

The Priory CofE School
Protective Measures Risk Assessment and Action Plan - SEPTEMBER OPENING
Reviewed and updated 26 August 2020

This risk assessment and action plan has been produced in line with SCC and DfE guidelines. It is a working document and will be reviewed regularly by members of SLT. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

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	Recommended controls/Mitigation and Protective Measures	In place? Yes/No/To be distributed	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and protocol	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	Y	RGB	12 June	L
	<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 Infection Control Policy First Aid Policy Child protection and safeguarding Fire drill protocol Lockdown protocol Behaviour for Learning School Business Continuity Plan School Emergency Closure Plan 	Y	RGB Updated JTL/LAT	12 June 26th August	L
	<ul style="list-style-type: none"> SLT members have regard for additional relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 	Y	SLT	12 June	L

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	<ul style="list-style-type: none"> - 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' 				
	<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"> - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - A 'Need To Know' policy display board in the staffroom will be updated regarding all Covid Policies and relevant information 	Y	RGB updated LAT/JTL	12 June updated 7th August	L
	<ul style="list-style-type: none"> ● SLT and Student Services receive any necessary information that helps minimise the spread of infection, e.g. infection control training. 	Y	RGB	12 June	L
	<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 	Y	SLT	ongoing daily	L
	<ul style="list-style-type: none"> ● Staff are made aware of the school's infection control procedures in relation to coronavirus through being directed to shared resources in a dedicated Covid-19 folder accessible to all and also on the Need To Know display board. 	Y	RGB	12 June	L
	<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 7 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. 	Y	RGB	10 June	L

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	<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell; 	Y	JTL/all staff	will be communicated to all students on first day of term via assembly and reinforced by tutors	L
	<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. 	TBD	SLT	August	L
	<ul style="list-style-type: none"> The GDPR policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Y	BGN	August	L
Prevention 1. Minimise contact with individuals who are unwell with COVID-19 symptoms	<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 7 days, and anyone developing those symptoms during the school day is sent home. 	Y	RGB	Ongoing	M
	<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 7 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 self-isolate for 14 days from when the symptomatic person first had symptoms. 	Y	VHS / JTL	13 July Protocol	M
	<ul style="list-style-type: none"> If a child is awaiting collection, they are moved to the conference room. A window should be opened for ventilation. 	Y			

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	All meetings booked for the conference room are cancelled until the room has been vacated and deep cleaned.				
	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use the staff toilets by reception. The bathroom must be cleaned and disinfected using standard cleaning products before being used again by anyone else. The facility will be locked until the area has been sufficiently cleaned. 	Y	RGB	June	M
	<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. 	Y	RGB	June	M
	<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. 	Y	RGB	June	M
	<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. 	Y	RGB	June	L
	<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 symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. 	Y	RGB	June	L
	<ul style="list-style-type: none"> The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. 	Y	RGB	March	L
	<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 	Y	JTL	March	L

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	<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> 	Y	BGN/student Services/ Site staff	March	M
Prevention 2. Good hand hygiene practice	<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. 	Y	RGB	March	M
	<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. 	Y	RGB	March	L
	<ul style="list-style-type: none"> The school will build hand washing and sanitising routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	TBD	JTL	August	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 sanitise 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 sanitise hands again upon arrival at the classroom. Guidance on <u>safe working in education, childcare and children’s social care</u> provides more advice. 	Y	JTL	September	L
	<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. 	Y	Site Team	March	L
	<ul style="list-style-type: none"> Teachers to return empty hand sanitiser sprays to the box in the staffroom to be refilled and collect a full one to ensure they have them in their classrooms 	Y	All staff	September	L
Prevention 3. Good respiratory hygiene	<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. Posters to be displayed and the school community reminded of this. 	Y	All staff and students	September	L
	<ul style="list-style-type: none"> Face Coverings expected to be worn in corridors and communal areas by staff and students. Reminder that disposable masks should be replaced every hour and a half of continued use. 				



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	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this 	Y	Pastoral and Learning Support Team	September	L
4. Enhanced cleaning	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Students will follow a routine at the start of every lesson to clean their own hands and desk using sanitiser provided. 	TBD	All Staff and students	August	L
	<ul style="list-style-type: none"> Soft furnishings are made safe 	N	Site Team	September	L
	<ul style="list-style-type: none"> Different groups/ "Bubbles" do not need allocated toilet blocks, however toilet cubicles will be allocated to relevant year groups to prevent cross contamination, and pupils encouraged to clean their hands thoroughly after using the toilet. Toilet will be thoroughly cleaned by cleaning staff at the end of each day. 	N	Site Team	September	L
	<ul style="list-style-type: none"> The COVID-19: cleaning of non-healthcare settings guidance is followed. 	Y	BGN	Ongoing	L
	<ul style="list-style-type: none"> There will be no provision for students to play football competitively at break and lunchtimes. Students playing table tennis must ensure that they sanitise their hands after use. 	N	All staff and students	September	L
	<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 Cleaning in non-healthcare settings guidance 	Y	Site Team	Ongoing	M
	<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. 	Y	BGN	Ongoing	M
	<ul style="list-style-type: none"> The SBM 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 	Y	BGN/JMS	Ongoing	L

