



**Beaufort Primary School
Covid-19 Risk Assessment (1st September - 23rd October 2020)**



	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> All new staff briefed and existing staff consulted and updated with regard to all mitigation and protective measures detailed in this risk assessment and other guidance at September INSET and by email and staff meetings in July 2020. 	Yes	EF	03.09.20	L
	H	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	Yes	EF	06.07.20	L
	H	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Addendum Infection Control Policy First Aid Policy 	No	EF	03.09.20	L
	H	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	No	EF	3.09.20	L
	H	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE; NHS; Department of Health and Social Care; PHE 	Yes	EF	Ongoing	L



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	H	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email and in policy 	Yes	SLT – then shared as appropriate	Ongoing	L
	H	<ul style="list-style-type: none"> Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. 	Yes	EF EF	Ongoing	L
	H	<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in an age appropriate way in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell; 	Yes	Teaching staff	Ongoing	L
	H	<ul style="list-style-type: none"> Staff Code of Conduct and Data Protection policies are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Yes	All teaching staff/SLT	Ongoing	L
	M	<ul style="list-style-type: none"> Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. 	Yes	EF	03.09.20	L
Prevention Minimise contact with individuals who are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should 	Yes	All staff	Ongoing	L



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		self-isolate for 14 days from when the symptomatic person first had symptoms.	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	Yes	All staff	Ongoing	M
	H	<ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. 	Yes	All staff	Ongoing	I
	H	<ul style="list-style-type: none"> In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 		All staff	Ongoing	L
	H	<ul style="list-style-type: none"> 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 (in which case, they should arrange a test) or if the 	Yes	All staff	Ongoing	L



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	H	<p>symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <ul style="list-style-type: none"> The Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> to be followed to clean the area. 	Yes	Office staff	Ongoing	L
	H	<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> 				
Prevention Good hand hygiene practice	H	<ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	Yes	All staff	Ongoing	L
	M	<ul style="list-style-type: none"> Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. 	Yes	Class teachers	02.09.20	L
	H	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	Yes	PM	Ongoing	L
	M	<ul style="list-style-type: none"> Teachers marking books will wash their hands both before and after marking. 	Yes	Teachers	03.09.20	L
	H	<ul style="list-style-type: none"> Hand sanitiser dispenser installed in staffroom entrance 	Yes	Teachers	14.09.20	L



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Prevention Good respiratory hygiene and ventilation	H	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. 	Yes	PM	Ongoing	L
	H	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Identify new pupils (no current pupils) with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant; create risk assessments; 	Yes	School Inclusion Leader	03.09.20	L
	H	<ul style="list-style-type: none"> All spaces are well ventilated using natural ventilation (opening windows & doors) or ventilation units where possible; 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding) to aid ventilation. 	Yes	All staff	Ongoing	L
Prevention Enhanced cleaning	H	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; at least twice during the school day and before eating in the classrooms. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Pods have allocated toilet blocks, and toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. 	Yes	PM	Ongoing	L
	M	<ul style="list-style-type: none"> Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> 	Yes	All staff	Ongoing	L



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	H	<ul style="list-style-type: none"> Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	Yes	PM	Ongoing	L
	H	<ul style="list-style-type: none"> The SBM/Premises Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk 	Yes	SBM/PM	Ongoing	L
	H	<ul style="list-style-type: none"> The SBM/Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Yes	SBM/PM	Ongoing	L
	H	<ul style="list-style-type: none"> Additional cleaning materials available for staff to use in the staffroom, music room and ICT suite, surfaces to be wiped after each staff member has used it 	Yes	All staff	Ongoing	L
Prevention	H	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping classes separate (each class is a pod) through the day with the same adults and through maintaining distance between individuals as far as possible; assemblies and other group gatherings are not permitted. 	Yes	All staff	Ongoing	L
Minimise contact	H	<ul style="list-style-type: none"> If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller groups and using outside areas. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> A few staff will move between pods for PPA cover. When staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Ideally, adults should maintain 2 metre distance from each other, and from children when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. 	Yes	All staff	Ongoing	L



