



COVID19: Full Opening from March 2021 Risk Assessment and Action Plan

The Robert Drake Primary School

All actions reviewed by the governing body and updated regularly

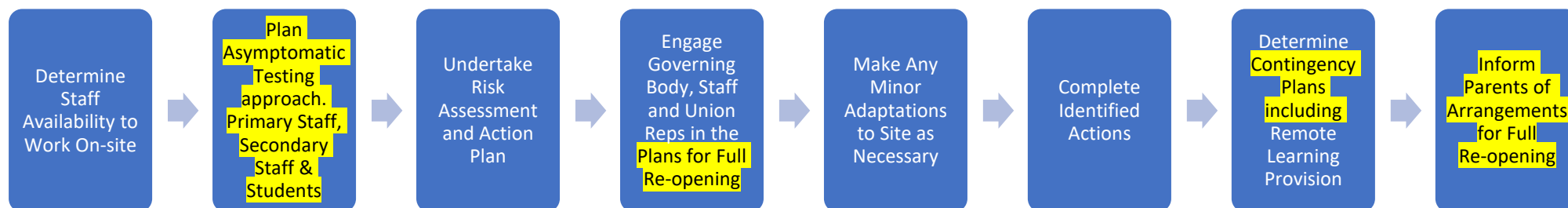
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from March 8th and ensure the school continues to operate in a safe way following full opening.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy;
- First Aid Policy;
- Child Protection Policy (January 2021 – to cover lockdown);
- CYP Response Plan (January 2021);
- DFE Guidance relating to COVID19;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
- The Health Protection (Notification) Regulations 2010;
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'.

Risk Assessment for Full Opening Preparation:





Risk Assessment/Action Plan Sections

- Engagement in Risk Assessment and Planning;
- Site arrangements;
- Emergency Evacuations;
- Cleaning and waste disposal;
- Classrooms;
- Staffing;
- Group Sizes;
- Social Distancing;
- Transport;
- Catering;
- PPE;
- Response to suspected/ confirmed case of COVID19 in school;
- Remote Education Plan;
- Safeguarding;
- Curriculum / learning environment;
- CYP with SEND;
- Attendance;
- Communication;
- Governors/ Governance;
- School events, including trips;
- Finance.



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Risk assessment is not shared with staff, union representative and governing body. Staff and governors not engaged or consulted during risk assessment process.	H	All detail in this document to be shared with all staff and agreed by the governing body. Shared with Union Rep 1/3/2021. Ongoing.	By 5 th March 2021	L
Site Arrangements	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Areas of the site haven't been used for a long period.	H	Premises staff to manage buildings and facilities ensuring that all health and safety checks are up to date. Carry out a formal / recorded full pre-opening premises inspection. Inform SMT and governors. Ongoing.	Ongoing	L
		Health and safety checks not completed within deadlines to ensure compliancy.	H			L



		Water system not flushed regularly.	H	Premises staff to continue to complete weekly flushes.	Weekly - ongoing	L
		Catering – TCS not completed risk assessment.	H	Office staff to obtain copy of TCS risk assessment including how left over fresh food or frozen food should be dealt with and action as appropriate.	By 5 th March 2021	L
	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).	Office does not allow for adequate space between staff members.	M	Office staff desks separated by plastic guards. Windows open. Staff work from home if necessary. Rota in place to maintain office bubbles. Reception area – protected by plastic guard. Only admin staff to be in admin office. No ice packs to be used. First Aid packs in classrooms. Office staff called to classrooms in case of more serious injury or illness. Wear PPE.	Ongoing	L



	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Premises staff - 1 metre markers are present on floors in corridors. One way system in place inside the school building. Keep at least 2m distance from others where possible. All staff to enter/exit the building via outside classroom doors. Signage in place.	Ongoing By 5 th March 2021	L
	Consideration given to premises lettings and approach in place.	Hall cannot be let and reassembled with sufficient time for cleaning in between.	M	Office staff- Lettings risk assessment completed. Slimming World letting taking place once each week. Stringent risk assessment in place. Lockdown November 2020 - Slimming World cancelled. Letting starting again 7.12.20 4/1/2021- Tier 4 Lockdown – letting cancelled. To be reviewed for the summer term in line with government guidance,	11.9.2020 5/11/2020 5/3/2021	L