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	<ul style="list-style-type: none"> The school business manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y	BGN/JMS	Ongoing	L
<p>Prevention</p> <p>5. Minimise contact</p>	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p> <p>As far as possible students will sit in rows and face the front of the class during lessons</p> <p>All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible</p> <p>There will be separate lunch/break times to help keep students in their bubbles</p> <p>There will be designated areas for both break and lunchtimes for each year group</p> <p>Toilet cubicles allocated to each year group</p> <p>Vulnerable students will be made aware of procedures and protocols before they return to school</p> <p>One way system used by everyone around the school</p> <p>Staffroom set up to encourage social distancing</p>	Y	SLT	August	L

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<ul style="list-style-type: none"> Where 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 from other adults. 	Y	All staff	September	M
<ul style="list-style-type: none"> Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	Y	All staff	September	M
<ul style="list-style-type: none"> Pupils old enough should be supported to maintain distance and not touch staff and their peers. 	Y	All staff and students	March	M
<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 	Y	All staff	September	L
<ul style="list-style-type: none"> Pupils are seated side by side and facing forwards, rather than face to face or side on. 	Y	All Teaching staff and studnets	September	L
<ul style="list-style-type: none"> Large gatherings such as assemblies are avoided, and groups kept apart 	Y	All staff	September	L
<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; The one way system will be retained in school and the dismissal of students at the end of the day staggered. Maximise the number of lessons or classroom activities which could take place outdoors, such as PE; Staggered assembly groups; There will be no whole school assemblies. All assemblies will take place either in Year groups or via Google Meet in tutor times Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	Y	All staff	September	L
<ul style="list-style-type: none"> Thorough cleaning of the rooms at the end of the day. 	Y	BGN	Ongoing	M
<ul style="list-style-type: none"> Mixing within education or childcare setting is minimised by: 	Y	All staff	Ongoing	L

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	<ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ one-way circulation to keep groups apart as they move through the setting where spaces are accessed by corridors; ○ staggering lunch breaks and pupils clean their hands beforehand and enter in their bubbles ○ The number of pupils using the toilet at any one time is limited, duty staff will monitor this and students not to use the bathroom facilities, unless absolutely necessary during lesson time. 				
	<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; Areas allocated in the main hall and canteen for year groups to eat their lunch. After they have eaten students are to leave the building. In wet weather students will go to their indoor allocated area and bubbles will be retained. 	Y	All staff and students	March	L
	<ul style="list-style-type: none"> ● The use of staff rooms and offices is staggered to limit occupancy. This is achieved with the staggered lunch and break times. 	Y	All staff	September	L
	<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 visitors entering the school site have a temperature check before entering. ● Employ two cover supervisors to restrict the number of supply staff coming on to site 	Y	BGN	September	L
	<ul style="list-style-type: none"> ● Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to 	Y	All staff	September	L



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	allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; (see separate risk assessments at the end of this document for all our practical subjects)				
	<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, coats, books, stationary and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 	TBD	SLT	August	L
	<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; If absolutely necessary and a pen has to be lent during a lesson then this must be sterilised before being handed back. 	Y	All staff	September	L
	<ul style="list-style-type: none"> 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> (see separate risk assessment for PE at the end of this document) 	Y	PE Dept	July	L
	<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. (see separate risk assessment for Music at the end of this document) 	Y	SPN	August	L
Prevention 6. Where necessary, wear PPE	<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 	Y		First Aiders and SLT March	M



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	<ul style="list-style-type: none"> ○ 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 				
	<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>. 	N	HTR	September	L
Response to infection <ul style="list-style-type: none"> ● Test and trace 	<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 ○ 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. Registers to be taken each lesson. Visitors to leave address and details when visiting ○ <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) 	Y	All staff	Ongoing	L
	<ul style="list-style-type: none"> ● 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. ○ 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 7 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 	June	All staff	Ongoing	L

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	for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.				
Response to infection	<ul style="list-style-type: none"> Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. 	June	All staff	Ongoing	L
8. Managing confirmed COVID-19 cases	<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. 	June	SLT	Ongoing	L
	<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. 	June	All staff	Ongoing	L
	<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 days since they were last in close contact with that person when they were infectious. Close contact means: <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 	June	All staff	Ongoing	L
	<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. 	June	All staff	Ongoing	L
	<ul style="list-style-type: none"> Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	Sept	All staff	Ongoing	L
	Response to infection	<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. 	June	All staff	Ongoing
9. Contain any outbreaks	<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. 	June	All staff	Ongoing	L

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	<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. 	June	All staff	Ongoing	L
	<ul style="list-style-type: none"> Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	Y	HODs/HOFs	Ongoing	L
Emergencies	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Y	Office staff	Ongoing	L
	<ul style="list-style-type: none"> Pupils' parents are contacted as soon as practicable in the event of an emergency. 	Y	First Aid staff	Ongoing	M
	<ul style="list-style-type: none"> Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	Y	First Aid staff	Ongoing	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. 	Y	JTL	June	L
Managing School Transport	<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible; 	Y	SLT	June	L
	<ul style="list-style-type: none"> Parents and pupils are discouraged from using public transport, where possible particularly during peak times; advice distributed via school COVID-19 website 	Y	SLT	June	L
	<ul style="list-style-type: none"> For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. 	Y	SLT	June	L
	<ul style="list-style-type: none"> Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; 	Y	SLT	June	L
	<ul style="list-style-type: none"> Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; 	Y	SLT	June	L

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	<ul style="list-style-type: none">Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	Y	SLT	June	L
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Links

Risk Assessment for Practical Subjects

[Drama Risk Assessment](#)

[PE Risk Assessment](#)

[DT and FT Risk Assessment](#)

[Music Risk Assessment](#)

[Art Risk Assessment](#)

[Science Risk Assessment](#)