

## Covid-19

# SJR Full School Reopening March 21 Risk Assessment & Action Plan

**Date:** 24.02.21

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**Shared with:** Full document not shared as updated from September 2020  
Overview & expectations shared with staff 24.02.21



## Steps of Re-opening Preparation:



Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

This Risk Assessment builds on the original document produced for the wider re-opening in February 2021 and is updated following the most recent guidance.

If schools follow the guidance and systems of control: protective measures, they will effectively reduce risks in their school and create an inherently safer environment. **This risk assessments underpins the key protective measure & systems of control:**

PREVENTION	RESPONSE TO ANY INFECTION
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school  2) clean hands thoroughly more often than usual  3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach  4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach  5) minimise contact between individuals and maintain social distancing wherever possible  6) where necessary, wear appropriate personal protective equipment (PPE)  <i>Numbers 1 to 4 must be in place in all schools, all the time.            Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.            Number 6 applies in specific circumstances</i>	7) engage with the NHS Test and Trace process  8) manage confirmed cases of coronavirus (COVID-19) amongst the school community  9) contain any outbreak by following local health protection team advice  <i>Numbers 7 to 9 must be followed in every case where they are relevant.</i>

Section	Key Risks	Overview of Risk Rating:	Risk Rating: no measures in place	Risk Rating – measures in place
<b>Preparation for re-opening</b>				
<b>A) Safeguarding</b>	<ul style="list-style-type: none"> <li>• Policy &amp; Procedures</li> <li>• E-Safety &amp; Home Learning</li> <li>• Attendance</li> <li>• Behaviour</li> </ul>		<b>Medium</b>	<b>Low</b>
<b>B) Premises, including infection Control &amp; social distancing</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety of school premises including Emergency Evacuations</li> <li>• Cleaning &amp; Waste Disposal</li> <li>• Preparation of school premises to support requirements of Infectious Control &amp; Social Distancing</li> <li>• Catering (Kitchen) &amp; School Meals</li> </ul>		<b>High</b>	<b>Low</b>
<b>C) Health &amp; Safety of Staff, Pupils and Parents</b>	<ul style="list-style-type: none"> <li>• Logistical arrangements to support Infectious Control &amp; Social Distancing of pupils, staff and parents</li> <li>• Groupings/Class sizes</li> <li>• Resources</li> <li>• PPE</li> <li>• Response to suspected/ confirmed case of COVID19 in school</li> <li>• First Aid/Medical Resources</li> <li>• Pupil Risk Assessments, including Medical where needed</li> </ul>		<b>High</b>	<b>Low</b>
<b>D) HR</b>	<ul style="list-style-type: none"> <li>• Staffing, including availability &amp; redeployment</li> <li>• Health Status and Review, including Medical reports</li> <li>• Absence reporting and Testing Referrals</li> <li>• Mental Health &amp; Wellbeing and Workload</li> <li>• External staffing e.g. sports coaches, music teachers</li> </ul>		<b>Medium</b>	<b>Low</b>
<b>E) Access to Learning</b>	<ul style="list-style-type: none"> <li>• Recovery, including Pastoral, Tailored Curriculum &amp; Establishing Routines &amp; Expectations</li> <li>• Curriculum - Physical, Emotional, Social development &amp; Maths, English, Music</li> <li>• Mental Health &amp; Wellbeing, including bereavement</li> <li>• SEND</li> <li>• Curriculum &amp; Home Resources, including uniform</li> <li>• Transition</li> </ul>		<b>Medium</b>	<b>Low</b>
<b>F) Contingency Planning</b>	<ul style="list-style-type: none"> <li>• Blended Learning</li> <li>• Remote Learning for pupils who are unable to attend school</li> </ul>		<b>Medium</b>	<b>Low</b>
<b>G) Communication</b>	<ul style="list-style-type: none"> <li>• Policies &amp; procedures, particularly infection control measures</li> <li>• Communication Check</li> </ul>		<b>Medium</b>	<b>Low</b>

**\*\*Items within the risk assessment in bold have been added and updated based on the most recent guidance (Sept20/March21)**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

A) Safeguarding						Lead: DSL/SLT	
Risk Rating	HIGH		MEDIUM:		LOW:		
	Urgent action required as any impact is critical.		Some controls in place but further actions required		No action required. Sufficient management controls in place		
Area of Risk	Control Measures		Risk Level Pre-Action	Action Required	Who?	By:	Risk Level Post-Action
Safeguarding & Inclusion procedures, particularly in response to effects of Covid:19	<p>The Safeguarding policy is updated to reflect the current changes recommended by the government, including COVID-19 outbreak addendum <b>and to reflect the return of more pupils to school</b></p> <p><b>The Safeguarding policy has been approved by the Local Advisory Committee (Governors) and is current.</b></p> <p><b>Systems in place to record any safeguarding or welfare concerns/observations – new system (CPOMS) established to facilitate effective and easy recording and monitoring of concerns/observations</b></p>			<p><b>Reminder of Safeguarding (Training completed June 20) and recording of concerns shared by DSL on INSET day</b></p> <p><b>New staff induction includes safeguarding protocols</b></p> <p><b>DSL &amp; Deputy to be aware that, especially in the first few weeks of term, more time may be needed to support staff and pupils regarding any new safeguarding/welfare concerns and liaising/referrals to Social Care and other agencies – Inclusion team to support</b></p> <p><b>All staff now using CPOMS</b></p>	<p>DSL</p> <p>DSL</p> <p>DSL /FSW</p> <p>DSL</p>	<p>In place 03.09.20</p> <p>Revised - ongoing</p> <p>In place 03.09.20</p> <p>ongoing</p> <p>ongoing</p>	
E-Safety & Home Learning	<p>The Teaching &amp; Learning policy considers safeguarding risks for those pupils accessing remote learning <b>(in case of local lockdown or Bubble closure)</b></p> <p>Regular reminders/E-briefings are shared with parents</p>			<p><b>Updated T&amp;L policy &amp; E-Safety policy shared with staff to reflect new ways of learning at home – added to wdrive &amp; website</b></p> <p>Email resources to parents as well as share via Dojo (record accessed rate)</p>	<p>DSL &amp; E-Safety Lead</p>	<p>In place 03.09.20</p> <p>ongoing</p>	
	<p>Teaching staff are fully aware of safeguarding implication in relation to online-safety</p>			<p>E-Safety training arranged for class teachers/LSAs</p>	<p>E-safety Lead</p>	<p>04.11.20</p>	
	<p>Remote Learning Policy considers safeguarding risks for those pupils who are isolating (10 -14 days) or if there is a local/national lockdown or closure of a bubble</p>			<p>An E-safety/Online Code of conduct produced and shared with parents – to be signed as part of agreement</p>	<p>SLT &amp; E-safety Lead</p>	<p>13.11.21</p>	
Attendance	<p><b>Clear and consistent expectations around school attendance communicated to parents/carers</b></p> <p>Resume <b>normal</b> attendance register to <b>secure and monitor full attendance from ALL pupils</b></p> <p><b>A small number of pupils will not be able to attend school because they are self-isolating due to symptoms or a positive test or as a result of contact with someone who has tested positive – where families are following clinical and/or public</b></p>			<p><b>Letter to parents/carers to reconfirm arrangements from Sept/Dec20 incl slight amendments to staggered timings and outlining measures in place</b></p> <p><b>All staff reminded of attendance expectations &amp; recording</b></p> <p><b>Strategies are in place to support pupils and families who are anxious about a return to</b></p>	<p>MM</p> <p>SLT</p> <p>SLT/ FSW</p>	<p>01.03.21</p> <p>in place 03.09.20</p> <p>already in place from Sept20</p>	

	<b>health advice, absence will not be penalised and remote education will be offered to these pupils</b>		<b>school e.g call to parents to discuss concerns and provide reassurance</b>			
Behaviour	Behaviour policy updated to reflect current changes recommended by the government, including COVID-19 outbreak' addendum  <b>School rules and routines in place to support adjustments required (following wider reopening). These will be reconfirmed and shared with the wider school</b>  Individual risk assessments in place for identified pupils and control measures in place, including safe use of physical contact in context of managing behaviour		<b>Staff reminder to communicate school rules etc with all pupils – Resources provided to support staff</b>  <b>New school rules and procedures to be explained to all pupils and adults to support pupils to follow these e.g. staying in their designated spaces, socially distancing where possible – resources provided by SLT</b>  Review or implement individual consistent management plans to ensure they include protective measures – as required  Discussion with parents to review risk assessment and next steps to ensure pupil & staff safety – as required	SLT  CTs  Incl. Lead  SLT	recap of 03.09.21  wb 08.03.21  As required & ongoing  As required	

