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**DAILY RISK ASSESSMENT**

**COVID-19 Continuity Planning**

**SchoolPro TLC**

**COVID-19; Daily risk assessment for schools/hubs**

The following register must be checked by the senior leader on site each day.

**Date of check: Completed by:**

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| **Daily attendance** | **Lead person**  | **Comment** |
| Registers taken by staff onsite and presented to the admin team. Form completed by admin team and sent to the DfE. | *Please check the register against medical needs with SLT/DSL and any other needs. Then inform all teachers.*  | Return to DfEConfirmed register to be provided to SLT at 09:30 and 13:30.Staff to dismiss children from classes and confirm departure.Any not collected.All children to be collected by adults (unless agreed). |

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| **First Aid** | **Lead person** | **Comment** |
| First Aid at Work trained member (adults) |  | If no member on site, exercise appropriate caution by reducing any less safe activities (e.g. working at height); work in pairs at a distance when possible; call head teacher if any minor queries or 999 in case of emergency. |
| Paediatric first aid managed by |  |   |
| Emergency service calls managed by |  |   |
| Medical needs of pupils managed by |  | Daily check of medical needs against register and information passed to teacher. |

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| **Designated Safeguarding Lead** | **Lead person** | **Comment** |
| DSL/DDSL on site: |  | Phone number of head teacher if not on site. |
| Contact if a critical safeguarding issue should be raised? |  | Phone number: |
| Children’s help desk: |  |   |
| Adult helpdesk: |  |   |
| Emergency number out of hours: |  |   |

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| **Behaviour Management** | **Name** | **Comment** |
| Routine behaviour management | All staff supported by SLT member on site each day and by the head teacher from distance.  | School will continue to use the behaviour system to enforce effective behavioural controls. Children need to made aware. |
| Behaviour plans | All teachers to be aware of any children with behavioural risk assessments in their classes. | To support easy access, all plans to be printed and placed in the central file located in the main office (reception). Ensure kept secure when school unoccupied. |
| Team Teach |  | A staff member with team teach training will be included in the staff team where possible.Team teach approach only to be used as last resort. If child’s behaviour is too extreme to manage safely, parent to be called to collect child.Be vigilant and aware of any children for whom changes in routine can be a trigger for behavioural changes. |

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| **Vulnerable family contact** | **Name** | **Comment** |
| Safeguarding team – not site dependent. |    | Safeguarding team to call designated children as assigned daily/weekly.Questionnaire followed and reported on CPOMS (if used). |

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| **Data Protection** | **Lead Person** | **Comment** |
| Reduce risk of data breaches |    | Teachers reminded of basic procedures and required to be vigilant before sharing data.Use of BCC when sending email to more than one person outside of the organisation.End of day clear desk processes to be enforced.Any suspected breach to be reported to DPO immediately via email – HT/leader to be notified. |
| Ensure that data sharing is done appropriately and only when necessary. |  | Paper copies of information to be shared (SIMS printouts)Allergy/health information to be shared with all working staff (as appropriate and relevant)One copy of information to be stored securely in reception or main office.Caterers to be informed of any allergies – essential information only.Personal Care Plans to be shared where necessary. |

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|  **FSM actions** | **Lead person** | **Comment** |
| Designated person to contact FSM pupils, parents |  | Check if parents are collecting or are in need of delivery (if applicable) |
| FSM delivery & collection |   | Risk assessment read and understood:1. Delivery to agreed households only.
2. Parents of non-delivery invited to collect lunches from outside school on table. Table to be away from main entrance. 2m zone around table and instructions placed on board: *To maintain social distancing and to support yours, and others’ wellbeing, only one person is allowed inside the marked zone at any one time. Please take care not to touch any other bags when collecting your own. Thank you for your support and take care of yourself.*
3. Work in pairs but at a suitable distance.
4. Take phone and have school contact number for emergencies (call 999 if in immediate danger).
5. Wear gloves when knocking on doors.
6. Put food on ground by door and then move away (do not come closer than 2m if person opens door).
7. Do not touch person or hand food directly to them – stay 2m away at all times.
8. Return addresses and map to the office – do not take home for data protection reasons.
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| Organisation of FSM vouchers |  | How are the school accessing the vouchers; direct from supermarkets or through Wonde.Ensure vouchers are sent to the correct parents. |

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| **Fire Management** | **Name** | **Comment** |
| Lead Fire Marshall |  | Instruct all on the sweep and evacuation process.Instruct office on registers.All SLT to know how to use the fire panel. |
| Office - registers of children |  | Number of children on site today: |
| Office - registers of staff |  | Number of staff on site today: |
| Assigned to phone the fire brigade |  |   |
| Teachers have access to, and know, PEEPs. |  | Staff to check PEEPs of any child on their register that day. |
| Routine checks |  |   |

**Access to Competent H&S Advice**

Safety, Health & Environment are available to provide health and safety advice and we will continue to operate the helpline and SHE services during this time. Please do not hesitate to contact SHE Advisers if you have any questions.

* Email:
* Tel: