

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (GENERAL)

Hazard - What can cause harm	Required control measures	Comments	All control measures complete? Yes / No
Coronavirus - Keeping children safe at school	Deployment of all staff considered	Class teachers placed with specific classes. TA class placement timetabled.	Yes
Coronavirus - COVID-19 infection spread on the school premises	Provide staff and children with suitable training, instruction, and guidance.	Huddle meetings. Children reminded at intervals on procedures and importance of procedures.	Yes
Coronavirus - COVID-19 infection spread on the school premises	Increased system of work in relation to cleaning with particular attention to high contact areas: toilets, door handles, telephones, grab rails, IT and resources intended to be shared.	Daily deep cleaning regime established. Areas identified for Premises Manager and cleaners. Premises staff to receive training.	Yes
Coronavirus - COVID-19 infection transmitting through lack of social distancing	Observe social distancing requirements of 2 metres wherever possible.	Class bubbles - these bubbles will be kept apart. Staggered breaktimes and lunchtimes. Different arrival / departure points and times. Corridors split.	Yes
Coronavirus - COVID-19 infection spread on the school premises	Purchase and maintain stocks of PPE and Chemicals for cleaning.	Monitored by Premises Manager	Yes
Coronavirus - COVID-19 infection spread on the school premises	Soap dispensers and ant-bac gell dispensers checked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.	Cleaning staff at start and end of day.	Yes
Coronavirus - COVID-19 infection spread on the school premises	Handwashing and use of gell techniques taught to all children. It may be necessary to supervise some children to ensure correct hand washing and use of gell procedures.	Chn regularly reminded concerning the washing of hands and use of gel.	Yes
Coronavirus - COVID-19 infection spread on the school premises	Suitable and sufficient signage on prevention and rules in all internal or external areas, such as classrooms, corridors, toilets, Reception areas, access gates etc.	Signs direct children the way to go and no-entry places	Yes
Coronavirus - COVID-19 infection spread on the school premises	Public Health Advice on Covid-19 handwashing - Catch it, Bin it, Kill it posters around school buildings.	Posters around school	Yes
Coronavirus - COVID-19 infection spread on the school premises	PHE <u>do not</u> recommend the use of face coverings in school. However, there will be PPE for use in the isolation room	Staff aware of PHE Guidelines	Yes
Coronavirus - COVID-19 infection spread on the school premises	Inform parents of hygiene expectations and for the need to communicate this message in the home environment.	Letters sent to parents via school PING.	Yes

Coronavirus – COVID-19 infection brought onto school premises	Procedures reviewed and put in place to close the school at short notice if staffing levels fall, safety cannot be assured or Government orders a lockdown.	Through SLT / Governor discussion	Yes
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SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (GENERAL)

Hazard - What can cause harm	Required control measures	Comments	All control measures complete? Yes / No
Coronavirus – COVID-19 infection brought onto school premises	All contractors to provide a statement on how they will minimise the risk of Covid-19 while on school premises.	Contractors are Risk Assessed before commencing work.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Contractors and visitors not to be allowed access beyond reception areas without suitable handwashing and any relevant PPE.	Signage on front door. Awareness of school staff. Contractors to wear face masks.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Parents and visitors to sign-in and wash or gel hands. Visitors to be monitored all the while upon the premises. Expectations explained to visitors.	Expectations given to parents and visitors.	Yes
Coronavirus – COVID-19 procedures to ensure safety of all adults and children	SLT to make daily checks on guidance. New information cascaded to all stakeholders via established communication channels such as WhatsApp and PING.	Members of SLT not teaching.	Yes
Coronavirus – COVID-19 infection brought onto school premises	To ensure the possibility of 'Track & Trace' following Gov. guidance	A record will be kept of all visitors entering the school premises.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Settings should restrict all visits to the setting to those that are absolutely necessary.	Only essential adults to be allowed through reception.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Restrict community use of school premises. No external clubs. See updated Gov guidance 5th Nov.	No clubs or community use. This to be reviewed in accordance to PHE Guidance. Out-of-school activities can only operate if their primary purpose is providing registered childcare.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (CASE OF VIRUS IN SCHOOL)

