins in order to prevent access. • Outdoor play equipment surfaces cleaned on a daily basis prior to the start of the day by the site team and prior to use by the class team. Cleaning products for outside and inside class spaces kept in locked cupboard in class. • Deep clean of all rooms on rotation, but limit and identify which rooms are in use. Signs to indicate which rooms have been deep cleaned, and when, placed on doors. Doors locked. • Cleaning team keep register to show cleaning that has occurred and report to Karen Glover.	Deputy Headteacher (Health), Site Manager, School Business Manager	Start of Term 6
Classrooms and teaching and learning activities do not ensure hygienic and COVID-19 secure practice.	• In class, frequent cleaning to include wiping of surfaces such as desk tops. • Prevent the sharing of stationery and other equipment. Clean equipment that is in use. • Reduce the total number of toys / resources used with pupils – store these outside of the classroom. Try to keep sets of toys/resources used for individual pupils (so that toys aren't shared), regularly wipe down/clean toys which have been mouthed etc. • Clean all toys/resources used at the end of the day. • On a weekly basis Leaders of learning to ensure that toys are washed in the dishwasher/washing machine.	Leaders of Learning Nursery Manager	Term 6 ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• All classrooms and other rooms not in use should be locked and signposted as not for use. • Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Groups that share a space on a rotation e.g. where one group attends Monday - Wednesday and another attends from Thursday - Friday and they share the same area. In this case the room being used must be deep cleaned at change over e.g. Wednesday evenings. • Class register of cleaning taking place is kept by class and shared with SLT. • Classrooms in use should have yellow hazardous waste bins.		
Outdoor play areas	• Outdoor play equipment is disinfected by the site team at the start of everyday. Using standard cleaning products as well as spray sanitiser. • Break and lunch times to be staggered in order that only one group use the outdoor play areas area at any one time. • Key surfaces of the play areas e.g. handrails etc. must be wiped down prior to use by class teams. • Staff sign register to show cleaning has taken place	David Ward, Class Teachers	Term 6 ongoing
Administration corridor	• EHCP room, family room, PPA room and staff workroom to be cleaned daily by Foreland Fields School Housekeeper. • Cleaning equipment to be left in these shared rooms to enable staff to wipe down main surfaces prior to use.	Headteacher, Site Manager, School Business Manager	Term 6 ongoing
Staff are not aware of procedures for raising concerns related to COVID-19 related Health and Safety matters.	• Any non-urgent Health and Safety matters to be raised using the school's online reporting system, Parago. • Urgent Health and Safety matters, especially those related to COVID-19, should be reported instantly to the Headteacher or Deputy Headteachers.	Headteacher	Term 6, Ongoing
2.2 Hygiene and Handwashing			
Inadequate supplies of soap and hand sanitiser means that pupils and staff do not wash their hands with sufficient frequency.	• Weekly stocktake to ensure adequate supplies is completed by the site team with oversight by the Health and Therapy Assistant – and reported to DHT/HT. • Site team to undertake daily check of soap and hand sanitiser and refill as required. • 2 members of housekeeping team, as well as Site Manager / Senior Caretaker, on site throughout the day. They will supply soap and hand sanitiser on request. • Handwashing for all staff and pupils to be part of the daily routine.	Site Manager, Deputy Headteacher (Health), Health and Therapy Assistant	Term 6 ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils forget to wash their hands regularly and / or wash their hands poorly.	• Teachers and TAs actively teach handwashing technique (20 seconds) and supervise as appropriate. Hand washing occurs on arrival, after the toilet, before and after breaks, and before and after eating. Also, when transitioning between areas of the school and activities. • Staff to model frequent and correct handwashing. • Additional use of hand sanitiser. • Posters reinforce the need to wash hands regularly and also focus on technique.	Leaders of Learning Nursery Manager	Term 6 ongoing

2.3 Clothing / Fabric / Personal Belongings / Shoes

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Not wearing clean clothes each day may increase the risk of the virus from spreading.	• Agreed the wearing of uniform is not compulsory and that all pupils and staff encouraged to wear clean clothes on a daily basis. This is communicated with parents/carers and staff. • Pupils and staff to be encouraged to shower/bathe on arrival home from school in order to reduce the chance of the virus being spread to family members. Clothing to be removed, bagged and laundered immediately.	Leaders of Learning Nursery Manager	Term 6 ongoing
The use of fabric chairs may increase the risk of the virus spreading.	• Where possible take fabric chairs out of use where possible. • Where that is not possible then try to ensure chairs are limited to single person use.	Leaders of Learning Nursery Manager	Term 6 ongoing
Pupils bring in items from home which are contaminated.	• Parents to be instructed not to allow pupils to bring toys / unnecessary items into school. • Pupils not to bring into school any stationary. This will be provided by the school. • Any stationary to be taken from pupils after use and wiped down/cleaned as appropriate. • Minimise items that travel between home and school – including no home school books – phone call / email only. • Lunchboxes brought into school to be wipe clean not fabric. • School bags brought into school should be wipe clean and not fabric.	Leaders of Learning Nursery Manager	Term 6 ongoing
Pupils that require spare clothing	• Pupils that require spare clothing should have this provided by home. A clean, spare set, provided by home, should be kept in the pupil's school bag and left in here until it needs to be used. • School should not at this time provide spare clothing unless absolutely necessary.		