<b>B) Premises, including arrangements to support Infectious Control &amp; Social Distancing</b>						<b>Lead: SM/HT</b>		
Risk Rating	<b>HIGH</b>		<b>MEDIUM:</b>		<b>LOW:</b>			
	Urgent action required as any impact is critical.		Some controls in place but further actions required		No action required. Sufficient management controls in place			
Area of Risk	Control Measures		Risk Level Pre-Action	Action Required		Who?	By:	Risk Level Post-Action
Health & Safety Check of School Premises	Premises and utilities have been health and safety checked and building is compliant, including kitchen			<b>All usual pre-term building checks to be completed</b> along with Trust Building Re-Occupation Checklist.  Further Premises and utilities health and safety checks – H&S Audit to review if building is compliant		SM/ Site Agent  Trust H&S	in place for 02.09.20  Feb21	
	<b>Arrangements in place, including required documentation, for Health &amp; Safety Executive &amp; Trust Health &amp; Safety Audit</b>			<b>Evidence of Safety Measure practice in place and regularly monitored</b>  <b>Information to be shared with HSE should visit or call take place (call Oct20 – all good)</b>  <b>Information to be shared with Trust H&amp;S Auditor (Meetings &amp; Site Visit planned March21) – visit showed no immediate risks. Next step – action any recommendations from the report</b>		SM  HT  SM/ HT/ SLT	in place since Sept20 & ongoing  March21	

	Office spaces re-designed to allow office-based staff to work safely		<p><b>Protective screen for in between staff in the office.</b></p> <p><b>New phone system in place – members of office staff now have phone each.</b></p> <p><b>Designated member of staff to answer intercom – enhanced hygiene arrangements in place when used by another member of staff</b></p>	SM SM Office	in place 03.09.20  ongoing	
	Consideration given to the arrangements for deliveries.		<p>Companies informed of procedures and delivery times, avoiding staggered start/finish times. Access area conned off to stop entry at particular times</p> <p>Signage at Reception door to remind all visitors of Covid procedures</p>	SM Site Agent SM	ongoing Daily in place 03.09.20	
	Evacuation routes are confirmed, and communicated. Signage accurately reflect these. <b>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</b>		<p>Evacuation procedure revised, where needed, and update shared with all staff and children during the wider reopening - <b>Staff reminder to communicate with all pupils</b></p> <p><b>New school procedures to be explained to pupils and adults to support pupils to follow these e.g. Fire drill expectations</b></p> <p>Fire drills planned and executed (Review after first drill)</p>	HT/SM  CTs  HT/SM	in place 03.09.20  Revisit March21	
Cleaning & Waste Disposal	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a>.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>- putting in place a cleaning schedule that ensures cleaning is enhanced and includes: <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>- toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>- different groups being allocated their own toilet blocks where possible (this is not a requirement if the site does not allow for it)</li> </ul>		<p>Enhanced cleaning schedule implemented throughout the site, ensuring that protocols are in place to thoroughly and regularly clean and disinfect contact points, e.g. work surfaces, door handles, taps etc. throughout the day– Update Sept20: Cleaning schedule, shared with staff</p> <p>Stock of hand towels, handwash, hand gel, anti-bac wipes checked regularly and maintained as needed</p> <p>Enhanced cleaning regime organised for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Update Jan21– Cleaning check sheets in all Multi-use areas, high access points, classrooms &amp; toilets to be signed at check points throughout day to note enhanced cleaning has taken place – SM/SLT to complete Enhanced Cleaning Checks daily</p>	SM SM SM SM/SLT	in place from 03.09.20 & ongoing during Jan lockdown  03.09.20 & ongoing Jan21 & ongoing	

	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also established		Stock check weekly – all stock managed and held by SM  Ordering schedule reviewed and order made to ensure adequate supplies are held in school – identify minimum stock level to prompt order	SM SM	ongoing through lockdown at each point	
	Sufficient time is available for the enhanced cleaning regime to take place <b>for areas that are used by different groups/bubbles</b>  <b>**Consideration still being given to use of school halls for lunch time e.g. effective cleaning between bubbles – use only by FS &amp; KS1</b>		Enhanced cleaning schedule will need to tie in with Bubble timetables e.g. breaks/lunch  Updated cleaning schedule to include use of halls at lunchtimes, as well as extra cleaning resources for areas now in use e.g school house & intervention areas  All staff <b>encouraged</b> to leave the site asap (no later than by 5.30pm) in order for cleaning to be undertaken.	SLT SM SLT	in place Sept20 - ongoing through lockdown at each point  08.03.21	
	Preventative measures, to reduce risk and minimise contact between individuals, are in place – certain areas restricted to pupils access (Library & ICT suite)		<b>Access to certain areas has been given for small group work (ICT suite, library and halls).</b>  <b>Areas are allocated to specific year groups who are responsible for cleaning area fully after use.</b>  <b>Other break out areas e.g. halls are limited</b>	SENCo Users Users	ongoing ongoing	
	Waste disposal process in place for potentially contaminated waste.		Waste disposal process shared with all staff e.g Grey lidded pedal-action bins in all areas to dispose of potentially contaminated waste.  Grey bins to ensure safe disposal and collections made when the minimum number of persons are on site (i.e. after normal opening hours).  Waste bags and containers - kept closed and stored separately from communal waste for 72 hours	SM/ SLT  Site Agent  Site Agent	ongoing ongoing ongoing	
Infectious control & Social Distancing	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>		In light of the increase in national restrictions an updated document has been produced to communicate control measures and minimum expectations – this will be reviewed as per Gov Road Map  <b>Staff reminder to communicate Infectious control measures etc with all pupils – PPT provided to support staff</b>	HT  SLT	24.02.21 & ongoing  08.03.21	

			<p><b>New school expectations and procedures to be explained to all pupils and adults to support pupils to follow these e.g. regular handwashing and sneezing into elbows where no tissues available.</b></p> <p><b>Good ventilation is important. Therefore, where possible, and considering safeguarding, windows and doors (not fire doors) should be kept open. The HSE states that the risk of using fans is extremely low providing there is good ventilation in the area it is being used</b></p> <p>In light of colder weather, extra considerations are needed. The room needs to be a comfortable learning environment but it is still important to have fresh air – open window and internal doors. Blasts of fresh air are to be introduced when the classroom is empty – all doors/windows open at breaks/lunchtimes. **This will be reviewed in more details when new guidance is issued 02.11.20</p>	SLT/ CT	revisit 08.03.21	
				SLT	ongoing during lockdown	
				CT	ongoing during lockdown	
	A COVID-19 room/space has been identified for a child with symptoms to wait for collection by a parent.		<p>All outside professionals <b>pre-booked with school office and not given access to school house kitchen.</b> Access by parents does not require entry to school site</p> <p>Identified space communicated to all staff – School House/Kitchen</p>	Office	ongoing	
	Classrooms and learning environments have been reorganised to accommodate <b>returning children (maximum 30 as per guidance) and allow for correct positioning of pupils, as practical, to best support the learning environment</b>		<p><b>Teachers to arrange desks to support learning in class e.g. Year 2 to Year 6 could be arranged to encourage forward facing desks with pupils seated side by side – this can be rows, or horseshoes as necessary – or in groups</b></p> <p><b>Reception and Year 1 classrooms will be organised to encourage small group work, often through continuous provision</b></p> <p><b>Staff to ensure pupils remain in same groupings/seating &amp; seating plans produced to support contact tracing</b></p>	CTs & SLT	in place 0409.20 & ongoing	
	Resources which are not easily washable or wipeable have been removed.		All unnecessary items removed where possible, <b>particularly</b> soft furnishings, soft toys and toys which are hard to clean, <b>unless a rotation system can be put in place (see Resources)</b>	CT	ongoing	