Hazard - What can cause harm	Control measure options to minimise risk	Comments	All control measures complete? Yes / No
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	Staff report any suspected case immediately to the Head or SLT member who contact parents to collect the child. (May seek advice from NHS 111 and the Public Health England (PHE) team).	A member of SLT is always on site.	Yes
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	Child reported to the Head to be taken to designated area.	Meeting Room for isolation.	Yes
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	Parents informed immediately and asked to collect immediately and contact NHS on 111	Non teaching member of SLT.	Yes
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team.	Non teaching member of SLT.	Yes
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	In case where family cannot be contacted and child collected - keep child in isolation room. PPE to be worn by staff member (non vulnerable) tending to child. All government guidance to be followed.	Meeting Room to be used as isolation room. Member of staff to wear PPE. Vulnerable staff identified.	Yes
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	Rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available.	Procedures followed. Advice obtained. Rubbish sealed in yellow hazard binbag.	Yes
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	If the test results are negative, rubbish to be put with normal waste. If positive, to follow the advice of PHE.	Follow advice of PHE.	Yes
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed.	Whole group and family connected to the individual displaying signs to self-isolate for a period of 14 days in line with Government guidance.	SLT to ensure parents are aware of self-isolation.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (ENTERING SCHOOL)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection brought onto school premises	Staff: to enter premises through front door and to immediately sanitise hands. Key pad to be cleaned throughout day.	Staff aware of entry point into school and procedures upon entering.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Children: Specific entrances for each year group into school identified.	Staff, children and parents made aware.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Staggered start times and different entry gates.	Staff, children and parents made aware.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Parents to remain outside marked area. Parents are NOT to enter the school building to bring their children into class. The parents of reception children will be allowed into the Reception Class during the first few weeks of September. This will be carefully monitored.	Staff, children and parents made aware.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Children to wash or gel hands on entry to school.	Staff to supervise	Yes
Coronavirus – COVID-19 infection brought onto school premises	Items from home limited only to essentials identified by the school.	Children to be informed of what they need.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	YrR, Yr1, Yr2 > Children brought to outside door of classroom by ONE parent through Minnow's gate. Parent leaves via Cheale Close gate (One way system around school). Yr3, 4, 5 & 6 chn come and go via the Cheal Close gates (staggered times).	Staff to supervise children entering school. Parents to be notified.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Children who are late for their allocated arrival time will need to go to the front entrance of the school and wait outside until all children are settled before being escorted into class.	Staff to supervise. Parents to be notified.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (EXITING SCHOOL)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting through lack of social distancing	YrR, Yr1, Yr2 > Children collected from outside door of classroom by ONE parent through Minnow's gate. Parent leaves via Cheale Close gate (One way system around school). Yr3, 4, 5 & 6 chn come and go via the Cheal Close gates (staggared times).	Staff, children and parents made aware.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Gates to be opened five minutes before first pick-up.	Staff, children and parents made aware.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Parents to remain outside marked area. Parents are NOT to enter the school building to collect children.	Staff, children and parents made aware.	Yes
Coronavirus – COVID-19 infection brought home to families	Children leaving school wash or gel hands.	Staff to supervise.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Children and parents to leave school vicinity straight away upon children being released. NO congregating allowed on school premises.	Parents to be informed.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Late collection children to wait spaced outside adhering to 2 metre rule.	Staff, children and parents made aware.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Children not being collected by an adult must be reminded of social distancing.	Y6 children to be reminded the importance of social distancing by class teacher.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (CLASSROOM SCHOOL)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Each class is an isolated bubble. These bubbles must not mix.	Considerations to prevent bubbles mixing: staggard times during the school day.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Movement of children to be limited as much as possible. Where movement is required, rooms will be cleaned in between sessions.	Staff and children to be made aware or movement limitations around school.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Teachers and staff must only use allocated rooms	Staff made aware.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Desks are set out to ensure social distancing is maintained in all classrooms including Reception. Children to sit side-by-side but facing forward.	Desks in rows with chn facing forward as stipulated in Gov Guidance.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Children are allocated seats. This will be a continuation of our stragey for changing learning buddies weekly.	This to be completed before children arrive on a Monday. Classrooms will be deep cleaned before school starts each day.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Surfaces will be cleared to allow cleaning. Soft toys and articles hard to clean will be removed from circulation.	This would have been completed at the start of Lockdown in March but must be consistently considered.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Children must remain in their seat at all times unless directed otherwise.	Children to be made aware by class teacher.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Staff to teach children hand washing and gel techniques and to monitor as necessary each time handwashing takes place.	Children to be reminded by staff and supervised.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (CLASSROOM SCHOOL)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection spread on the school premises	Teachers and teaching assistants monitor the visible health of children. Follow procedure for COVID-19 in school if symptoms shown by anybody within the group.	Staff to follow procedures if a child shows any symptoms.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Teach the importance of the government advice on catch it, bin it, kill it. Tissues to be put in lidded bins.	Children to be made aware by class teacher.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Cancellation of assemblies, sports activities and other events which require a larger gathering of children.	Cancellations implemented.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Electronic devices are to be allocated per bubble and not shared with other bubbles if possible. If shared, cleaning must take place between bubbles.	Procedures followed.	Yes