2.4 Testing and Managing Symptoms

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Testing is not used effectively to help manage staffing availability and secure staff health.	• Foreland Fields School will follow the published guidance on testing and ensure this is communicated to staff. Access to testing is available for all essential workers and their families and, from 1st June, all children attending school. • SLT will support staff to book tests via the online portal if this is requested by the member of staff, this will include both kits for testing at home and being tested at a centre • Post-testing support is available through the schools wellbeing package. • This guidance has been explained to staff as part of the induction process and communication regarding access to testing communicated with all staff.	Deputy Headteacher (Health)	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• Any member of staff developing symptoms should be tested. If they test negative, they can return to work and their fellow house members can end their self-isolation. Staff to present proof of negative test result to Senior Leaders. If staff test positive, they will follow all advice from NHS 111 and school will offer support by phone. The school will complete a further Public Health England (PHE) referral for advice on next steps for any staff/pupils/facilities that the member of staff who has tested positive has been in contact with. • Parents/Carers/Staff to provide a screen shot of outcome of testing		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	• Robust collection and monitoring of absence data, including tracking return to school dates is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at the school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the test prove negative or positive. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household display symptoms, this includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • Any staff member, visitor or pupil displaying COVID-19 symptoms will be reported to PHE and a referral made. All advice from PHE will followed.	Deputy Headteacher (Health)	Ongoing
Staff, pupils and parents are not aware of the schools procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19.	• Staff, parents and carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in school. • Any staff member /pupil displaying symptoms should not come to school. • Any updates regarding signs and symptoms of COVID-19 is communicated to staff and parents. • Guidance has been explained to staff and pupils as appropriate as part of the induction / return to school process. • Any updates or changes to this guidance are communicated in a timely and effective way to stakeholders. • Staff/parents/carers should notify SLT if they or a family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19. • Staff/parents/carers should notify SLT if they receive information that a pupil or a pupil's family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19. • Staff and parents should keep checking emails, letters, the school website and ClassDojo for updates on COVID-19.	Deputy Headteacher (Health)	Ongoing
Inappropriate action in event of a suspected case.	• If any pupil, or members of that child's family, is displaying any symptoms of COVID-19 the child should not attend school. • Any pupil with any of the symptoms listed on the DfE / NHS websites is to be sent home. • The child is to be isolated in the small therapy room (if this room has to be locked for 72 hours then the family room will be used as a back-up) with a member of staff. PPE (gloves, apron, face mask and eye protection) should be used by accompanying staff at this point. Ideally, the window and door should be opened for ventilation. • Parents contacted as a matter of urgency and told they must collect their child. • If a pupil vomits, the room must be immediately vacated and locked.	Deputy Headteacher (Health)	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• The room is then kept locked and out of use for 72 hours (this includes locking any rooms the pupil has been in during that day). A sign is placed on the door to ensure this room is not used for 72 hours. Following this time frame, the room is deep cleaned. A note is placed on the door notifying that the room has been deep cleaned and the date. • Public Health England referral to be made by the Headteacher or Deputy Headteachers and all guidance followed. • Advice from PHE may be that all pupils and staff who have had direct contact with the child showing symptoms to be sent home to isolate or until a test has been carried out. Foreland Fields School will follow the guidance from Public Health England at all times. • The Cleaning team must then follow their procedures as set out in their risk assessment in order to clean the room. • Materials used during supporting a pupil/staff member with suspected symptoms should be placed in a yellow hazardous waste bin bag, the bag should be removed immediately and stored in the hazardous waste bin outside the Site Manager's office in the lock up. • Parents/Carers/Staff to provide a screen shot of outcome of COVID-19 testing. • If the school questions whether a child is genuinely showing signs of COVID-19, e.g. the child has a cough but it is hard to tell if it is his normal cough, they will err on the side of caution and send the child home. • If Any member of staff, or their family members, are displaying any symptoms of COVID-19 they should not attend work (school). • Any member of staff displaying symptoms during the day will be sent home to arrange for testing. A copy of the negative test result must be seen by Senior Leaders prior to the member of staff returning to work (school). • In all suspected cases, Public Health England will be consulted and their advice adhered to. • If the individual tests negative they can return to school. However, in the event of a positive test result, they must self-isolate at home for seven days and follow the guidance available online: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • In the event that an individual tests positive for COVID-19, they will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. Anyone else in the household must also self-isolate for 14 days. • Other individuals who have had close contact with the person that tested positive will need to self-isolate for 14 days. In most cases this will include other staff and pupils from the class in which they work. Public Health England will support the school to identify those close contacts who will need to be advised to self-isolate, and any further testing required. • Government advice is that anyone told to self-isolate through Test and Trace does not need to get tested for the virus unless they develop symptoms. However, if they do get tested, and if the test result is negative, individuals must still complete the 14-day self-isolation period as the virus may not yet be detectable - this is crucial to avoid unknowingly spreading the virus.		