	Consideration given to the arrangements for any deliveries.	Delivery staff entering school premises. Risk of cross contamination. Packages and letters- cross contamination.		Premises staff and office staff - Delivery staff to leave any packages at the gate. Member of office staff to inform premises staff and wait at gate with package until site staff arrive to collect it. Packages/post to be handled with gloves. If packages opened inside, clean area immediately and dispose of packaging immediately. Open packages outside if it isn't raining.	13/7/2020 1/3/2021	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	Not applicable		Not applicable	1/3/2021	
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Consideration given to PEEP – buddies are assigned or	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible. Staff needing to work from home are current PEEP buddies and so reassignment necessary.	M	Revised evacuation procedure (including exiting the building through the classroom doors) and share with all staff and children. 5/1/2021 – Tier 4 lockdown return to school– 2 bubbles for critical workers/ vulnerable children – fire	By 4/9/2020	L



	<p>reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>(A Personal Emergency Evacuation Plan, or PEEP, is a bespoke “escape plan” for individuals who may have difficulties evacuating a building to a Total Place of Safety without support or assistance from others).</p>		<p>drill to be completed by 8/1/2021</p> <p>8/3/2021 – fire drill to be completed by 12/3/2021</p> <p>Buddy system updated if PEEP is required.</p>	By 12/3/2021	
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>	<p>Risk of cross contamination. Risk of passing infection between the school community.</p> <p>Hand towels and hand driers – cross contamination.</p>	H	<p>Premises staff - Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Paper hand towels and dispensers, soap dispensers and antibacterial handgel, antiviral spray and cloth (changed daily) are to be</p>	Ongoing, daily	L



				<p>checked daily and replaced as needed by premises staff. 2 boxes of tissues per class – 1 enclosed bin. Lidded bins are foot operated.</p> <p>In each class- 2 masks (disposable) and 2 visors. Check supplies daily.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Signs for toilets – all toilet seats must be put down before flushing.</p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Cleaning staff availability (eg, unwell).	M	Premises staff - Monitor staff attendance and organise additional hours for cleaning staff as needed to ensure full capacity for a robust cleaning regime.	Ongoing	L



	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap and hand sanitiser.</p> <p>Low supply of paper towels.</p> <p>Disposal of used paper towels and tissues etc.</p>	M	<p>Hand sanitiser available at the school entrance.</p> <p>Handwashing stations outside each classroom when children arrive, hand sanitiser, cleaning wipes.</p> <p>Lidded bins in all classrooms and other rooms in school.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</p> <p>Hand sanitiser inside the classroom.</p> <p>Stock check and ordering schedule reviewed and order made.</p>	Ongoing	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Cleaning classrooms too soon after pupils have left.</p> <p>Having time to clean all main areas of the school once the children and staff have gone home.</p>	M	<p>Allow time for any germs in the classroom to 'settle'.</p> <p>Clean classrooms 30 minutes after everybody has left.</p>	Ongoing	L



				<p>All staff to leave the classrooms as soon as the children go home.</p> <p>All staff to leave the classrooms as soon as the children go home. All personal belongings must be removed from the classroom immediately. The classrooms will be locked once they are cleaned. Staff must not enter the classroom again once they have left for the day. All staff must leave the site by 4.15pm in order for cleaning to be undertaken.</p>		
	Waste disposal process in place for potentially contaminated waste.	<p>Cross contamination.</p> <p>Storage of waste bags and containers from classrooms and toilets.</p>	H	<p>Premises staff -</p> <p>Waste bags and containers – remove from classroom, double bag and place in outside bin.</p> <p>Waste collections monitored to ensure that the minimum number of</p>	Ongoing	L



				<p>persons are in the vicinity.</p> <p>Waste bins – handles/lids cleaned after use.</p>		
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p>Non-safe removal and disposal of masks.</p>	<p>H</p>	<p>All staff- Safe removal and disposal of masks and disposable gloves – see the school's process for safe wearing and removal of face masks. This follows government guidance. See government guidance for information on disposable gloves.</p> <p>This process is communicated clearly to all staff. Children in primary school do not need to wear a face covering.</p> <p>5/1/2021 – Tier 4 lockdown – medical grade masks ordered for staff.</p> <p>Disposal of masks in lidded bins in each room.</p>	<p>By 2/9/2020</p> <p>By 5/3/2021</p>	<p>L</p>