Coronavirus – COVID-19 infection spread on the school premises	The curriculum will be adapted to allow safer teaching. Some curriculum areas will need to be adapted considerably, such as PE.	Staff to plan accordingly.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Classrooms should be kept as clear of unnecessary items as possible to allow for thorough cleaning. Surfaces will be kept cleared and uncluttered.	This to be constantly monitored by all staff.	Yes
Coronavirus – COVID-19 infection spread on the school premises	Classrooms should be well ventilated - doors and windows should be left open when at all possible.	Responsibility of class teacher.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Queuing in corridors will be avoided	Coinsideration for the movement of children around the school	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	YrR, Yr1, Yr2 children to have named school waterbottles and washed daily in school. Yr3, Yr4, Yr5, Yr6 children to bring in own NAMED waterbottles	Children and parents to be notified. Children to be instructed in use.	
Coronavirus – COVID-19 infection spread on the school premises	Disinfecting of toys and other play equipment which children are in regular contact with at the end of each day or between groups.	Antibac to be available in all classrooms.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (Children's mental health consideration)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus - Extended time away from school	Main focus to be identified > helping children to settle back into school.	Chn will be monitored closely as the term progresses and supportive intervention given when required.	Yes
Coronavirus - Extended time away from school	Children supported from families severerly effected by Covid-19	Staff to idenitfy children from 'stressed' families and support implemented	Yes
Coronavirus - Extended time away from school	Children's anxieties and worries.	To encourage children to talk, to listen, to share. Have regular open discussions	Yes
Coronavirus - Extended time away from school	Children's social ability. Importance of developing social interaction opportunities between children of the same bubble.	Social interaction activities / games, drama	Yes
Coronavirus - Extended time away from school	Classroom environment> consideration to ensure that classroom environmnet is not too overwhelming.	Classrooms not cluttered, muted colours.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (BREAK TIME)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Break times to be staggered	Rota in place for breaktimes.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Each group to have a separate place to play: upper playground, lower playground, field split into two and Reception area.	Staff and children to be made aware.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Restricted equipment to be used at playtime. Each bubble will have their own assigned equipment which will not be shared between bubbles.	Staff and children to be made aware.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Monitored use of adventure playground, climbing wall.	Large playground equipment to be rotered. Bubbles timetebled. Time left standing between bubble use.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Hand washing / gel on return into school.	Staff to supervise.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Should a child require first aid for an injury, as much of the guidance should be followed including handwashing, non touching of face etc. PPE should be used if unsure.	Staff to follow procedures when supporting injured child.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	In cases of wet weather - children should still be taken outside to play. Wet breaktimes: children are to stay seated, use of paper to keep them occupied, exercise within their place.	Weather dependent.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (TOILETS)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting among premises users	Only one child entering the toilet at a time unless from the same bubble. Different groups do not 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.	Children instructed. Sign on door. Hazard tape on floor for chn to stand behind.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Hand washing must take place before leaving the toilet area.	Children instructed.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Signs will be in place regarding hand washing and drying.	These to be implace before children arrive into school.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Use of hand driers. Gov has stated hand driers are safe to use.	Chn must use hand driers correctly. Hands must be dry before leaving drier.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Soap and hand sanitizer will be checked regularly and replenished as necessary.	Checked daily by cleaning staff.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (LUNCH)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting among premises users	Planning with catering staff as to how best to serve the hot meals to Rec. / KS1 and the KS2 FSM.	School staff and Chartwells staff to work together in serving meals maintaining social distancing.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Children enter hall and sit at the tables (according to Lunchtime staggered timetable). They will then be directed to line up at the serving table standing on the lunchtime spots.	Staff & children directed. Social distancing spots put onto the floor.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Children do not collect their own cutlery, cups or desserts. These will be ready on the tables when the children come into lunch.	Staff & children directed.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	All children to wash hands as per government guidelines before eating.	Staff to supervise	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Packed lunch & KS2 FSM: children to eat meals in their allocated learning rooms in their allocated places or outside if practical. The hall will be used for hot meals only.	Children will be made aware of where they are to eat by their class teacher.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	In cases of wet weather - children should still be taken outside to play. Wet breaktimes: children are to stay seated, use of paper to keep them occupied, exercise within their place.	Weather dependent.	Yes
Coronavirus – COVID-19 infection transmitting through lack of social distancing	Each group to have a separate place to play: upper playground, lower playground, field (split into two) and Reception area.	Staff and children made aware.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Restricted equipment to be used at playtime. Each bubble will have their own assigned equipment which will not be shared between bubbles.	Staff and children made aware of equipment.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Monitored use of adventure playground, climbing wall.	Large playground equipment to be rotated. Bubbles timetabled. Time left standing between bubble use.	Yes