	<b>Resources essential for learning e.g. books, should now be made available and measures put in place to support infection control (see resources)</b>		<b>Classrooms continue to be organised and clear of clutter e.g. desks clear, sides clear of books/paper etc, to allow for effective and easy cleaning</b>	CT	ongoing	
	Classroom entry and exit routes have been determined and appropriate signage in place.		School map shared with all entry and exit points so that all staff aware – to be shared with pupils also Update Sept20– staff handbook & pupil powerpoint – <b>Revisit INSET (handbook)</b>  <b>Staff to re-communicate information with all pupils – PPT provided to support teachers</b>	SLT  CT	03.09.20 & ongoing  08.03.21	
	Infection control stations set up around school site to support hygiene for both staff and pupils before entering school buildings		<b>Repositioned</b> at identified points – adult supervision required at all times & pupil stations managed by CT (see appendix A)  <b>Staff reminder through expectations document</b> Class Teachers to <b>reinforce</b> expectations with all pupils  Weekly Stock check	SLT  HT CTs  SM	03.09.20  24.02.21 08.03.21  ongoing	
	Pupil & parent’s entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. One-way system established around school premises to support staggered drop-off/pick-ups		One way system for parents to enter and exit the school and signage/ <b>barriers</b> in place (Entry/Exit) <b>Signage around school site reminds of social distancing at all times</b> Staggered starts/finishes ( <b>changed to alphabetical timings to support families</b> )  2-meter markers along perimeter fence  <b>Clear expectations set out in letter sent to parents</b>	SM/ HT   SLT  HT	in place 04.09.20 & ongoing   in place 01.03.21	
	One-way system established, as best as possible, within school building for both staff and pupils		Staff alertness needed  Restricted movement to toilet areas only and no access to front office for pupils, unless escorted by an adult (emergencies only)  <b>Staff to communicate information with all pupils – PPT provided to support teachers</b>	Staff  CT  CT	ongoing  ongoing  08.03.21	
	Defined areas established to support social distancing for staff e.g toilets, staff room		Extra staff areas are established with facilities to make refreshments. Toilets allocated e.g. New build – disabled toilet – <b>updated areas shared</b>  Staff alertness needed at all times	SLT  Staff	Jan21  ongoing	

	Outdoor spaces established for breaks and outdoor learning, weather permitting		<p>School playground/field sectioned off to permit two – four bubbles access at any one time.</p> <p>Update Feb20– school field has 6 sections marked out. KS1 playground &amp; EYFS playground split in half. Mindfulness trail &amp; Daily Mile track set up</p> <p>Outdoor learning time timetables for each group</p> <p><b>Staggered breaks /lunches</b></p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>in place 04.09.20 &amp; ongoing</p> <p>March21</p> <p>08.03.21</p> <p>08.03.21</p>	
Kitchen	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals and FSM		<p>Liaise with catering team regarding availability to work and ensure enough numbers to function effectively</p> <p>The school has moved to supplying pupils with hot food. This is served in the main hall (YR to Y2) Hot food is delivered to Yr3-Y6 in classrooms</p> <p><b>Kitchen to ensure all advice on food preparation during Covid are adhered to</b></p>	<p>SM</p> <p>KM</p> <p>KM</p>	<p>in place 04.09.20 &amp; ongoing</p> <p>08.03.21</p> <p>ongoing</p>	
	Arrangements for lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.		<p>Clear arrangements for the provision of lunch is established and communicated with kitchen and staff</p> <p>Timetable set for staggered lunches in hall – to be delivered to classroom for Y3-Y6. Timetable arranged for outside areas</p> <p><b>Routines re-established for snack time (if reintroduced milk/fruit) and adapted to meet control measure e.g washing od all fruit, hand-washing, handing of fruit/mik to pupils to avoid touching others etc</b></p> <p><b>Enhanced cleaning required between sittings in lunch hall</b></p>	<p>SM/ KM</p> <p>SLT</p> <p>Staff</p> <p>SM/ KM</p>	<p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p>	

C) Health & Safety of Staff, Pupils and Parents						Lead: SLT/SM
Risk Rating	HIGH		MEDIUM:		LOW:	
	Urgent action required as any impact is critical.		Some controls in place but further actions required		No action required. Sufficient management controls in place	
Area of Risk	Control Measures	Risk Level Pre-Action	Action Required/Decision Taken	Who?	By:	Risk Level Post Action
Infection control & Social Distancing  (see also Premises)	<b>Arrangements in place, including required documentation, for Health &amp; Safety Executive Review– See Health &amp; Safety</b>		<b>Evidence of Safety Measure practice in place and regularly monitored</b>	SM	in place since Sept20 & ongoing	
	<b>Preventative measures, to reduce risk and minimise contact between individuals, are in place. These will include:</b> <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations</li> <li>Timetabled or limited movement around the school/ corridors</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as access to outdoor areas</li> <li>Toilet arrangements</li> <li>Staff areas &amp; toilets</li> <li>Workroom &amp; ICT suite (adults only)</li> </ul> <p><b>It is likely that for younger children the emphasis will be on separating groups and for older children, it will be on distancing.</b></p>		<b>Information to be shared with HSE should visit or call take place (call Oct20 – no further action)</b>	HT		
	Arrangements in place to support infectious control, as well good hand and respiratory hygiene, <b>in all learning areas</b>		<b>Overview and Expectations shared with staff</b>	HT	05.03.21	
	<b>Pupils &amp; staff will clean hands thoroughly and more often within school.</b>		<b>Class Teachers to re-educate all returning pupils with expectations, linking to class/school rules and values.</b>	CT	08.03.21	
	<b>Handwashing facilities are available in all classrooms. Hand sanitiser will also be available where there is no soap &amp; water.</b>		<b>Clear routines established by class teachers - Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures</b>	Staff	08.03.21	
			<b>It is recognised that younger pupils will not maintain social distancing (all other measures put in place will be adequate to manage risks). However, pupils who are old enough to understand should be supported to maintain distance and avoid touching their peers and staff.</b>	Staff	08.03.21	
			<b>Overview and Expectations shared with staff</b>	HT	05.03.21	
			<b>Class Teachers to remind all returning pupils with hand washing procedures (20 seconds with soap &amp; water) as well as good respiratory hygiene (Catch it, Bin it, Kill it)</b>	CT	08.03.21	
			<b>Clear routines established by class teacher – staff must ensure all adults and pupils clean hands: - before entering the premises</b>	CT	08.03.21	

			<ul style="list-style-type: none"> <li>- before and after break/time outside</li> <li>- before and after eating</li> <li>- after visiting the toilet</li> <li>- after sneezing and coughing</li> <li>- when/if they change rooms</li> <li>- before going home</li> </ul> <p>***For pupils in Reception/Year1 this may be extended to before/after using new resources</p> <p><b>Class teachers may choose to set up 'Sniffle Stations' in class – ensure easy access to tissues, hand washing/sanitising &amp; bins at all times</b></p> <p>Staff alertness required at all times</p> <p><b>Where a sink is not available, hand sanitiser will be available, e.g. Outdoor spaces (Sanitiser stations or Outdoor equipment boxes)</b></p> <p>Clear routines established by class teachers regarding enhanced cleaning routines in class – monitoring sheets signed</p> <p>Provide hand sanitiser, anti-bac spray, paper towels, lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach &amp; PPE</p>	<p>CT</p> <p>Staff</p> <p>SLT</p> <p>CT</p> <p>SM</p>	<p>08.03.21</p> <p>ongoing</p> <p>Already in place from Sept20</p> <p>Already in place from Sept20</p>	
	<p><b>Protocols established to support social distancing and infection control measure to minimise risk to all staff in shared areas e.g toilets, staff room, workroom etc</b></p>		<p><b>Overview and Expectations shared with staff, including maximum numbers and staff meetings, revisited</b></p> <p><b>Adults should ideally aim to maintain a distance of 2m from each other in their classroom bubbles.</b></p> <p><b>Adults MUST maintain 2m distance from all adults &amp; children outside of their bubble and in other areas of the school.</b></p> <p><b>Designated staff break areas &amp; toilets set up limited to use by one Year Group where possible – allocated spaces will need to be kept clean by staff e.g wiping down surfaces (cleaning equipment will be available in each area). Disposable resources in place e.g. cups/spoons etc</b></p>	<p>HT</p> <p>Staff</p> <p>Staff</p> <p>SLT</p> <p>Staff</p>	<p>05.03.21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Already in place from Sept20</p>	<p>01.03.20</p>