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• Staff must ensure they adhere to the guidance if they are contacted through Test and Trace and do not, under any circumstances, come into school until their period of isolation (14 days) has been completed. Staff instructed to notify the school if they are contacted to self-isolate.		
2.5 First Aid / Designated Safeguarding Leads			
The lack of availability of First Aiders and DSL's puts children's safety at risk.	• The safeguarding team ensure that there is always a minimum of one DSL on site at all times pupils are present. • Foreland Fields School continues to provide 24-hour access to a member of one of the school's safeguarding team throughout weekdays, weekends and holidays. This is communicated with parents via newsletters, the website and ClassDojo. • The school has signed up to the Operation Encompass notification system and this is checked by a member of the Designated Safeguarding Team on a daily basis. Appropriate action is then taken including Digital Front Door referrals, liaison with Social Services or Police. • Weekly contact with Teachers provides not only support for home learning but also a check on children's welfare. Any teacher who has concerns regarding a child, or their family, liaises with members of the Safeguarding Team. • Each teacher completes a 'Contact Sheet' on a weekly basis, noting the communication they have had with parents/carers. If they have not had any communication with a child or their parent/carer, this is indicated on the sheet, which is sent to the Leadership Team each Friday. Members of the Designated Safeguarding Team are then responsible for contacting parents/carers via phone, email, ClassDojo or through a doorstep visit. Note – The Lone Working Policy has been updated in light of doorstep visits during the COVID-19 crisis and a Risk Assessment is completed prior to any visit taking place. • In addition to the above, the individual pupil risk assessment identifies pupils who the school would class as particularly vulnerable. These pupils receive a call, not only from the class teacher, but also from a member of the safeguarding team. These pupils include those with high medical needs, pupils on a Child Protection Plan, Looked after Children (CiC) or those seen as requiring additional support. • The Deputy Headteacher arranges rotas on a weekly basis to ensure at least two First Aiders are always on site. This minimum will increase to 3 when the number of pupils on site exceeds 30. • Copies of children's Health Care Plans and Feeding Plans are kept in their respective class areas and must be read, and understood, by all staff supporting those children. Only staff that have previously had experience of specific pupils' feeding needs will support them. • Medication will only be administered by staff who have completed the 'Administration of Medication' training and have previously administered medication to those specific children.	Deputy Headteacher (Health), Deputy Headteacher (Curriculum)	Ongoing
2.6 Medical Room			
Medical rooms are not adequately equipped or configured to	• Signs are in place to remind of social distancing in the First Aid room. There is a maximum occupancy of three people. • Suspected COVID-19 cases are taken to the small Therapy room adjacent to the Medical room. Sign placed on door.	Deputy Headteacher (Health)	Start of Term 6