				Parents to teach their children how to remove masks – shared in letter to parents.		
Classrooms	Classrooms allow as much space between individuals as practical.	<p>Lack of social distancing at any time during the school day.</p> <p>Risk of passing infection to others in the school community.</p> <p>Communicating with office.</p>	H	<p>Staff to communicate with the office via telephone in the classroom or using personal mobile phone (following GDPR and safeguarding regulations).</p> <p>Each pupil will have their own set of resources in on their desk space, to limit movement around the class.</p>	Ongoing, daily monitoring	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Lack of social distancing and cross contamination at any time during the school day.	M	<p>Children and staff will enter/exit school via outside entrances to each classroom.</p> <p>Regular hand washing and sanitising. See health and safety procedure for accidentally getting hand sanitiser in eyes.</p> <p>Children will line up when coming into class from break and lunch times, in the order of back row to</p>	<p>By 3/9/2020</p> <p>Ongoing, daily monitoring</p>	L



				front row to ease movement into classrooms and avoid children having to pass each other once seated. All staff to wear masks or visors outside of their bubble. This includes walking around the school building. All staff must wear masks (not visors) walking to and from the school gates at the beginning and end of the day. Staff must not remove masks to speak to adults or children. Staff to staff contact - must maintain at least 2m social distance, where possible, at all times.		
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.	Soft toys, cushions and beanbags in classroom not easily washable and shared.	L	Soft furnishings, toys and cushions will be restricted. They must only be used as a necessity.	By 5/3/2021	L
	Non-essential equipment or resources which are not easily washable or wipeable have been removed.	Too much furniture/resources in the classrooms.	M	Equipment must stay within each bubble and not be shared.	By 5/3/2021	L



				<p>If they are for use with individual pupils, no other pupils must use them.</p> <p>Only essential furniture and resources to be in each classroom.</p>		
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	L	<p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> <p><u>Microbe mania</u></p> <p>On the first day back after each half term staff to remind the children about the following:</p> <ul style="list-style-type: none"> • COVID 19 health and safety reminders (posters on display in your classrooms) <p>5/3/2021 – Return to school – remind children in school of the COVID 19 health and safety.</p>	<p>By 2/9/2020</p> <p>Ongoing</p>	L
	Furniture arranged to minimise contact as much as possible e.g.	Tables arranged in groups, with pupils facing each other.	M	Arrange classrooms with desks facing forward (3	By 2/9/2020	L



	Desks side by side, facing front, where age appropriate.			<p>rows of 5 desks where possible).</p> <p>Teacher's desk situated at front for teacher to sit behind where possible; 2nd desk for other adults where possible.</p> <p>Adults need to maintain 1 to 1.5m distance at the front of the class where possible. Maintain 2m distance where possible.</p> <p>Children must remain in the same seat at all times upon their return to school.</p> <p>Those pupils who have had low levels of engagement during lockdown (and SEND pupils) and may require additional support will be seated nearer to the front.</p>	Ongoing monitoring	
Staffing	<p>Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p>	Inadequate staffing in school.	H	<p>Ensure all areas are covered:</p> <p>Paediatric First Aid.</p> <p>DSL.</p> <p>SENCO.</p> <p>Site staff.</p> <p>Office staff.</p> <p>Teaching staff.</p> <p>Support staff.</p>	By 2/9/2020	L



	<ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 			<p>List of staff available to cover.</p> <p>Contingency plan in place for staff absence.</p>	By 5/3/2021	
	Approach to staff absence reporting and recording in place. All staff aware.	Inadequate staffing in school.	H	Staff to continue to follow staff absence procedures.	By 2/9/2020 Ongoing monitoring	L
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	Risk assessments not in place.	H	<p>Risk assessments show that all staff are able to return to work under the current guidance. Safety arrangements are in place to support individual members of staff if needed.</p> <p>Complete Essex County Council risk assessment form.</p> <p>Monitor.</p>	By 17/7/2020 Ongoing monitoring	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	No cover arrangements are in place. Inadequate staffing in school.	H	Staff sickness cover arrangements in place.	By 2/9/2020 Ongoing monitoring	L



	Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable.	Staff clothing – risk of infection, cross contamination.	H	Smart clothes that are easily washable. Comfortable, washable shoes (not backless).	By 2/9/2020 Ongoing monitoring	L
	Approaches for meetings and staff training in place.	Meetings and training rely on the internet working efficiently at home or if staff are in school.	M	Meetings – organised via Teams at convenient times for all staff. Ensure all staff have the information if they cannot access the meeting. Staff training – where relevant, organised online.	By 2/9/2020 Ongoing monitoring	L
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Adequate staffing and time to continue with remote provision alongside school provision.	M	Contingency plans in place for partial/full school closure. 5/1/2021 – Tier 4 lockdown return to school for critical worker children and vulnerable children – all information included in 'staffing rota' and 'staff information for critical worker children and vulnerable children'.	By 2/9/2020 Ongoing monitoring	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.	TA s are required to teach some classes as not enough teachers on site to cover numbers.	M	Supply cover arrangements in place.	By 2/9/2020 Ongoing monitoring	L