			<p>The timetable for breaks and lunches should support limited numbers in staff areas. Staff should also consider taking some of their break in other areas e.g. their empty classroom or outside of school (weather permitting) to minimise mixing and maximising distancing.</p> <p>The use of the staff water cooler has been withdrawn avoid cross contamination</p> <p>Each year group will have timetabled PPA and allocated work area (staff now have own laptops).</p> <p>Protective desk screens purchased to provide barrier between staff in workroom (PPA)</p> <p>More than one member of staff may be allocated to this area over the course of the day/week so areas will need to be kept cleaned after use by staff.</p> <p>Staff should keep their own equipment &amp; personal stationary to use in these areas and in classrooms</p> <p>Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, staff must wear face coverings, unless medically exempt – Staff must be responsible for the appropriate use of these (See PPE)</p> <p>Staff alertness required at all times</p>	<p>SLT</p> <p>Staff</p> <p>SLT</p> <p>SM</p> <p>HT</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Oct20</p> <p>01.03.21</p> <p>Since Sept20</p> <p>Ongoing</p> <p>Ongoing</p> <p>03.09.20</p> <p>01.03.21</p> <p>ongoing</p>	
	<p>Groups (Bubbles) established to ensure reduced contact between pupils and staff and reduced risk of transmission</p> <p><b>Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</b></p> <p><b>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</b></p>		<p><b>Groups defined as 'Class Bubbles' (maximum 30) which will be maintained for the majority of the time, with the exception of Foundation Stage which are a Year Bubble (some groupings should be maintained within during carpet time and continuous provision).</b></p> <p><b>Class Bubbles will be allocated their own toilets and will not mix indoors</b></p> <p><b>Bubbles will need to extend to 'Double Bubbles' (Year Groups) at breaks and lunchtimes only</b></p>	<p>HT</p> <p>CT</p> <p>CT/Snr MDS</p>	<p>05.03.21</p> <p>08.03.21</p> <p>08.03.21</p>	

			<p>Through timetabling, year group bubbles will be kept apart from other bubbles at all times via staggered breaks &amp; use of outside spaces.</p> <p>Whole school assemblies will be held through Teams with groups staying in their classrooms.</p> <p><del>Year group assemblies may take place in the hall, on a weekly rota basis – a good time to reinforce collective worship expectations e.g. line formation, hands behind backs. This will be reviewed</del></p> <p>Access to toilets must be encouraged prior to going out to break/lunch, particularly year groups whose area is away from the main building – children will not be permitted to walk unattended around school site</p>	<p>SLT</p> <p>SLT &amp; CT</p> <p>HT</p> <p>CT/LSA MDS</p>	<p>08.03.21</p> <p>08.03.21</p> <p>Review After Easter</p> <p>08.03.21</p>	
	<p>Protocols established to support social distancing and to minimise contact between staff and pupils where possible.</p> <p>‘When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk will be reduced by keeping pupils in the smaller, class-sized groups.’</p>		<p>Where possible, particularly for older years or for staff identified within a separate risk assessment, pupils should be seated 2m away from the teacher’s teaching space.</p> <p>Teaching Staff should have a 2m ‘safety’ box marked out in class to allow for times of social distancing from pupils e.g. at the front of class when teaching</p> <p>Where teaching and learning are not impacted, staff should attempt to remain distanced from pupils. Alternatively, staff should consider safe positioning by:</p> <ul style="list-style-type: none"> <li>- avoiding face to face contact</li> <li>- remaining at adult height</li> <li>- positioning to the side or behind the pupil</li> <li>- minimising time spent within 1 metre</li> </ul> <p>Cover Supervisors &amp; PPA cover to work across more than one bubble group to enable PPA/Management/ NQT time. This will be limited to phases, where possible – staff should ideally keep 2m from other staff and pupils, where possible – guidance now states that the use of plastic face visors is not effective and is not a replacement for a face covering (see PPE)</p>	<p>Staff</p> <p>CT</p> <p>CT/LSA</p> <p>Cvr Supvrs/ SLT</p>	<p>Ongoing</p> <p>In place from Autumn</p> <p>Ongoing</p> <p>Already in place from Sept20</p>	

	<p>Arrangements in place for use of equipment or resources in class, including individualised packs or <b>seating arrangements</b></p>		<p><b>Pupils will have the same named desk and chair each day. Pupils will be sat in rows, facing forward – where this is not helpful to learning, desks may be arranged in groups with pupils remaining in the same group at all times</b></p> <p><b>Sharing of frequently used resources e.g. pens, pencils will be avoided by providing individual resource packs in named packs</b></p> <p><b>Equipment will be kept on pupils desks or in pupil trays – pencil cases from home are not permitted</b></p> <p><b>Where this is not possible e.g. Reception &amp; Year 1, group resources are organised which are either not used by other groups or are regularly cleaned or used on a rota basis.</b></p> <p><b>Class based resources, such as books and games, can be used and shared within the bubble – these must be regularly cleaned</b></p> <p><b>As an alternative to cleaning, rotation systems to be put in place (48 hours quarantine. 72 plastics) – If this method is used, resources e.g home reading books, must be placed in a marked box with date of last use and date available for reissue</b></p> <p><b>Reception and Year 1 will not have use of sand and mud as these cannot be easily cleaned – Water (soapy) play is permitted but should be changed between groups &amp; Play-Doh made in batches for groups of children</b></p>	<p>CT/LSA</p> <p>CT/LSA</p> <p>CT/LSA</p> <p>CT/LSA</p> <p>CT/LSA</p> <p>CT/LSA</p> <p>Year R Year 1 staff</p>	<p>continue from Sept20</p>	
	<p>Arrangements in place for the use of the playground, including equipment. <b>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</b></p>		<p>Timetabling established to consider staggered starts, break, access to outdoor learning areas</p> <p>Update – outside equipment used on a weekly rota basis with enhanced clean on a Friday before being used the following week. <b>Currently not in use but will be reviewed</b></p> <p>Play equipment organised to support use by social bubbles, which is appropriately cleaned before and after use, and not used by multiple groups</p>	<p>SLT</p> <p>Staff &amp; Site Agent</p> <p>CT/LSA</p>	<p>08.03.21</p> <p>continue from Sept20</p> <p>continue from Sept20</p>	

	Social distancing and infectious control plans communicated with parents, including approach to breaches		Home School agreement for parent/carer Process in place if continual breach to discuss risk and continued provision	SLT SLT	continue from Sept20	
	<b>Protocols in place to support social distancing and to support control measures with parents/carers</b>		Parents/carers will be asked to wear face coverings when entering the school site in the morning & after school. SLT on duty, will be asked to do the same.  Staff greeting parents at the entrance to the classroom (Reception area) also must wear a face covering.	SLT Staff	continue from Nov20	
	<b>Protocols in place to support control measure with visitors or contractors within the school premises</b>		<b>Guidelines leaflet issued to all visiting staff &amp; contractors, outlining measure and protocols in place, including hand hygiene, minimising contact and maintaining distance from other staff.</b>  <b>Students/Volunteers will become part of class bubble and will need to adhere to strict guidelines – LFD testing will also be offered</b>  <b>Where possible, visitors will complete roles away from main school e.g school house classroom</b>  <b>Clear outline of control measure and working guidelines established with contractors before entry to school site</b>  <b>Where possible, all works and visits will take place outside of school hours, they should.</b>  <b>A record of all visitors will be kept</b>	HT/Office  HT/Lead  Office  SM  SM  Office	continue from Sept20  as required  Ongoing  Ongoing  ongoing  ongoing	
<b>Transport</b>	Parents carers are aware of recommendations on transport to and from school, reducing unnecessary travel on public transport where possible (walking, cycling to school) and avoiding peak times <a href="https://www.gov.uk/government/publications/covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/government/publications/covid-19-safer-travel-guidance-for-passengers</a>		Staggered starts/picks up arranged to avoid large numbers of vehicles and adults and communicated to parents  Update – arrangements in place for storage of bikes. Bike rack along one-way-system route. <b>To be added to cleaning schedule</b>	HT  SM/Site Agent	In place from Sept20	
<b>PPE</b>	PPE requirements fully understood and safely used within the school setting where needed  <b>The majority of staff in education settings will not require PPE beyond what they would normally need for their work</b>		<b>Overview and Expectations shared with staff</b>  <b>All staff to wear face coverings in areas outside of classrooms e.g in staffrooms</b>  <b>New Guidance states: Face visors or shields should not be worn as an alternative to face</b>	HT  Staff  Staff	24.02.21  Ongoing  24.02.21	