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
maintain infection control.	• Once this room has been used by a suspected case, it is locked off for 72 hours, or until a negative test result is received, and deep cleaned prior to, once again, being made available for use.		
2.7 Communication with Parents			
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school.	• As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parents and pupil handbook is created. • See section 2.4 testing and managing symptoms	Headteacher, Deputy Headteacher (Health)	Ongoing and start of Term 6
Parents and carers may not fully understand their responsibilities should a child show Coronavirus symptoms.	• Key message in line with government guidance are reinforced on a weekly basis via email, text and the school's website. • Parent handbook to be distributed to all parent/carers. • Parents able to direct message staff via ClassDojo. This includes Senior Leaders. • Any updates from NHS/Public Health England or the Government regarding Coronavirus symptoms to be communicated to parents via letter, website and ClassDojo. • Weekly phone calls from Teachers and Senior Leaders will reinforce responsibilities and actions to take in the event of their child displaying symptoms of Coronavirus. • No child to return to school until a negative test result is shared with Senior Leaders.	Headteacher	Ongoing
2.8 PPE, Including Non-Aerosol and Aerosol generating Procedures as well as Personal Care and Moving and Handling			
PPE for Non- Aerosol Generating procedures are not used or not used correctly and /or insufficient rigor in hygiene procedures in changing rooms, when medicating a child, or when feeding a child via gastrostomy (bolus) or 1:1 for a child with eating and drinking difficulties.	• Gloves, aprons or masks (surgical) are available and should be used when changing a child. • They should also be used in all other circumstances where PPE would be used, such as when giving medication (if this requires close contact, particularly oral or rectal administration or via gastrostomy sites) or when feeding a child via gastrostomy or 1:1 that requires close contact (bolus feeding or supporting a child with eating and drinking difficulties). • Eye wear is available for use as required. This could be used if changing a pupil with loose stools. Any child with gastroenteritis should be sent home as per usual procedures. However, some of our pupils have loose stools on a regular basis as a function of behaviour their SEN, in this case, staff should use eye wear alongside aprons, gloves and surgical masks. This eye wear must be cleaned following use, using the alcohol wipes provided. Eye wear to be stored in LOL offices and then returned to the Health and Therapy Assistant's office for thorough cleaning. • Aprons, masks and gloves are single use only and should be disposed of using the yellow hazardous waste bins. • PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher. • Staff should follow all policy, procedure and training for handwashing and maintaining hygienic changing rooms / toilets. • Training in place at the start of Term 6 to reinforce knowledge of hygiene procedures when changing a child.	Deputy Headteacher (Health)	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• Staff should follow guidance/training on donning and doffing of PPE from Public Health England – which explains not only how to take on and off PPE, but also when and how to wash hands through this process. • Training at the start of Term 6 given over to COVID-19 training, which will include the correct use of PPE. • Limit the number of children or young people who use the toilet facilities at any one time. • Signs placed on the doors of changing rooms to indicate the number of pupils that can be changed at a time. • Nappies not to be stored in changing rooms. They should arrive in school in sealed bags and kept locked in cupboards in class.		
PPE for Aerosol generating procedures such as suctioning, tracheostomy changes / barrel changes and supporting pupils with epilepsy during seizures is not used properly or at all.	• Only staff trained in working with aerosol generating procedures will complete these tasks. This training will be provided by the clinical nursing service. • Pupils who may require this type of support will have a full risk assessment completed prior to return to school. This risk assessment will be written in coordination with the NHS (Special School Clinical Nursing Service). • PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher. • Staff will follow the PHE guides to donning (putting on) and doffing (taking off) of PPE during Aerosol Generating Procedures (AGP). • Staff should wear disposable gloves, apron, surgical mask and eye/face protection. • All staff trained in this procedure will be shown where this equipment is kept. Materials for cleaning the re-usable equipment will be available. • All disposable items placed in hazardous waste bin, including surgical mask. Face protection should be cleaned after each use. • Thorough handwashing and change of clothing if required.	Deputy Headteacher (Health)	Ongoing
PPE for daily life for staff team not available resulting in increased risk of transmission.	• Cloth masks provided to all staff for daily living and for use in school if they feel necessary e.g. if working closely with a pupil. • PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher.	Heath and Therapy Assistant	Ongoing
Pupils arrive at school wearing face masks	• Pupils with Special Educational Needs (SEN) should not wear face masks – they may increase risk of transmission due to using them incorrectly. • Ask pupils to remove face mask, SLT to contact parents/carers. Pupils face mask and PPE to be placed in a bag and stored securely with a member of SLT, to be returned to the pupil to travel home with.	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health),	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
		Leaders of Learning	
Pupil dribbling (excess saliva) is not adequately managed and presents a hygiene risk.	• See section 3.1 below	Deputy Headteacher (Curriculum), Leaders of Learning	Ongoing
Moving and Handling	• The use of PPE for Moving and Handling, such as standing transfers, hoisting etc. should be on a case by case individual risk assessment basis. Staff should consider the risk of transmission due to pupil's excess saliva or spitting etc. as well as the type of moving and handling when making this assessment. Based on this assessment, staff might decide that washing of hands is adequate, or if not to make use appropriate PPE.		