Coronavirus – COVID-19 infection transmitting among premises users	Hand washing or gel on return into school.	Staff to supervise.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Should a child require first aid for an injury, as much of the guidance should be followed including handwashing, non touching of face etc. PPE should be used if unsure.	Staff to follow established procedures.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (MOVEMENT AROUND SCHOOL)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting among premises users	Limit movement around the school. Certain areas only used by children when supervised and then cleaned after use.	Staff aware.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Introduce a one way system to move around the school. Use signage and floor markings to help indicate this to children and staff.	One way system around school still in place.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Teach children and ensure they adhere to one-way systems and rules for communal areas.	Children to be instructed by class teacher.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	SLT and class teachers to supervise and ensure children follow movement guidance.	Monitored daily by SLT	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Unnecessary furniture and obstacles removed from walkways to allow for easier social distancing.	Walkways kept clear. Furniture returned to classrooms and only to be used by allocated bubbles.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Introduce a plan with children for when they move around their classroom setting. There will be limited movement.	Introduced to children by class teacher.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (USE OF RESOURCES)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting among premises users	Resources monitored and ensured that use is not between bubbles.	Classroom specific resources only to be used by assigned bubble and not shared across bubbles	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Resources likely to be used by another class must be cleaned first.	Antibac available in classrooms.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Electronic resources, such laptops, keyboards, mice will be cleaned thoroughly after use.	Antibac available in classrooms.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Each classroom will have access to tissues, a lidded bin, soap and water.	Classes equipped and monitored by cleaning staff.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Each classroom will be provided with disinfectant spray and gloves in cases where a pupil sneezes or coughs on equipment.	Classes equipped and monitored by cleaning staff.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	All resources will be cleaned before school with particular focus on surfaces that are touched by multiple people such as photocopiers, light switches, telephones, door handles etc.	Cleaning staff instructed. Premises Manager to monitor.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Staff and children will make every effort to ensure they have washed or gelled their hands (following the handwashing guidance) if touching surfaces others might touch.	Staff and children regularly reminded.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (EMERGENCIES)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Fire – unable to ensure building has been cleared in an emergency	Usual school fire evacuation procedures will be followed	A member of SLT on site at all times.	Yes
Fire – Staff not knowing what to do in an emergency	Fire drill will be conducted soon after the children return in September	New fire points for each group.	Yes
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Check the school has sufficient number of 1 st aid trained staff to operate safely.	All staff are first aid trained	Yes
Ensuring hygiene is available.	All hot and cold water sources are checked regularly to ensure they are working correctly. Where they are not, repairs are undertaken or an alternative supply identified. In complete failure, the school will close.	Premises Manager to be notified.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (COMMUNICATION)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection brought onto school premises	All parental communication by telephone or electronically including issues during the day. No home-school books.	Staff to made aware.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Parents are updated regularly on expectations, timings, changes, curriculum, marking etc.	Letter to go out to parents informing them of any changes to procedures.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Staff communication will take place electronically via staff WhatsApp, emails or staff meetings.	Electronic communications in place	Yes
Coronavirus – COVID-19 infection brought onto school premises	Movement of items between school and home prioritised.	Chn are not to bring items from home into school. Learning prioritised to Reading books / Reading log books / reading packs.	Yes
