

1 - Social Distancing Practicalities Note it is considered to be more challenging to ensure EY children comply with guidance in this section

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
7	9	0	5.63 MEDIUM

FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
7	9	0	5.50 MEDIUM

RISK BREAKDOWN

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	11	3	0	0
Severity	2	5	7	2	0

FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	3	10	3	0	0
Severity	2	5	7	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs							
Maintaining bubbles			Children are in bubbles of no more than 15 children, they have separate play and lunch	3 - Medium	3 - Medium	MEDIUM		Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and other children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. 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. In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	3 - Medium	3 - Medium	MEDIUM		HT and all staff	Ongoing until restrictions are lifted	Green	Bubbles will be 30 or less. No need for any sub-bubbles at present. Two bubbles will be out at break using different areas of the playground	
Travel to and from school - Dedicated school transport			None					<ul style="list-style-type: none"> • Liaise with bus and train companies and LA school transport to ensure their advice is followed and they are compliant with social distancing guidance (Encourage pupils to walk or cycle, or parents to use car if this is an option) The approach to dedicated school transport should align as far as possible with the principles underpinning the system of controls set out in the guidance and with the approach being adopted for your school. It is important to consider: <ul style="list-style-type: none"> - how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. It is imperative that schools work closely with local authorities that have statutory responsibility for 'home to school transport' for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision. DfE will shortly publish new guidance to local authorities on providing dedicated school transport. It may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. 									
Travel to and from school - Public transport			N/A					To reduce demand on public transport, schools should consider staggered start times to enable more journeys to take place outside of peak hours. Families using public transport should refer to the safer travel guidance for passengers. Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible. Schools may want to consider using 'walking buses' (a supervised group of children being walked to, or from, school), or working with their local authority to promote safe cycling routes.									
Beginning of school day			Staggered start only EYFS and KS1 parents on site. Children come into side classroom doors to prevent congestion in cloakrooms. Classroom doors open children go straight in	2 - Low	3 - Medium	MEDIUM		Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. Pupils to come straight into school through a range of pre-determined entrances - Staff on duty to control this - Limit the gathering of pupils and/or parents on the playground. Communicate this to parents well in advance of September.	2 - Low	3 - Medium	MEDIUM		HT and all staff		Green		