Risk Rating following action		Likelihood : 1		Consequence: 3		Risk: 3	

3 MAXIMISING SOCIAL DISTANCING MEASURES							
Risk Rating prior to action		Likelihood : 2		Consequence: 3		Risk: 6	

3.1 Pupil Behaviour			
Pupils behaviour does not comply with social distancing	• Clear messaging to pupils at a level appropriate to them. • Use of total communication and modelling to reinforce message. • Use of songs and games to reinforce social distancing message. • Breaks and lunchtimes supervised to ensure social distancing at these times. • Large gatherings avoided. • Movement of pupils around the school is minimised. • Activities planned which encourage social distancing • Actively teach social distancing using resources provided. • Actively teach hand washing through songs and games. • Practice regular handwashing and follow 'Catch it, Bin it, Kill It' poster instructions. • Maximum class size of 4 to enable social distancing. The number of pupils per class will be adjusted according to the risk assessment of the pupils in the class. e.g. pupils who are less likely to socially distance may need less pupils in their class. • Placement of classroom furniture and activities to encourage social distancing.	Deputy Headteacher (Curriculum), Leaders of Learning	Ongoing
Pupil behaviour presents a challenge to themselves or others requiring staff	• Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning). • Clear message to pupils of expected behaviour.	Headteacher, PROACT-SCIPr-UK® Lead	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
intervention, including physical intervention	• Staff to follow pupil's behaviour plan, paying particular regard to proactive strategies, in order to prevent escalation. • Staff to remain extra vigilant to 'triggers' or 'warning signs' in order to be proactive in dealing with behaviours and prevent them from escalating. • Staff should enable pupils showing heightened anxiety to exit the room and then maintain the largest possible distance between themselves and the pupil as possible. If, due to the pupil's behaviour, it is not possible to maintain distance then staff should make use of PPE which will include aprons, gloves, goggles and mask. This should be worn until the point at which the behaviour stops. Senior Leaders should be called to support. If this behaviour persists, and it places others at risk, parents may be called to collect their child. • Greater consideration given to clearing the immediate area in order to reduce the risk to other pupils and staff. • Staff to adopt calming strategies to promote de-escalation. This may involve the offer of known favoured activities. • Senior Leaders to be called in the event that physical intervention may be necessary. • Prior to intervention, staff to ensure they are acting in the best interest of the child. Ensure that any intervention is the least restrictive. • In line with Positive Behaviour Policy, any intervention to be used as an emergency response. • PPE to be used, **as appropriate**, e.g. face mask, aprons, gloves, goggles and mask when any physical intervention is adopted. Staff to have identified behaviours displayed by each specific child and plan accordingly, e.g. visor for children who may spit, etc. Use of ongoing risk assessment in every behaviour incident. • Staff to avoid standing face-on to the child. Interventions such as escorts or Touch Support to be carried out at arms-length, where possible. To attempt to reduce close contact. • Normal recording and reporting procedures, including de-brief, to be carried out following an intervention. • Parents to be contacted and child may be sent home following incident requiring physical intervention.		
Pupil behaviour constitutes a risk to good hygiene and COVID-19 transmission e.g. spitting and/or smearing	• Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning). • If non-symptomatic children present spitting/smearing behaviour which may increase the risk of droplet transmission, then staff should follow the pupils' behaviour plan to ensure the behaviour stops as soon as possible. Staff should enable pupils, and other staff, to exit the room and then maintain the largest possible distance between themselves and the pupils that is possible. If, due to the pupil's behaviour, it is not possible to maintain distance then staff should continue care whilst making use of PPE which will include aprons, gloves, goggles and mask. This should be worn until the point at which the behaviour stops. SLT should be called to support. If this behaviour persists, and it places others at risk, parents may be called to collect their child. • To reduce the risk of Coronavirus transmission, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased, with a specific focus on surfaces which are touched a lot.	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning	Ongoing

3.2 Classrooms and Teaching Spaces

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	• Home learning in place to reduce numbers of pupils in school. • Arrange classroom seating to maximise social distancing. There should be spaces between chairs. • Furniture not in use is removed from class. • Plan activities which encourage / enable social distancing. For example, the use of work stations or activity zones. • Arrangements regularly reviewed. • Make as much use of outdoor learning opportunities as possible. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning	Start of Term 6
3.3 Movement in Corridors			
Social distancing guidance is breached when pupils circulate in corridors.	• The movement of pupils around school is minimised as much as is possible. • Pupils are taught in a single class and use the toilet facilities and play spaces that are directly adjacent to their room. They should not travel to other areas of the school except for use of the sports hall if it is raining.	Leaders of Learning Nursery Manager	Ongoing
3.4 Break times / Play			
Pupils may not observe social distancing at break times.	• Break times are staggered. • External areas are designated for different groups (only one group per external area at a time). • Staff model and communicate need for social distancing. • Staff to encourage games which can be played in isolation. • 1:1 support/guidance for pupils who struggle with social distancing throughout break times.	Leaders of Learning Nursery Manager	Ongoing
3.5 Lunchtimes			
Pupils may not observe social distancing at lunchtimes	• Lunch times are staggered. • External areas are designated for different groups (only one group per external area at a time). • Staff model and communicate need for social distancing. • Cleaning equipment available for staff to clean down play equipment - main 'touch' surfaces. • School dinners are eaten in class to reduce social mixing. Follow all handwashing guidance. Wipe down tables before and after use. Maintain high standards of plate and cutlery washing (if using cups /bowls/cutlery kept in class). • Staff to encourage games which can be played in isolation. • 1:1 support/guidance for pupils who struggle with social distancing throughout break times.	Leaders of Learning	Ongoing
3.6 Toilets			
Queues for toilets and handwashing risk non-	• Limit numbers of pupils that are allowed to go for the toilet at a time where facilities are shared. The 'independent' toileting areas in Juniors and secondary/6th should have a maximum of 2 pupils in at a time. • The small 2 bed changing bed suites should only use one bed (one pupil) at a time.	Leaders of Learning	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
compliance with social distancing measures	• The large changing suite should only change 2 persons at a time and the staff should use beds at the opposite ends of the room. • Staff should refer to section 2.2 on use of PPE for changing a pupil. • Staff to accompany pupils to toilet, as appropriate, ensuring they are respectful of their dignity, in order to ensure other pupils are not in the toilet area in order to ensure social distancing measures are maintained.	Nursery Manager	
3.7 Reception Area			
Too many people congregating in the reception area and hygiene procedures not being followed.	• No parents or external visitors to be invited or allowed into reception. Parents/carers have been made aware of this. • Any visitor to use call button to alert Admin Staff of reason for visit. Admin staff to only allow entry to those who have a genuine reason for accessing the school. • Glass doors between reception area and main office kept closed. • Fabric chairs in waiting area removed. • Area cleaned daily, especially touch surfaces such as the staff sign in area, the door opening button and all door opening surfaces and handles. • Staff to wait outside for buses/parents. • Alcohol gel dispenser available at sign in and prior to entering admin corridor.	Deputy Headteacher (Health) / Office Manager	Start of Term 6 and ongoing
3.8 Staff Areas; Work Rooms, Staff Rooms and Offices			
Staff work and social rooms and offices do not enable social distancing and enable mixing of staff from different working groups – resulting in increased risk of transmission.	• Staff are allocated to consistent staff teams who, as far as is possible, only work with a set group of pupils. • Three different rooms are used as staff rooms. These are the Staff Room and the two Food Technology rooms. Working groups are allocated different Staff Rooms and the use of these rooms is staggered to avoid mixing. • Staff offices and work rooms have signs on doors limiting the numbers of staff allowed in and/or reminding of social distancing. Staff should use the cleaning materials made available to clean surfaces prior to use of room. • Staff should only use the staff room allocated for their working group. • Staff should use full social distancing at all times, including if mixing with staff members from other groups outside the school grounds. • Maximum of 3 persons in the school main office. • Maximum 1 person in the Photocopying Room (Reprographics) and the Admin Kitchen/Nursery/Infant Kitchen. • Maximum of 6 people in the main Staff Room • Maximum of 6 people in the Food Technology Rooms – 4 in the 6th Form Food Technology Room. • Maximum of 2 people in the Staff Work Room. • Maximum of 1 person in a small office e.g. Deputy Headteacher / Leaders of Learning. If staff need to meet privately with Deputies or Leaders of Learning, a larger room should be used. • FFISS Room to be locked with appropriate sign that it is out of use. It is to be deep cleaned.	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning, Nursery Manager	Ongoing