	<b>Pupils will not be required to wear PPE in school</b>		<p>coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering – Face visors/shields should only be used after carrying out a risk assessment with SLT for the specific situation and should always be cleaned appropriately.</p> <p>Clear protocols outlined, according to guidance, to all staff who wish to wear face coverings outside of classroom areas. Declaration sheet provided to confirm understanding and adherence to protocols.</p> <p>Clear protocols prepared, according to guidance, regarding pupil use of face coverings which is not permitted in school</p>	HT	In place from Sept20	
	Appropriate supplies of PPE in place and long term approach to obtaining required equipment in place		<p>Stock check weekly</p> <p>Ordering schedule reviewed and order made to ensure adequate supplies are held in school</p>	SM	ongoing	
				SM	ongoing	
<b>Transmission of Covid-19</b>	<p><b>Prevention measures and clear protocols defined with staff, pupil, parents and visitors to ensure all are made aware of the symptoms of Covid-19 and what to do if they feel unwell or show symptoms</b></p> <p><b>Symptoms redefined as:</b></p> <ul style="list-style-type: none"> <li>- a high temperature</li> <li>- a new continuous cough (coughing a lot - for more than an hour or 3/4 coughing episodes within an hour)</li> <li>- loss or change to sense of smell or taste</li> </ul>		<p><b>Staff, pupils, parents and visitors reminded of symptoms through information shared and visuals around school site, including school gates and reception areas</b></p> <p><b>Staff and parents reminded of protocols if they or someone in their household displays symptoms or test positive – BBC flowcharts shared via email. This includes details of Test &amp; Trace</b></p> <p><b>Staff must be vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher</b></p>	HT & SLT	01.03.21	
				Office	ongoing	
				Staff	Ongoing	
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to <u>suspected</u> COVID19 cases in place and staff fully aware of procedures to follow:</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Identified area used if an individual is displaying symptoms during the school day and needs to be isolated (<b>School House – doors &amp; Windows opened</b>)</li> <li>• Full PPE, including shield to be worn and social distancing, if possible, whilst supervising pupil</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent in place</li> </ul>		<p><b>Protocols and guidance updated and shared</b></p> <p><b>Staff must be vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher</b></p> <p>Liaise with cleaners/site agent to readjust working hours and ensure enhanced cleaning regime can be met, particularly in emergencies</p> <p>Enhanced hygiene routine (doffing PPE &amp; handwashing) for staff member supervising child</p>	HT	in place from Sept20	
				Staff	Ongoing	
				SM	As required	
				Staff	As required	

	<ul style="list-style-type: none"> <li>• Testing required &amp; Isolation guidance (whilst awaiting results of a test and if test is positive – 10 days)</li> </ul>		<p>Correspondence with parent/carer</p> <p><b>Test Kits available in school, if needed e.g unable to access testing site immediately</b></p>	<p>HT/ Office</p> <p>HT</p>	<p>As required</p>	
	<p>Approach to <u>confirmed</u> COVID19 cases in place and staff fully aware of procedures to follow:</p> <ul style="list-style-type: none"> <li>• <b>Staff/Pupil will need to self-isolate for 10 days from symptom</b></li> <li>• <b>All staff and/or pupils who have been within close contact with confirmed case will need to self-isolate for 14 days</b></li> </ul> <p><b>The Headteacher to contact the local HPT immediately, working closely with team to manage the response</b></p>		<p><b>Protocols and guidance updated and shared</b></p> <p><b>Clear guidance outlined – BBC flowchart</b></p> <p><b>Records kept of pupils and staff in each bubble to support test and trace</b></p> <p>Letter prepared to update parent/carer with details of confirmed case in bubble group&amp; requirements for isolation (not extended family)</p>	<p>HT</p> <p>Office</p> <p>SLT</p> <p>HT/ Office</p>	<p>Sept20 &amp; ongoing</p> <p>As received</p> <p>ongoing</p> <p>Prepared and issued as required</p>	
Containing an outbreak	<p><b>Approach to increased cases of absence or confirmed cases in place and appropriate staff aware of procedures to follow</b></p> <p><b>If there is two or more confirmed cases within 14 days, or overall rise in sickness absence suspected covid, continues to work with the local HPT who advises on additional actions.</b></p>		<p><b>School to work with local health protection team who will be able to advise if action is required e.g. increasing the number of people self-isolating</b></p> <p><b>Liaise with local health protection team should an outbreak is confirmed and a mobile testing unit is despatched to school site for further testing</b></p>	<p>HT</p> <p>HT</p>	<p>As required</p> <p>As required</p>	
	<p><b>Staff are fully aware of Test &amp; Trace requirements and process</b></p>		<p><b>Requirements and process of Test and Trace are shared with staff, particularly leaders and office staff dealing with absence reporting</b></p> <p><b>Record of contact number, including HPT/PHE, produced for quick reference</b></p>	<p>HT</p> <p>Office</p>	<p>in place from Sep t20</p>	
Test & Trace Requirements	<p><b>Promote and engage in asymptomatic testing, where available</b></p>		<p><b>Rapid testing protocols shared with all staff and systems for managing and reporting are in place.</b></p> <p><b>Testing is not mandatory although participation in testing is strongly encouraged.</b></p> <p><b>Staff to complete testing on Sunday mornings (reporting before 12pm) and on Wednesday evenings (reporting before 8pm)</b></p> <p><b>Staff with a positive LFD test result will need to report the result to the headteacher and arrange</b></p>	<p>HT</p> <p>Staff</p> <p>Staff</p>	<p>Feb20</p> <p>ongoing</p> <p>ongoing</p>	

			<b>a polymerase chain reaction (PCR) test to confirm the result immediately</b>			
			<b>Stocks to be checked and maintained</b>	HT	ongoing	
<b>First Aid/ Medical Resources</b>	Medical room/space identified and available for child who is unwell (not COVID19 related) or requires First Aid that is not minor		Space identified for medical room – in front SLT Office (as vacant) and privacy screen now in place	SM	in place from Sept20	
			Room stocked and <b>re organised</b> with First Aid resources and PPE <b>more efficiently</b>	SM	ongoing	
			Paediatric First Aider at front of school at all times	PFA	ongoing	
	First Aid procedures in place and communicated to all, in order to restrict movement around school site, and resources provided for each bubble		LSAs allocated to each bubble (trained on basic first aid Sept19 – <b>this is being updated in Summer21</b> )	SLT	in place and review	
			Resource <b>checked and restocked</b> for each bubble, including to take outside where needed	SM	in place from Sept20	
			Review requirements for CPR & C19 – resources obtained and in Medical room	Office		
			Paediatric First Aider in school at all times	PFA	in place from Sept20	
<b>Pupil Risk Assessments</b>	High risk pupils, who could breach health & safety of others due to behaviour, identified and control measures established		Class Teachers to identify pupils whose behaviour could risk the health and safety of others <b>and liaise with SENDCo/Behaviour Lead immediately</b>	CTs & SLT	05.03.21 & ongoing	
			Risk assessment completed and measures put in place. Risk continually monitored by Class Teacher/ <b>SENDCo and/or SLT</b>	CTs & SLT	as required	
	Vulnerable pupils, with underlying health conditions that could put them at higher risk, identified and control measures established		Home School Agreement completed to confirm no change in medical records	SLT	in place from Sept20	
			Pupil Records updated to note changes in medical needs if needed	Office		
			<b>Parents of identified pupils contacted to discuss if any extra measure/risk assessment required following amended shielding criteria</b>	Office	05.03.21	
			Risk assessment completed with identified parent and measures put in place	SLT	as required	
			Risk continually monitored by school & home	SLT & parent	ongoing	

D) HR							Lead: MM	
Risk Rating	HIGH		MEDIUM:		LOW:			
	Urgent action required as any impact is critical.		Some controls in place but further actions required		No action required. Sufficient management controls in place			
Area of Risk	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required/Decision Taken	Who?	By:	Risk Level Post-Action	
Staffing	<p>All staff returning to work</p> <p>Shielding measures are still in place for some staff until 31.03.21</p>		HIGH	Liaise with staff to confirm shielding arrangements	SM	01.03.21	HIGH	
				<p>Clear guidance to ensure particular care is taken to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing, ideally 2 metre distance, particularly with adults. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>Pregnant women (from 28 weeks) with underlying health issues could be at greater risk and advice will be followed from The Royal College of Obstetrics and Gynaecology (RCOG) <a href="#">occupational health advice for employers and pregnant women.</a></p>	Staff	In place from Sept20		
				<p>Risk assessments reviewed for staff in school who feel they may be at higher risk – Reviewed March21</p> <p>Staff to notify Headteacher/line manager if there are changes in their own health that means they are more vulnerable or they receive Public Health advice that they need to shield.</p>	Staff	As required		
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p> <p>This will include staff unable to attend due to self-isolation or reporting sick with Covid19</p>		HIGH	<p>Trust HR guidance (Covid related) shared with staff</p> <p>School Manager to record:</p> <ul style="list-style-type: none"> <li>- staff who are isolating</li> <li>- staff absent due to illness (Covid)</li> <li>- staff redeployed to work from home</li> </ul>	SM	In place from Sept20	MEDIUM	
	<p>Plans to respond to increased sickness levels are in place.</p>		HIGH	<p>Staffing levels, including leadership and site staff, to be monitored as per above</p> <p>Cover, where possible to be managed in house, calling on cover supervisors and LSA redeployment (under the direction of a qualified teacher).</p> <p>Use of Supply teacher - To minimise the numbers of temporary staff entering the school premises, a longer assignment will be investigated with a designated agency</p>	SM	ongoing	HIGH	
					SM & HT	as required		
					SM	as required		