Coronavirus – COVID-19 infection brought onto school premises	Home learning will not involve work going home or coming back into school. Children may be directed to an online learning resource.	Home learning will be placed upon the VLE and completed at home. Finished work will be sent to the teacher via email or the VLE.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (STAFF WELL-BEING)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Negative short and longer term effect on staff mental well being	Put in place measures to check on staff wellbeing (including for leaders)	SLT and Governors to monitor staff mental wellbeing.	Yes
Negative short and longer term effect on staff mental well being	Staff wellbeing to be supported by being encouraged to share concerns with SLT.	SLT to make regular informal discussions with staff.	Yes
Negative short and longer term effect on staff mental well being	SLT to offer general support and discussion opportunities to allay concerns and maintain moral.	SLT to make regular informal discussions with staff.	Yes
Coronavirus – COVID-19 infection seriously impacting on health of staff member	Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Head.	Staff made aware of importance.	Yes
Coronavirus – COVID-19 infection seriously impacting on health of staff member	Vulnerable staff should seek and act on the advice of their GP/Consultant/Midwife/PHA or current government advice.	Staff made aware.	Yes
Coronavirus – COVID-19 infection seriously impacting on health of staff member	Follow government advice to provide additional protection for more vulnerable staff.	Staff audit made.	Yes
Coronavirus – COVID-19 infection seriously impacting on health of staff member	Staff to wear masks at their discretion. It is not mandatory as Government directed. However, Government Guidance discourages the use of masks in school except for specific circumstances.	Staff made aware	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (children WITH SEND/HIGH NEED)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting among premises users	Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat	School to work with parents of identified chn to create a risk assesement to ensure the child's safety in school.	Yes
Increased risk of COVID-19 spread for children with EHCP or SEND difficulties.	Individual behaviour plans/ provision maps to be updated where possible.	School to work with parents of identified chn to create IBPs.	Yes
Negative short and longer term effect on pupil mental well being	Holistic approach to the provision for EHCP/SEND children, as well as supporting their emotional needs.	Children to be identified and intervention plans put inplace. Staff to be informed of needs.	Yes
Increased risk of COVID-19 spread for children with EHCP or SEND difficulties.	Needs will be met extra to the Behaviour Policy taking into consideration the mental health issues of the children.	Children identified who need extra emotional and behaviour support.	Yes
Increased risk of COVID-19 spread for children with EHCP or SEND difficulties.	Ensure that staff maximise use of de-escalation strategies	Staff reminded of strategies and Solution Focused Thinking.	Yes

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (PARENTS)

Hazard - What can cause harm	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Coronavirus – COVID-19 infection transmitting among premises users	Ensure the school has up-to-date contact numbers	Office staff to ensure.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Regular communication to help parents understand timings, groups, curriculum etc.	Regular letters to go out to parents keeping them up-to-date.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Ensure children do not bring things from home to school.	Staff to monitor. Parents to be informed of procedures.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Educate their child in handwashing and hygiene as advised by the government.	Regular reminders by school communication.	Yes
Coronavirus – COVID-19 infection transmitting among premises users	Adhere to all school guidance for entering and exiting school	All adults and children to be instructed on guidance.	

SHOREHAM BEACH PRIMARY - COVID-19 RISK ASSESSMENT (Important points from Gov. Guidance)

There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.
Public Health England does not (based on current evidence) recommend the use of face coverings in schools.
We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.
All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble.
Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing.
Supply staff and other temporary workers can move between schools.
Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021

For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics).

Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.

Physical activity in schools: Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Educational visits: In the autumn term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.