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
3.9 Shared Rooms; IT, Food Technology, Art, Music, Hydrotherapy Pool, Soft Play Room, Sensory Room, Forest School (Mud Kitchen).			
Risk of transmission is increased due to shared use of school facilities.	• The following Shared rooms are closed; Hydrotherapy Room, Soft Play Room, Art, IT, Food Technology, Music, Forest School (mud kitchen) and the Sensory Room. • The PE Hall can be used for PE as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: Cleaning of Non-Healthcare Settings Guidance. • Cleaning team to clean Hall on daily basis. Register of Hall cleaning maintained. • The two Food Technology rooms are to be used as extra staff rooms – giving three staff rooms. They will be cleaned on change over between staff teams.	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning	Ongoing
Risk Rating following action	**Likelihood : 1**	**Consequence: 3**	**Risk: 3**
4 CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS			
Risk Rating prior to action	**Likelihood : 2**	**Consequence: 3**	**Risk: 6**
4.1 Pupils with Underlying Health Conditions			
Pupils with underlying health issues or those shielding are not identified and so measures have not been put in place to protect them.	• All pupils with underlying health conditions have a Health Care Plan (HCP) in place. The Health and Therapy reports and letters produced by Health Professionals are shared with the school Leadership Team. • The Health and Therapy Assistant has identified all pupils with a 12-week letter. • The Deputy Headteacher with responsibility for health has a complexity analysis of the pupils with health needs which will be used to inform which pupils can return, when and how. • Pupils with the most complex health needs – those that are clinically extremely vulnerable (and some who are clinically vulnerable) will need a full risk assessment, a new HCP and, in some cases, staff will need to have received training prior to their return. This will include those pupils likely to be involved with Aerosol Generating Procedures.	Deputy Headteacher (Health)	Ongoing
The staff working with a child might not be familiar with their health needs due to disrupted staffing model.	• Health and Therapy Assistant to be available daily from 9.00am – 12.00pm to ensure HCPs, Eating and Drinking Plans and medication needs can all be met. • Copies of children's Health Care Plans and Feeding Plans are kept in their respective class areas and must be read, and understood, by all staff supporting those children. Only staff that have previously had experience of specific pupils' feeding needs will support them. • Medication will only be administered by staff who have completed the 'Administration of Medication' training and have previously administered medication to those specific children.	Deputy Headteacher (Health)	Ongoing
Pupil saliva is not adequately managed and presents a hygiene risk.	• Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).	Leaders of Learning	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	• Pupils who have difficulty with excessive saliva as a function of their SEN should have the following strategies applied as appropriate to their individual case: ➢ Saliva bib/scarf as appropriate to pupil age. ➢ Excess saliva medication as advised and prescribed by the NHS. ➢ Additional PPE should be employed when supporting the child. Staff should use disposable gloves with a clean tissue/scarf/bib to clean the saliva. ➢ Staff should teach pupils to increase their independence in managing their own saliva. ➢ Staff should make use of the additional cleaning equipment which is in class and should wipe down any class furniture/floor/resources that the pupil has salivated on. ➢ Pupils who have their own bibs should be encouraged to bring in spare items for use throughout the day. Spare clothing may also appropriate for those who require changing throughout the day.		
Pupils health needs require them to have close contact	• Minimise need for medication to be taken at school. • Discourage the movement of medication between home and school.	Deputy Headteacher (Health)	Ongoing
4.2 Staff with Underlying Health Conditions			
Staff with underlying health conditions or those that are shielding are not identified and so measures have not been put in place to protect them.	• All staff members with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/Health Professional or current Government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • Staff who are classified as shielded/clinically extremely vulnerable and have been advised by their doctor are working from home. • Staff who are classified as clinically vulnerable are risk assessed for working on site on an individual basis. • Government guidance is being applied.	Deputy Headteacher (Health) / Headteacher	Ongoing
Risk Rating following action	**Likelihood : 1**	**Consequence: 3**	**Risk: 3**
5 ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF			
Risk Rating prior to action	**Likelihood : 2**	**Consequence: 3**	**Risk: 6**
5.1 Mental Health Concerns - Pupils			
Pupils mental health has been adversely affected during the period that the school has been	• Class Teachers are contacting all their pupil's families on a weekly basis to check on wellbeing and progress with learning. Any safeguarding concerns, including mental health, are passed onto the safeguarding team. • The safeguarding team have risk assessed all pupils in the school for vulnerability and are making weekly calls to the families of the most vulnerable pupils.	Deputy Headteacher (Health), Leader of	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
closed and by the COVID-19 crisis in general.	• The safeguarding team are liaising with, and referring to CAHMS, Social Services as well as using their in-house strategies and support mechanisms such as the school Mental Health Lead and Family Liaison Officer. • A recovery curriculum is being put in place with a focus on mental health and understanding of the COVID-19 crisis. • Resources to support mental health of pupils regarding COVID-19 and lockdown have been provided.	Learning (Secondary), Leaders of Learning, Designated Safeguarding team	