			School manager to monitor needs of school & report to HT	SM	as required	
	Procedures in place should there be insufficient staff to attend work and support phased reopening of school		School to consider closure following approval from CEO and Directors.	HT & Chair	as needed	
	Approaches for meetings and staff training in place.		<b>Meetings will held via Teams with staff in designated areas (Bubble classroom) – this will be reviewed following Gov Road map</b>  <b>Where possible, start times will be delayed to allow staff time to get home for the meeting</b>	SLT  Leads	In place from Nov20  as needed	
<b>Staff Wellbeing</b>	Understanding of staff concerns and feelings towards reopening assessed, enabling SLT to offer support where needed		<b>Concerns requested from staff prior to wider reopening and detailed training/support/ reassurance put in place. Staff reassured that similar measures to continue</b>  <b>Staff made aware of who to talk to if concerned or support required</b>  <b>Staff survey to be conducted, following Lockdown and full return. Repeated across year to monitor overall wellbeing – Trust Wellbeing Lead</b>	SLT  SLT  Trust/SLT	ongoing  ongoing  ongoing	
	Approach to support wellbeing, mental health and resilience in place  Staff are supported to follow this within their own situations and know how to manage their own wellbeing and mental health  <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>		Staff are aware of available support and advice, including external support (details on Wellbeing board)  Trust wellbeing bulletins with advice and suggestions are shared, including Wellbeing Shorts for Staff, Parents/Carers and Pupils  <b>Overall school planning to consider unnecessary and unmanageable workload – review existing practices (e.g. marking policy) and draw on DfE’s workload reduction toolkit and case studies to support remote education and help address wellbeing.</b>  <b>Review/implement a Stress Management Policy with support from HR/OH &amp; HS Advisory</b>	SLT  Trust  SLT & LC  Trust HR	ongoing  ongoing  Summer Term  asap	
	Approach to support with bereavement is in place and how staff are supported to follow this, within their own situations or that of pupils and colleagues, is clear		Bereavement Policy/Guidance shared with staff 01.06.20 – revisited at INSET in Sept20 to remind and direct if needed  <b>Guidance within Staff Handbook</b>	SLT	In place from Sept20	

	Staff are aware of Bereavement Policy/Guidance and support available		Resources shared with staff to support pupils where needed	SLT & FSW		
<b>External Resources</b>	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, peripatetic teachers and/or other temporary staff.</p> <p>Protocols and expectations shared.</p>		<p><b>Guidelines leaflet issued to all visiting staff, outlining measure and protocols in place, including hand hygiene, wearing face coverings, minimising contact and maintaining distance from pupils and other staff.</b></p> <p><b>Risk Assessments obtained from Sinclair Sports, peripatetic music teachers and/or any visiting teacher to ensure adequate measure in place</b></p>	Office	ongoing as required	
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		<p><b>Guidelines leaflet issued to all visiting contractors, outlining measure and protocols in place, including hand hygiene, minimising contact and maintaining distance from pupils and other staff.</b></p> <p>Check with the contractor any requirements their employer has specified before visit - Observe their assessments and share school protocols.</p>	SM	as required	
				SM		

E) Access to Learning							Lead: SLT	
Risk Rating	HIGH		MEDIUM:		LOW:			
	Urgent action required as any impact is critical.		Some controls in place but further actions required		No action required. Sufficient management controls in place			
Area of Risk	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required	Who?	By:	Risk Level Post-Action	
Curriculum	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who had <b>time in school during Autumn lockdown and those returning after a prolonged period.</b></p>			<p>Planned lesson over first few days will allow for discussion and assessment of support required</p> <p>PSHE/Wellbeing resources shared to support in lesson content delivery to focus on rebuilding relationships as well as supporting PSHE development.</p>	CTs	05.03.21		
	<p><b>Short-term curriculum designed to support and re-engage pupils in learning – transition project and STEM Project</b></p>			<p>Pupils will take part in planned STEM lessons each afternoon over first week back – Science Week</p> <p><b>All pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</b></p>	SL/CT	wb 08.03.21		
	<p><b>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, whilst being given the support needed to address gaps and make substantial progress by the end of the academic year.</b></p> <p><b>Consideration is given to how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading across the curriculum</b></p>			<p><b>Staff will deliver a broad &amp; balanced curriculum. However, planning will be flexible to meet the needs identified in the first weeks back.</b></p> <p><b>Reception teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.</b></p> <p><b>For pupils in key stages 1 and 2, subject leaders are expected to prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum to read widely, and developing knowledge and vocabulary.</b></p> <p><b>The curriculum should be reviewed to consider what has been taught and what is essential to still teach. However it should remain broad, so that the</b></p>	<p>SLT, SL &amp; CTs</p> <p>YR CTs</p> <p>KS1 &amp; KS2 CTs &amp; BW/LG</p> <p>SL &amp; CTs</p>	<p>In place from Autumn Term &amp; ongoing</p> <p>In place from Autumn Term &amp; ongoing</p> <p>In place from Autumn</p>		

			majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education, religious education and relationships and health education		term & ongoing	
	<p><b>PE lessons will continue to be delivered by specialist coaches, with a focus on outdoor sports where possible</b></p> <p><a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p>		<p>PE will be delivered by sports coaches only – they will provide a risk assessment to ensure effective protocol and control measures are in place</p> <p>PE Lead will liaise with Sinclair to ensure a broad range of skills are being developed.</p> <p>PE will take place outdoors, where possible and weather permitting. Where this is not possible, the main hall will be used.</p> <p>Pupils will be kept in consistent class groups for PE delivery. Year groups PE being delivered over the same afternoon (PPA)</p> <p>Sports equipment will be thoroughly cleaned between each use by different bubble groups</p> <p>Visiting coaches will maintain social distancing &amp; take part in LFD testing</p> <p>Contact sports avoided</p>	<p>SM</p> <p>SL/SS</p> <p>SS</p> <p>SS</p> <p>SS</p> <p>SS</p> <p>SS</p>	<p>08.03.21</p> <p>ongoing</p> <p>ongoing</p> <p>in place from Sept20</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
	<p><b>Teaching timetable is planned to support further physical development</b></p>		<p>Timetable includes provision for Daily Mile</p> <p>Rota organised for allocated outdoor space.</p> <p>Staff to encourage more active learning outdoors, where possible</p> <p>Staff to encourage short burst of activity through day/week e.g Jumpstart Johnny or GoDoodle</p>	<p>SLT</p> <p>SLT</p> <p>CT</p> <p>CT/LSA</p>	<p>08.03.21</p> <p>08.03.21</p> <p>ongoing</p> <p>daily</p>	
	<p><b>All pupils continue to have access to high quality arts education</b></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p>		<p>Following the Department for Culture, Media and Sport (DCMS) advice, singing and playing of wind instruments can be undertaken</p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space and ensure pupil position (facing forwards) and good ventilation.</p> <p>Wind instruments should not be shared and all equipment should be thoroughly cleaned after use</p>	<p>Staff</p> <p>CT/LSA</p> <p>CT/LSA</p>	<p>in place from Autumn</p> <p>in place from Autumn</p> <p>ongoing</p>	