	If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.					
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	Knowing where/who to approach for support.		<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service. https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.</p> <p>Ongoing discussions with staff as required.</p>	<p>By 2/9/2020</p> <p>Ongoing monitoring</p>	L
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	Possible diagnosis or having symptoms COVID 19.	H	<p>Test and Trace system. See school document – 'COVID-19 Response'.</p> <p>Register of staff/pupils using each area of the school.</p> <p>Office staff-</p>	<p>Reviewed and update regularly, in line with current COVID 19 regulations.</p>	L



				Investigate self-testing kits for availability in school. Procedures to follow if somebody has symptoms in school.		
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New staff unaware of all procedures.	H	Office staff- Look at Induction procedures for NQTs and students.	By 2/9/2020 Ongoing monitoring	L
	Return to school procedures are clear for all staff.	Recovering from COVID 19.	H	Office staff- School registered for COVID 19 tests. Share information with staff regarding COVID 19 symptoms and returning to work guidance. 5/3/2021 – Return to school – information shared with all staff.	By 2/9/2020 Ongoing monitoring	L
	Arrangements to return any furloughed staff in place.	N/A.		Lockdown January 2021 - 1 member of staff furloughed.	5/11/2020 Ongoing monitoring	
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Potential issue - staff are unsure of contracts in the current situation.	M	Check all staff contracts are up to date and consider any amendments for September within the new budget.	By 2/9/2020 Ongoing monitoring	L



	Any HR processes that were ongoing prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	N/A.				
	<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>	Cross contamination, understanding of school's current health and safety procedures.	H	<p>No external visitors. Contractors can only visit the school outside of school hours. In exceptional circumstances, if visitors need to come into school, they must- wear a mask at all times on school premises, hand sanitise regularly, if inside the building , doors and windows to be open.</p> <p>Check with the contractor any requirements their employer has specified before visit.</p> <p>H&S checklist for contractors.</p> <p>Share school protocols.</p> <p>Ensure there are no pupils/staff in the specified area within the school.</p>	<p>By 2/9/2020</p> <p>Ongoing monitoring</p>	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest	Cross contamination, understanding of school's current health and safety procedures.	H	Dance and drama and sports lessons (during the school day) – follow	<p>By 2/9/2020</p> <p>Ongoing monitoring</p>	L



	school leaders. Protocols and expectations shared.			<p>risk assessment guidelines.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>		
Group Sizes	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.</p>	Toilet blocks shared by pupils. Children mixing/working in larger groups.	M	<p>All staff- Classes to work in 'bubbles'. Each class is its own bubble, however interventions will occasionally take place for Year 6/5 and EYFS children.</p> <p>EYFS have own toilets. KS1 have own toilets – labelled for each class. KS2 have separate girls and boy toilets – labelled for each class. One way system in place.</p> <p>Toilets – all toilet seat lids (if there is one) must be put down before flushing.</p>	<p>By 2/9/2020</p> <p>Ongoing monitoring</p>	L



				8/3/2021 – Return to school. All information as above.		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Not enough staff to cover all classes. Cross contamination.	H	Where possible, ensure that the same members of staff work with the same group of pupils. This will be monitored regularly and updated as required.	By 2/9/2020 Ongoing monitoring	L
	Identified solutions to any workforce capacity issues are in place.	Not enough staff to cover all classes.	H	See staffing contingency plan.	1/3/2021 Ongoing monitoring	
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	<p>Lack of social distancing and cross contamination at any time during the school day (staff and pupils).</p> <p>The HSE have stated that they consider the risk of transmission through the use of ceiling and desk fans to be extremely low. A link to their latest guidance is available here. Key points are:</p> <p>Maximise natural ventilation / fresh air as much as possible.</p>	H	<p>All pupils return to school 8/3/2021. Staggered start/finish times in place. Only one parent to drop off and collect child. Ask parents/carers to wear masks at the school gates and follow 2m social distance guidelines. Regular reminders on newsletters.</p> <p>Use three entrances/exits.</p>	Ongoing monitoring	L