5.2 Mental Health Concerns - Staff

The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	• Staff are encouraged to focus on their wellbeing. • Line Managers are proactive in discussing wellbeing with staff that they manage, including their workload. • Staff briefings and training having included content on wellbeing, including during the COVID-19 crisis. • Staff have been signposted to useful websites and resources by the Mental health lead and the FLO. • Staff have access to the school wellbeing package.	Deputy Headteacher (Health), Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing

5.3 Bereavement Support

Pupils and staff are grieving because of loss of family or friends.	• The school has access to trained staff who can deliver bereavement counselling and support via the wellbeing package. • Support is requested via KCC and the NHS as necessary. • Appropriate materials to support pupils in understanding all about COVID-19 have been sent to parents/carers for them to use with their children.	Headteacher	Ongoing

6 MAINTAINING EDUCATIONAL PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN

Risk Rating prior to action	Likelihood : 2	Consequence: 2	Risk: 4

6.1 Maintaining Provision

Educational provision must still be maintained for priority children when school reopens	• Current government guidance is being followed. • Liaison is continuing with parents who are critical workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available when required. • Arrangements are in place to ensure this cohort is tracked and supported effectively.	Headteacher, Deputy Headteacher (Curriculum)	Ongoing

Areas for concern	Existing Risk Control Measures		Action/ Monitored by Whom?	Action/ Monitored by When
	• Arrangements are in place to supervise children of critical workers and vulnerable children over holidays in line with current government guidance, and local need.			
Risk Rating following action	**Likelihood : 1**	**Consequence: 2**	**Risk: 2**	
7 OPERATIONAL ISSUES				
Risk Rating prior to action	**Likelihood : 2**	**Consequence: 3**	**Risk: 6**	
7.1 Review of Fire Procedures				
Fire procedures are not appropriate to cover new arrangements	• Fire procedures have been reviewed and revised where required due to; reduced numbers of pupils/staff, possible absence of Fire Marshalls, social distancing rules during evacuation and at muster points, need for muster points to enable social distancing. • Staff and pupils have been briefed on new evacuations procedures. • Incident controller and Fire Marshalls have been trained and briefed appropriately. • Documents available to staff on KLZ SharePoint.		Headteacher	Start of Term 6
Fire evacuation drills unable to apply social distancing effectively.	• Plans for fire evacuation drills are in place which are line with social distancing measures. • Regular drills – at least 3 times a year – to continue. • Markings on fences/surfaces next to muster points to show where groups should be positioned (at 5 Metre Intervals) to enable social distancing. • Class Teachers to go through drill with class groups in order to ensure understanding of new procedures.		Headteacher	Start of Term 6
Fire Marshalls absent due to self-isolation.	• An additional staff rota is in place for Fire Marshalls to cover any absences and staff have been briefed accordingly. • Arrangements for Fire Marshall responsibilities decided and communicated on a daily basis. • Changes to the Fire Marshall arrangements listed within EP 04 - Fire and Evacuation Procedures – May 2020 - Addendum to Fire and Evacuation in Response to COVID-19. • Document available to all staff on KLZ SharePoint		Headteacher, Deputy Headteacher (Curriculum)	Start of Term 6
7.2 Managing Premises on Reopening after Lengthy Closure				
All systems may not remain operational	• The school has remained open throughout. • Hydrotherapy Pool has been closed, so the pool temperature has been turned down and cleaning schedule adjusted accordingly in order to maintain the boiler and facilities whilst reducing costs. • Maintenance checks have continued.		Site Manager, School Business Manager	Ongoing
Statutory compliance has not been completed due to the availability of contractors during lockdown.	• All statutory compliance to be continued. • Site Manager has a list of all required compliance checks and inspections and has ensured that these have continued throughout this period.		Site Manager, School Business Manager, Headteacher	Ongoing
7.3 Contractors Working on the School Site				