			<p><b>Increased handwashing before and after handling equipment, especially if being used by more than one person.</b></p> <p><b>As with PE lessons, dance and drama activities should support social distancing &amp; be risk assessed</b></p> <p><b>Staff planning dance, drama and music lessons which involve prolonged singing and playing of wind instruments should liaise with SLT to ensure effective measures are considered and are in place</b></p>	CT/LSA	ongoing	
				CT	ongoing	
				Staff & SLT	as required	
	<p>Current learning plans, revised expectations and required adjustments have been considered.</p> <p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place</p>		<p>Each activity risk assessed and should not be run unless the risks can be mitigated e.g.</p> <ul style="list-style-type: none"> <li>• PE (Sinclair Sport assessment)</li> <li>• Practical science lessons/Science Week</li> <li>• DT/ FT</li> </ul> <p>Learning activities that increase risk (in relation to Covid) are not planned or delivered – continual review</p> <p>SLT will work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required</p>	CTs & SL	as required	
				CT & SLT	as required	
				SLT	as required	
<b>Assessment</b>	<b>A robust and effective assessment system is established that supports future planning of pupil needs</b>		<p><b>Class teachers to use low-stake quizzing and retrieval practice activities where possible – feedback used to inform future planning</b></p> <p><b>Use of Doodle Maths/English as a diagnostic and intervention/teaching tool tailored to individualised learning</b></p> <p><b>Whole School assessment programme shared (GL Assessments) and diagnostic feedback used to inform future planning</b></p> <p><b>Key primary statutory assessments will no longer continue in Summer 2021. School will use formative and summative assessment to provide end of year attainment for reporting</b></p>	CTs	Autumn term & ongoing	
				CT/LSA	ongoing	
				SLT & Key Staff	Summer Term	
				SLT	Summer	
	<b>Marking Policy is reviewed to support effective feedback and reduce teacher workload</b>		<p><b>Different strategies shared with staff before discussing updated policy based on research</b></p> <p><b>Teachers are permitted to take books home for marking but this is not encouraged – where</b></p>	SLT	Staff meeting	
				CT	As per Autumn	

			<p><b>possible all marking should be completed in school (Hang hygiene is important)</b></p> <p><b>Where possible, all feedback marking should be completed in class, verbally or using the visualiser to share feedback or WAGOLL, whole class, peer</b></p>	CT/LSA	<p>Term &amp; ongoing</p> <p>As per Autumn Term &amp; ongoing</p>	
<b>SEND</b>	Pupils with additional needs are identified and provision is put in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available, behaviour & routines re-established		<p><b>Risk assessments will be reviewed and updated, particularly for pupils with EHCP returning to school</b></p> <p><b>Provision maps completed to support Quality First Teaching and next step learning</b></p> <p><b>Focused and targeted support identified and managed with intervention in class or 1-2-1 support</b></p> <p><b>Regular liaison with parents to ensure collaborative approach to supporting pupils</b></p>	<p>SEND Co</p> <p>CTs &amp; SEND Co</p> <p>CT</p>	<p>Review from Spring term</p> <p>ongoing</p> <p>Spring Parent Evening</p>	
<b>Mental Health &amp; Wellbeing</b>	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support PPG/ vulnerable groups</li> </ul>		<p>Careful monitoring of pupils within bubbles – discussion through PSHCE activities may raise concerns for further investigation</p> <p>Re-build relationships between pupils/parents and offer support where needed</p> <p>Assessment of needs to be monitored by Class Teachers and alternative support put in place, where needed e.g. Family Support Worker</p> <p>School to continue to publicise offers of support e.g. FSM application or telephone calls with FSW</p>	<p>CT</p> <p>CT &amp; SLT</p> <p>CT &amp; SLT</p> <p>FSW</p>	<p>08.03.21 &amp; ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support and attachment issues, is in place		<p>Planned lesson over first few days will allow for discussion and assessment of support required</p> <p>PSHCE resources purchased to support in lesson content delivery and first lessons will focus on rebuilding relationships as well as supporting PSHE development</p> <p>Assessment of needs to be monitored by Class Teachers and alternative support put in place, where needed e.g. Family Support Worker or Ed Psych</p> <p>Careful monitoring of pupils at break and lunchtimes will also identify concerns</p>	<p>CT</p> <p>SLT</p> <p>CT &amp; Inclusion Team</p> <p>Staff</p>	<p>In place from Autumn Term</p> <p>ongoing</p> <p>ongoing</p>	
<b>Curriculum Resources</b>	<b>Clear guidance and protocols in place to support control measure, in relation to curriculum resources</b>		<b>Staff are encouraged to transfer information electronically rather than hard copy</b>	Staff	Autumn Term & ongoing	

			<p>Where possible, the use of worksheets is limited with resources displayed on IWB – it is a good time to start thinking about the need for and limitations caused by worksheets. It is also a good time to consider our environment – stop sticking paper on paper</p> <p>Pupils and staff to have their own frequently used resources e.g. pens</p> <p>Classroom based resources, such as books and games, can be used and shared within the class bubble – must be cleaned/quarantined if shared across bubbles</p> <p>Resources across bubbles e.g. science equipment must be thoroughly cleaned before and after use</p> <p>Computers/tablets should be limited to extended use within a bubble group (timetabled) with enhanced hygiene after use (cleaning of hands before, as well as screens, keyboard and outer case) – particularly key during assessment when shared across bubbles</p> <p>Reading books may be taken home by pupils – when returned, they should be stored for 48 hours before reissuing ( A rotational system will need to be planned and communicated)</p> <p>Homework will be issued electronically, where possible e.g. Class Dojo or via online platforms e.g. Doodle Maths/English, TTR etc (Passwords may need to be reissued) – this will be reviewed once restrictions ease (Gov Road Map)</p> <p>***Year R &amp; Year 1: On days when the use of playdough is planned as resource. each child is to be given their own amount made on the day of use and discarded at the end of the day – Risk Assessments to be completed for any other materials</p>	<p>Staff</p> <p>Staff</p> <p>CT</p> <p>CT/LSA</p> <p>CT/LSA</p> <p>CT/LSA</p> <p>CT/SLT</p>	<p>Autumn Term &amp; ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>In place from Autumn Term &amp; ongoing</p> <p>In place from Autumn Term &amp; ongoing</p>	
Resources from home, including uniform	Approach and expectations around school uniform determined and communicated with parents and pupils.		<p>Clear communication with parents via letter – <b>uniform required for return to school.</b></p> <p><b>However, staff to use discretion and professional judgement before penalising /parents pupils for non-uniform compliance – shared with all staff</b></p>	HT	03.03.21	

			<p><b>PE Equipment to be worn on PE days</b></p> <p>Information leaflet sent home with Home-School agreement to explain return to school and setting out expectations</p>	<p>SLT</p> <p>Staff</p>	<p>in place from Autumn Term &amp; ongoing</p>	
	<p>Approach and expectations around resources brought into school determined and communicated with parents – <b>small bags only, to transport packed lunch, where needed, and water bottle</b></p>		<p>Clear communication with parents via letter – individualised resources provided by school to support Infection control measures. Children only need packed lunch, if not requested from school, and a water bottle</p> <p>Information leaflet sent home with Home-School agreement to explain return to school and setting out expectations – <b>updates via ClassDojo as needed</b></p> <p><b>School bags to be brought in on days allocated to changing reading books – communicated by Class Teachers</b></p>	<p>HT</p> <p>SLT/CT</p> <p>CT</p>	<p>03.03.21</p> <p>in place from Sept</p> <p>08.03.21</p>	
	<p><b>Procedures for storing equipment, including bags, coats and stationary packs is clearly communicated</b></p>		<p><b>All pupils equipment e.g. pens, pencil, ruler etc, to be stored in named wallet and put in pupil drawers at the end of the day. (Year 6 are not to use lockers)</b></p> <p><b>Trays will be cleaned as part of the end of day enhanced clean.</b></p> <p><b>Pupils will hang coats on named peg, within bubble cloakroom and bags stored under chair/table. Water bottles to be kept with pupil</b></p>	<p>CT/LSA</p> <p>Cleaning Staff</p> <p>CT/LSA</p>	<p>08.03.21</p> <p>in place from Autumn Term &amp; ongoing</p>	