Parents congregating at the gate (primary)		Parents waiting for KS2 children at gate are usually socially distancing	2 - Low	2 - Low	LOW	<ul style="list-style-type: none"> Stress with parents the government's message about social distancing Set out clear expectations for drop off / pick up Leaflet for parents, social media campaign, advice and guidance on website making parents aware of the rationale for this. 	2 - Low	2 - Low	LOW	HT and all staff	Ongoing until restrictions lifted	Green	Remind parents in letter / newsletter
Cloakroom facilities		Cloakroom restrictions in place but will be difficult to maintain with more children on site	3 - Medium	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Close cloakroom facilities or restrict access for a limited number of pupils at a time Children do not bring in PE bags Encourage pupils to bring only essential items into school 	3 - Medium	3 - Medium	MEDIUM	HT and all staff	Ongoing until restrictions lifted	Green	
Assemblies		No assemblies taking place at present	2 - Low	2 - Low	LOW	<ul style="list-style-type: none"> Cancel assemblies or broadcast them into each classroom via Teams or Skype 	1 - Very low	2 - Low	LOW	HT and all staff		Green	Class assemblies rather than whole school
Social distancing in classrooms		Children are at 2m distance from each other	2 - Low	4 - High	MEDIUM	<ul style="list-style-type: none"> Maintain bubbles - staff and pupils stay together as much as possible and stick to DfE advice re seating arrangements, social distancing. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.. 	2 - Low	4 - High	MEDIUM	HT and all staff	Ongoing until restrictions are lifted	Amber	Number of adults going into the bubbles will be restricted
Lining-up		Lining up already discouraged but mostly at lunchtimes, children in zones at playtime, no lining up for hot meals at present	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Educate pupils about social distancing when lining-up Use floor markers for younger pupils if possible Limit the need for lining-up 	2 - Low	3 - Medium	MEDIUM		Ongoing until restrictions are lifted	Green	EYFS are already spacing children out on the carpet
Keeping pupils separate at lunchtime		Children are eating in classrooms and having separate breaks	2 - Low	2 - Low	LOW	<ul style="list-style-type: none"> Staggered lunchtimes/rotas to maintain 'bubbles' social distancing guidance to be followed additional supervision might be necessary 	2 - Low	2 - Low	LOW		Ongoing	Green	
Social distancing at breaktimes		Only one class out at a time presently	2 - Low	2 - Low	LOW	<ul style="list-style-type: none"> Staggered breaks for different year groups Provide activities to ensure social distancing (eg Daily Mile, etc) Provide additional supervision to ensure pupils observe social distancing 	2 - Low	2 - Low	LOW			Green	
Social distancing - toilets		Some toilets closed and only two children at a time allowed in	2 - Low	2 - Low	LOW	<ul style="list-style-type: none"> Staff limit the number of pupils (eg one in, one out) - see also Hygiene and cleaning requirements It is not necessary for bubbles to have different toilet facilities but additional cleaning might be needed 	2 - Low	2 - Low	LOW		Ongoing	Amber	
Staff safety - social distancing		On the whole staff are staying in their own bubbles and maintaining 2m social distancing, but some individual staff are going into other bubbles and congregating in small spaces (office). Staff room is closed and staff meetings are held in a classroom with staff maintaining 2m distancing	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"> Ideally, adults should maintain 2 metre distance from each other, and from children. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Limit the number of staff accessing the staff room at the same time Facilitate staff taking their breaks - supervision of pupils must remain constant if possible Cancel face-to-face staff meetings Regular briefings via e mail Hold meetings on line 	3 - Medium	4 - High	MEDIUM			Amber	
End of day procedures		Parents collecting from classrooms, not waiting on playground	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Staggered times for exit at the end of the day Parents to observe social distancing rules when waiting for their child Leave the school grounds in a timely and orderly manner 	2 - Low	3 - Medium	MEDIUM	HT		Green	Regular reminders for parents
Social distancing - trips and events off site		No visits for autumn term	1 - Very low	1 - Very low	LOW	<ul style="list-style-type: none"> Cancel all off-site events including swimming sessions, school trips and local visits. Once social distancing allows, reinstate trips. Risk assessments for visits must include COVID-19 requirements and explain how bubbles will be maintained. 	1 - Very low	1 - Very low	LOW	HT and all staff		Green	
Social distancing if parents are in school		No parents in school, no parent worship eg Harvest, parent consultations by phone	1 - Very low	1 - Very low	LOW	<ul style="list-style-type: none"> Cancel parents' evening and special assemblies/concerts Arrange meetings with parents online 	1 - Very low	1 - Very low	LOW	HT		Green	
Close proximity of staff and pupils		Staff supporting 1:1 interventions and guided groups are	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. 	2 - Low	3 - Medium	MEDIUM	HT and all staff	Ongoing	Green	
Visitors to school		External providers eg County Music, Support Staff, TopScore in school	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Limit all but essential visitors to school and do not allow any visitors into school if they are displaying COVID symptoms Produce clear guidance for any contractors if they have to make essential site visits. Essential maintenance should be accommodated wherever possible and where social distancing can be observed. See joint statement from WCC, education and property services teams. See also Building work and logistics. 	2 - Low	3 - Medium	MEDIUM	HT and all staff	Ongoing	Green	
Pupils who attend more than one setting eg alternative provision		N/A				<ul style="list-style-type: none"> AP settings must comply with health and safety law which requires employers to assess risks and put in place proportionate control measures. They should work through the system of controls outlined in the guidance, adopting measures that help them meet each control in a way that addresses the risk identified in their assessment, works for their setting, and allows them to deliver a broad and balanced curriculum for pupils. When working through the system of controls, APs should take steps to minimise social contact and mixing as far as is practicable. All APs, especially larger AP schools, should consider whether pupils can be placed into smaller groups and still receive a broad and balanced curriculum. Due to the smaller size of many AP settings, and because APs are not typically organised by year groups, APs may wish to adopt whole school bubbles as part of their system of control and in order to best meet the needs of their students. 							