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	H	<ul style="list-style-type: none"> Pupils old enough should be supported to maintain distance and not touch staff and their peers. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Pupils are seated side by side and facing forwards, rather than face to face or side on. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Assemblies are held in individual 'pods'. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> The timetable is revised to implement where possible: <ul style="list-style-type: none"> Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; Maximise the number of lessons or classroom activities which could take place outdoors; Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; Drop-off and collection times are staggered and communicated to parents; Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	Yes	Teachers/SLT	02.09.20	L
	H	<ul style="list-style-type: none"> Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Pupils are seated at the same desk with individual packs of equipment; 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Lunches are eaten in the classrooms. Hot meals cooked on site are delivered to the outside of the classroom on a trolley by a designated member of staff wearing gloves. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Mixing is minimised by: <ul style="list-style-type: none"> accessing rooms directly from outside where possible; keeping left in corridors; 	Yes	All staff	Ongoing	L



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		<ul style="list-style-type: none"> ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; ○ The number of pupils using each toilet area at any one time is limited to one; 				
	H	<ul style="list-style-type: none"> • The use of shared space such as halls is limited and there is cleaning between use by different groups; the libraries will not be used, instead books will be taken to rooms. 	Yes	All staff	Ongoing	L
	M	<ul style="list-style-type: none"> • The use of staff rooms and offices is staggered to limit occupancy. Staffroom occupancy is limited to 15 at any one time. Office is limited to 4 people at any one time. 	Yes	Office/PM/SBM	Ongoing	L
	H	<ul style="list-style-type: none"> • Each year group/phase is allocated a staffroom space (Nursery office, Reception spare classroom, ASC room, staffroom and Oak hall) to reduce contact 	Yes	All staff	From 28.09.2020	L
	M	<ul style="list-style-type: none"> • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All non-essential visitors are not permitted. 	Yes	Class staff	Ongoing	L
	M	<ul style="list-style-type: none"> • Classroom based resources, such as books and games, are used and shared within the class; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment are cleaned frequently and meticulously and always between classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes; 	Yes	Class staff/pupils	Ongoing	L
	M	<ul style="list-style-type: none"> • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats and coats, Bags are not allowed (subject to review). Pupils and teachers cannot take books and other shared resources home (subject to review) and 	Yes	Class staff/pupils	Ongoing	L



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	M	unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Yes	Class staff/Sports providers	Ongoing	L
	H	<ul style="list-style-type: none"> Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u> 	Yes	PPA teachers/class staff	Ongoing	L
	H	<ul style="list-style-type: none"> Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. 	Yes	PPA teachers/class staff	Ongoing	L
	H	<ul style="list-style-type: none"> Pupils do not share cutlery, cups or food. 	Yes	Class/catering staff	Ongoing	L
	H	<ul style="list-style-type: none"> If cooking with children ensure each child has equipment and ingredients and end product is stored/cooked/cooled in separate containers; all utensils are thoroughly cleaned before and after use. 	Yes	Class staff	Ongoing	L
	H	<ul style="list-style-type: none"> Children at After-School Club will be kept in age group pods of 15 maximum in separate or separated locations (eg hall split down middle) with good ventilation or outside; adults will stay with their own groups and maintain social distance as far as possible. Food and drink will be served by adults at tables; children will not be seated face to face; strict hygiene protocols will be followed re handwashing, food preparation and the cleaning of surfaces and resources; 	Yes	ASC manager & staff	Ongoing	L/M
	H	<ul style="list-style-type: none"> School layby closed to vehicles to aid social distancing; clear signage to direct foot traffic and one-way systems at pick up and drop off. 	Yes	EF	Ongoing	L
	H		Yes	1-1 staff	03.09.20	L