G) Contingency Planning - Continued Learning Plan							Lead: HT/SLT	
Risk Rating	HIGH		MEDIUM:		LOW:			
	Urgent action required as any impact is critical.		Some controls in place but further actions required		No action required. Sufficient management controls in place			
Area of Risk	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required	Who?	By:	Risk Level Post-Action	
Full or partial closure of school due to confirmed cases or general or local lockdown	<p><b>A plan is in place to ensure that effective education can continue to be delivered to all pupils, both in school or at home</b></p> <p><b>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed</b></p>			<p><b>LTP &amp; MTP completed by staff – this will be part of the ongoing Curriculum Review</b></p> <p><b>Blended learning to continue - remote education continues to be integrated into curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils who are isolating/shielding, alongside classroom teaching.</b></p>	SLT/CT/SL	Sept & ongoing		
	<p><b>A plan is in place to provide adequate learning materials are provided, including effective feedback for future learning</b></p>			<p><b>Teachers will need to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress – see Continued Learning Plan.</b></p> <p><b>Expectations communicated to teaching staff and parents – also on website (update from Jan21)</b></p> <p><b>Microsoft Teams support available from Trust – teachers and staff</b></p> <p><b>Laptops made available for pupils who do not have IT access</b></p> <p><b>Wireless/Broadband booster support provided to families where needed.</b></p> <p><b>Paper resources provided where not internet access available</b></p>	CT	March21		
					SLT	March21		
					Trust IT	Feb21		
					SLT	in place since Jan lockdown & ongoing		
					SLT	in place since Jan lockdown & ongoing		
					CT	in place since Jan lockdown & ongoing		

H) Communication							Lead: HT/SLT	
Risk Rating	HIGH		MEDIUM:		LOW:			
	Urgent action required as any impact is critical.		Some controls in place but further actions required		No action required. Sufficient management controls in place			
Area of Risk	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required	Who?	By:	Risk Level Post-Action	
Communication Check	Information shared with staff around the re-opening plan, returning to site, amendments to usual working practices etc			Training day used to share all information regarding reopening <b>and recovery plan – staff reminded and expectations shared before the wider reopening in March21</b>  <b>Updates to be regular shared as required – staff meetings &amp; email</b>	HT  SLT	05.03.21 & ongoing  ongoing		
	Re-opening plans shared with governors/directors			Reopening plan and information shared with Governors LAC & Trust Directors  Information shared with Governors	HT  HT	01.09.20 & ongoing  LAC Meetings half termly		
	Communications with parents: • Plan for <b>wider opening (following Jan Lockdown)</b>			Letters, website updates, social media & class Dojo  <b>Remote Learning Questionnaire</b>	HT/ SLT	March & ongoing		
	Pupil communications around: • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home			Continued information from Spetember20 will identify key information pupils need to prepare for return and expectations whilst in school  CTs to spend time in first few days establishing routines and explaining new arrangements	SLT  CTs	08.03.21  08.03.21 & ongoing		
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media & Class Dojo	SLT & School Office	ongoing		

	<p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:  - DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p>		<p>(See Health &amp; Safety, including premises)   <b>Policy Audit and Policy updates, including Risk Management, planned 2021/2022 – Clear definition of Trust Policy (H&amp;S) and School Level</b></p>	<p>HT &amp; SLT   SLT &amp; Trust</p>	<p>Spring term &amp; ongoing</p>		
	<p>The school keeps up-to-date with advice issued by, but not limited to, the following:  - DfE  - NHS  - Department of Health and Social Care  - PHE</p>	<p>Lack of communication causes inconsistencies and poor control measure   Guidance is not made clear and potential risks are higher</p>		<p>Staff training will allow for key information to be shared with all staff   (See Health &amp; Safety, including premises)</p>	<p>MM &amp; SLT</p>	<p>ongoing</p>	

### Appendix A) Safe use of Alcohol-based hand gel in primary schools (additional as not normal way of hand cleaning in school)

Children aged from 4 years to 11 years in school. Young children may not recognise that hand washing (soap and water) is more protective in hygiene than using sanitiser. Hand sanitiser stations located in the playground, corridors (by entrance/exit points) and in classrooms. Pupils and staff to use Alcohol-based hand gel as part of hand hygiene routine to minimise the risk of Coronavirus spreading in the school. Location of sanitiser is selected where hand wash facilities may not be available (i.e. in the classroom), in areas where pupils/staff may be eating (staffroom, classrooms and hall) and at times when pupils may put their hands to their face without proper thought (in the playground). Alcohol based hand gel is only to be used in schools during the current Coronavirus pandemic. All hand stations will either be removed once the pandemic is over, or lotion will be replaced with non-alcohol-based gel.

Risk Rating	HIGH	MEDIUM:	LOW:		
	Urgent action required as any impact is critical.	Some controls in place but further actions required	No action required. Sufficient management controls in place		
Area of Risk	Initial Risk Level	Control Measures	Who?	By	Risk Level Post-Action
<p>Risk of younger children swallowing/ inhaling alcohol-based hand gel due to nature of cognitive understanding</p> <p>Risk of alcohol-based hand gel getting into younger pupil's eyes through rubbing faces</p>		<p>Sanitiser hand stations will be placed in areas, where a sink (with hot water supply and soap) is not available or near entrances to classrooms/buildings.</p> <p>Pupils and staff will be reminded to wash their hands with hot soap and water at hourly intervals – only using hand sanitiser when that is not appropriate.</p> <ul style="list-style-type: none"> <li>• Hand gel will be placed at main entrance into school – notices displayed to inform visitors to apply gel when entering the building.</li> <li>• Hand Sanitising stations may be located in the playground – only at points which are closely monitored by staff. Gel will not be left unattended in any areas.</li> <li>• Additional hand gel stations will be located in the main hall (if being used). Also at entrance into main kitchen (unless product is being supplied by catering team) and additional staffing areas (Nurture Room, Library, New Hall (Rm2)</li> <li>• CT/Bubble Leader will instruct pupils on use - one small blob only and massage around hand, fingers, thumb for approximately 20 seconds or until completely dry.</li> <li>• Notices will be displayed alongside all hand gel stations.</li> <li>• CT/Bubble Leaders will inform pupil not to put their fingers in their mouths until hand gel is dry on their hands. They are also informed not to rub the gel on parts of the face.</li> <li>• First aiders will be informed of remedial action to take if a pupil eats the solution (provide cold water to drink) and if lotion gets in to eyes (blink or in severe cases, swill eye with water). Medical advice will be sought if this is not effective.</li> <li>• CT/Bubble Leaders will monitor usage and ensure that a replacement bottle is installed once the existing bottle is empty. Replacement bottles are stored in a secure area (DM)</li> <li>• CT/Bubble Leaders must report via the incident reporting system any adverse incidents/near misses or concerns involving pupils who may have eaten gel or splashed it in their eyes.</li> </ul>	SM & HT	In place since 04.06.20 & ongoing in response to current guidance & local/ national infection rates	
Risk of slips within floors if pumps or overuse and residue is not immediately cleaned – such as on hard floor internal surfaces		<p>CT/Bubble Leaders will monitor hand gel stations to ensure that pupils do not over-use gel lotion. Paper towels will be stored in close proximity to hand gel stations, so that excess amounts and/or spillages can be cleared up quickly.</p> <p>Staff to inform SM when supplied have run out</p>	Staff	Ongoing	
Risk of skin irritation causing dry, cracking, peeling or weeping skin to some users. Note: people with chronic, inflammatory skin conditions (eczema) could react immediately irritation		<p>Letter to parent/guardians to inform them that alcohol-based hand sanitiser is being used in the school according with current hygiene recommendations.</p> <ul style="list-style-type: none"> <li>• Inform parents of hazards associated with the use of sanitiser and request that they check children's skin on a daily basis to look for evidence of skin irritations. <b>CT/Parents to monitor</b></li> <li>• Inform pupils to let teachers know if they feel a stinging when sanitiser is applied. Do not let children with existing cuts/abrasions use sanitiser as it will sting. <b>CT/Parents to monitor</b></li> </ul>	HT CT	Original Letter sent June20	

		<ul style="list-style-type: none"> <li>• Anyone suffering from eczema should wash their hands regularly with warm water and soap and then moisturize immediately afterwards (good hand washing will be fine). Ask parents to provide moisturisers – permit pupils/staff to use medicated moisturisers if required.</li> <li>• If increased usage of product is causing reaction to a majority of people, change the sanitiser for one containing emollients (moisturizing agents). <b>CT/Parents to monitor</b></li> </ul>		<b>**Re-issue may be required Mar21**</b>	
Risk of allergic reaction for those with severe allergy leading to anaphylactic shock		In extreme cases where people have low immune system, or low intolerance resulting to numerous allergies, the use of alcohol-based sanitiser may result in anaphylactic shock. For any pupils or staff falling into this category – check that the use of alcohol based sanitiser will not put them at risk. This will be picked up in pupil risk assessments or following parent letter.	PFA	ongoing	