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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Contractors on-site whilst school is in operation may pose a social distancing and infection control risk.	• Ongoing works and scheduled inspections for schools have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought via email in advance of arrival giving a liability statement from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. This must be returned prior to the contractor starting onsite. • Alternative arrangements have been considered such as using a different entrance for contractors and organising contractors so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible, arrangements are reviewed. • In addition to COVID-19 arrangements, normal contractor procedures are being applied and have been updated in light of COVID-19 (including risk assessments and method statements and contractor induction). • Contractors do not arrive on, or leave, site at the same time of pupils. • Where possible, any works carried out either before or after school hours or during school holidays.	Site Manager, School Business Manager, Headteacher	Ongoing

Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3

8 FINANCE

Risk Rating prior to action	Likelihood : 2	Consequence: 2	Risk: 4

8.1 Costs of the School's Response to COVID-19

The cost of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties.	• Additional cost due to COVID-19 identified and an end of year forecast which factors them in has been produced. • LA finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The schools projected financial position has been shared with Governors and the Local Authority.	School Business Manager, Headteacher	Ongoing

Risk Rating after action	Likelihood : 1	Consequence: 2	Risk: 2

9 GOVERNANCE

Risk Rating prior to action	Likelihood : 2	Consequence: 2	Risk: 4

9.1 Oversight of the Governing Body

Areas for concern	Existing Risk Control Measures		Action/ Monitored by Whom?	Action/ Monitored by When
Lack of Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	• The Governing Body continues to meet regularly via online platforms. • The Governing Body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher's reports to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place. • Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governor oversight and holding leaders to account for areas of statutory responsibility. • Headteacher and Chair of Governors in regular communication by phone and/or online meeting.		Headteacher / Chair of Governors	Ongoing
Risk Rating following action	**Likelihood : 1**	**Consequence: 2**	**Risk: 2**	
10. ADDITIONAL SITE-SPECIFIC ISSUES AND RISKS				
Risk Rating prior to action	**Likelihood : 2**	**Consequence: 3**	**Risk: 6**	
Any Site Specific Issues / Arrangements				
Pupils may get burnt from spending extra time outside during the summer. Staff and pupils may be at extra risk of COVID-19 transmission whilst applying sun lotion.	• Parents/Carers asked to apply sun lotion to their child prior to their arrival at school – to minimise the need for staff to apply sun lotion at school. • Leaders of Learning to hold spray sun lotion that minimises need for contact between staff and pupil. Staff to use disposable gloves to administer sun lotion and to change gloves between administering to different pupils. Consent must be received from parents. • Children to wear sun hats outside - Legionnaire Hats which provide protection for the back of the neck preferably.		Leaders of Learning, Nursery Manager	Ongoing
Risk Rating following action	**Likelihood : 1**	**Consequence: 3**	**Risk: 3**	

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Areas for concern	Existing Risk Control Measures		Action/ Monitored by Whom?	Action/ Monitored by When

Overall Whole School Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3

Statement:

The risk to human life posed nationally by COVID-19 cannot be fully mitigated against. All Government guidance documents (see those listed above) describe that public institutions such as schools should be working to 'lower the risk of transmission'. With the detailed and thorough set of mitigations listed above, which encompass every aspect of the school's operation. It would be our analysis that our school is compliant with all Government guidance. In this way, our school is as 'COVID secure' as it can be. With the programme of easing the lockdown, our school is certainly as safe or safer than other aspects of current society such as going food shopping.

Pupils at Foreland Fields School all have Severe Learning Difficulties, with many also having Autism Spectrum Disorders. They all struggle with the concept of social distancing. It is therefore imperative that all parents/carers and staff remain alert to the symptoms of COVID-19, parents/carers keep their child off from school if their child or other family members are showing signs of the virus, staff remain at home if they or family members are showing signs of the virus and the whole school community adheres to the procedures detailed in this risk assessment.

Additionally, we need to conduct thorough NHS and Government advice informed risk assessments of all staff and pupils who are clinically vulnerable to ensure that they can safely return to work/school and in what capacity.

Those staff and pupils who are extremely clinically vulnerable, as per government advice, will need to remain at home.

Signed (Headteacher / Deputy Headteachers)		Date	04.06.2020