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	H	<ul style="list-style-type: none"> One to one teachers have designated areas where they withdraw children to; they do not enter pods. Where reading books are sent home they will be done so on a Monday and returned on a Friday. This will enable decontamination over the weekend. Each child to be allowed 2 books. To manage resources, each teacher will have 1 book in each colour to read with all children on the level, wiping between each child. 	Yes	All teaching staff	21.09.20	L/M
Prevention Where necessary, wear PPE	H	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>. 	Yes	EF	16.06.20	L
Response to infection Test and trace	H	<ul style="list-style-type: none"> NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit 	Yes	All	Ongoing	L



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	H	<ul style="list-style-type: none"> ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	Yes	SLT	03.09.20	L
	H	<ul style="list-style-type: none"> • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> - If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. 	Yes	Office	Ongoing	L
	H	<ul style="list-style-type: none"> • If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days. 	Yes	All	Ongoing	L
Response to infection	H	<ul style="list-style-type: none"> • <u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases. 	Yes	All	Ongoing	L
Managing confirmed COVID-19 cases	H	<ul style="list-style-type: none"> • If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. 	Yes	SLT/Office	Ongoing	L
	H	<ul style="list-style-type: none"> • The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. 	Yes	HPT	Ongoing	L
	H	<ul style="list-style-type: none"> • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 	Yes	SLT	Ongoing	L



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		<p>days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person 				
	H	<ul style="list-style-type: none"> ● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. 	Yes	SLT	Ongoing	L
	H	<ul style="list-style-type: none"> ● Remote education plan in place for individual pupils or groups of pupils self-isolating. 	Yes	SLT	Ongoing	L
Response to infection	H	<ul style="list-style-type: none"> ● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. 	Yes	HPT/EF	Ongoing	L
Contain any outbreaks	H	<ul style="list-style-type: none"> ● Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. 	Yes	HPT/EF	Ongoing	L
	H	<ul style="list-style-type: none"> ● In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. 	Yes	HPT/EF	Ongoing	L
		<ul style="list-style-type: none"> ● Remote education plan in place for individual pupils or groups of pupils self-isolating. 	Yes	HPT/EF	Ongoing	L
Response to infection	M	<ul style="list-style-type: none"> ● The school communicates with parents via email regarding any updates to school procedures which are affected by the coronavirus pandemic; 	Yes	EF	Ongoing	L
Partial or full school closure; pod sent home	M	<ul style="list-style-type: none"> ● Remote learning organised in same way as during lockdown and partial opening. A blended learning policy is being written. 	Yes	Teachers	Ongoing	L
	M		Yes	EF	Ongoing	L



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	M	<ul style="list-style-type: none"> Pupils working from home are assigned work to complete to a timeframe set by their teacher; The headteacher maintains her plan for pupils' continued education during partial, full or pod closure to ensure there is minimal disruption to pupils' learning – this includes her plan to monitor pupils' learning while not in school; 	Yes	All staff	Ongoing	
	M	<ul style="list-style-type: none"> The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely; The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home; 	Yes	EF	Ongoing	L
	H	<ul style="list-style-type: none"> The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required; 	Yes	EF	Ongoing	L
	H	<ul style="list-style-type: none"> The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. 	Yes	All staff	Ongoing	L
	M	<ul style="list-style-type: none"> The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home; 	Yes	ICT Lead/EF	Ongoing	L
	M	<ul style="list-style-type: none"> The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. 	Yes	All staff	ongoing	L
Emergencies	M	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Yes	Office	Ongoing	L
	M	<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. 	Yes	Office	Ongoing	L
	M	<ul style="list-style-type: none"> Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	Yes	Office	Ongoing	L
	M	<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	EF	03.09.20	L
Managing School Transport	M	<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible. The school layby is closed during school hours to enable social distancing and encourage walking and cycling. 	Yes	EF	Ongoing	L



Beaufort Primary School
Covid-19 Risk Assessment (1st September - 23rd October 2020)