		<p>Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>Schools should be able to continue using most air conditioning unless it is solely re-circulated air (the units in the ICT suite pull in air from outside so should be fine to use).</p> <p>Schools may want to consider where they position desk fans in relation to staff and pupils.</p>		<p>Use outside classroom doors.</p> <p>TA to see children into school from the gates.</p> <p>Staggered break time – rota in place. See COVID 19 playground risk assessments for EYFS, KS1 And KS2.</p> <p>Staggered lunchtime – rota in place.</p> <p>No equipment at lunchtime.</p> <p>Large play equipment – rota – cleaning (weekly).</p> <p>Timings need to be very precise – timetabled.</p> <p>Packed lunch guidelines to be sent out to parents.</p> <p>Keep all windows and doors open in all rooms.</p> <p>Keep occupied spaces well ventilated.</p> <p>Ensure all areas of the school are well ventilated and a comfortable learning environment is maintained.</p>		
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				<p>This is achieved by a variety of measures including natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening external and internal doors can also assist with creating a throughput of air (as long as they are not fire doors and where safe to do so).</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts; 		
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				<ul style="list-style-type: none"> • increasing the ventilation while spaces are unoccupied (e.g. during break and lunch, when a room is unused); • providing flexibility to allow additional, suitable indoor clothing (updated school uniform policy); • rearranging furniture where possible to avoid direct drafts. <p>Heating is used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</p> <p>There is a thermometer in each classroom so that staff can monitor the temperature.</p> <p>Temperatures in the indoor workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation</p>		
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				<p>on employers to provide a 'reasonable' temperature in the workplace.</p> <p>The <u>Approved Code of Practice</u> suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius.</p> <p>Air conditioning in ICT suite– serviced on 20/7/2020.</p> <p>2 air conditioning units in main kitchen – serviced regularly.</p> <p>Staff room and breaks – rota in place.</p> <p>Chairs and tables at least 2 metres apart. Signs on the doors of all staff areas stipulating the maximum number of people allowed in each room at any one time.</p> <p>Ventilated rooms. Track and Trace record forms in each room.</p> <p>KS2 rooms for use at break/lunchtime: room</p>		
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				<p>13, library, meeting room, small hall (KS2 end of hall).</p> <p>KS1 and EYFS rooms for use at break/lunchtime: staff room and small hall (KS1 end of hall).</p> <p>Small hall – tea making facilities. Each bubble to have own kettle, tea, coffee etc. Staff to store own lunch in coolbags and use own cups and cutlery.</p> <p>ICT Technician must only work in the ICT suite when in school (Tuesday afternoon).</p> <p>Corridors – 1 metre markings with tape. keep 2m apart from others where possible.</p> <p>Avoid close contact with others where possible. The information below is from: nhs-test-and-trace-how-it-works.</p> <p>Close contact means:</p>		
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				<ul style="list-style-type: none"> • having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask); • spending more than 15 minutes within 2 metres of someone. 		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Breach of behaviour policy.	H	On arrival, pupils go straight to classroom and sit at named table and wait for rest of class to arrive/class to begin.	By 2/9/2020 Ongoing monitoring	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Breach of behaviour policy.	H	<p>Handwashing and cleaning (if needed).</p> <p>Conversations with parents.</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</p> <p>Amendment to Behaviour Policy relating to COVID 19 and returning to school.</p> <p>All staff to share this with pupils on the first day in school and on the first</p>	By 2/9/2020 Ongoing monitoring	L



				day of school at the beginning of each half term. 8/3/2021 – return to school – share information with pupils. Handwashing and cleaning (if needed).		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Whole school assemblies not possible. Bringing all children together for assembly would breach the bubble arrangements.	H	Virtual assemblies or assemblies in group bubble.	By 2/9/2020 Ongoing monitoring	L
	Social distancing plans communicated with parents, including approach to breaches.	Breach of behaviour policy. Families understanding of information regarding reopening of school.	H	Letter to inform parents of all social distancing plans, including COVID19 and returning to school amendment to the behaviour policy.	By 2/9/2020 Ongoing monitoring and sharing of information.	L
	Arrangements in place for the use of the playground, including equipment.	Inadequate play space for all children.		Field divided into sections, staggered break and lunchtimes. All playgrounds - 1 metre marks. Play apparatus – rota for 1 bubble each week. No other outdoor play equipment. See COVID 19 playground risk assessments for EYFS, KS1 And KS2.	BY 2/9/2020 Ongoing monitoring	L



Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Avoiding public transport.	H	Returning to school - information shared with parents.	By 17/7/2020 Ongoing	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	N/A.				
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	N/A.				
	Arrangements in place with transport providers to support any staggered start/end times.	N/A.				
	Children and young people reminded to wear face coverings on public and school transport.	N/A.				
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed.		<p>Liaise with catering team to re-open kitchen to provide grab bags including cold food (with a hot item included) for children.</p> <p>Kitchen staff to leave all lunches and any other resources outside of the kitchen for the MDAs to</p>	<p>01/09/2020</p> <p>By 6/11/2020 Ongoing</p>	L



				collect and take to the classrooms. Kitchen staff to maintain 2m from all other staff at all times (eg, when other staff are collecting fruit from the kitchen).		
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	Entitled pupils do not receive provision	M	Office staff to monitor FSM provision for all pupils and adapt as and when required.	By 8/3/2021	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Children mixing with others outside of their bubble.	H	Children to have lunch in their classroom or outside when possible. EYFS to have lunch in the hall. Staggered lunchtime rota in place. 5/1/2021 – Tier 4 lockdown return to school for critical worker children and vulnerable children – all information included in 'staffing rota' and 'staff information for critical worker children and vulnerable children'	By 2/9/2020	L
	Arrangements for food deliveries in place.	Food not delivered.	H	TCS (catering company) arrange all food deliveries and communicate regularly	By 8/3/2021	L



				with school staff to inform them of any changes.		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Lack of PPE for staff in school.	H	Order PPE equipment. Monitor supplies and re order as needed. 5/1/2021 – Tier 4 lockdown – medical grade masks ordered for staff.	By 2/9/2020 Ongoing	L
	Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.	Face coverings not worn outside of the classroom.	H	All staff to wear face coverings when they are outside of their classroom/working area (eg, office). Also ask parents/carers to wear masks at the school gates and follow 2m social distance guidelines. Regular reminders on newsletters.	By 8/3/2021	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms 	COVID19 cases – infection of others.	H	Written procedure in place, including cleaning procedure. Email to all staff for information.	By 2/9/2020 Ongoing	L



	<p>during the school day and needs to be isolated</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 					
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	COVID19 cases – infection of others.	H	Written procedure in place, including cleaning procedure. Email to all staff for information.	<p>By 2/9/2020</p> <p>Ongoing</p>	L
	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p>Refer to ECC and public health guidance for more information.</p>	COVID19 cases – infection of others.	H	Written procedure in place.	<p>By 2/9/2020</p> <p>Ongoing</p>	L
Pupil Re-orientation	Approach and expectations around school uniform determined and communicated with parents.	Children not wearing school uniform.	M	Letter to parents stating expectations regarding school uniform. 8/3/2021 Return to school- information resent to parents.	<p>By 17/7/2020</p> <p>Ongoing</p>	L



back into school after a period of closure/ being at home	Changes to the school day/timetables shared with parents.	Lack of social distancing at beginning and end of school day.	M	Staggered start/finish times shared with parents. Monitor and adjust as necessary.	By 17/7/2020 Ongoing	L
	All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.	Water fountains not in operation.	M	Ensure all pupils have a water bottle plus a lunchtime drink. Letter to parents.	By 17/7/2020 Ongoing	L
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Pupils unprepared for returning to school.	M	Recovery curriculum planned for September 2020. Full curriculum resumed 21/9/2020, including a Recovery Curriculum and Catch Up programme. 8/3/2021 – Full curriculum resumed with a PSHE focus during the first week – monitor pupils' needs and adapt provision as necessary.	By 2/9/2020 Ongoing	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Having the capacity and resources to provide adequate signposting.	H	Shared knowledge of all support in place for pupils Mental health and signposting to outside agencies. Bereavement Policy.	By 2/9/2020 Ongoing	L



				Welfare support.		
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	Having the capacity to understand the needs and welfare of our school community.	M	<p>Shared knowledge of all support in place for pupils.</p> <p>Mental health and signposting to outside agencies.</p> <p>Bereavement Policy.</p> <p>Welfare support.</p> <p>Monitoring FSM provision.</p>	<p>By 2/9/2020</p> <p>Ongoing</p>	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<p>Bubble needs to self-isolate because of a positive case of COVID19.</p> <p>Remote learning due to self-isolation - access to technology at home.</p>	M	<p>Remote learning contingency plan in place.</p> <p>Staff and children aware of how to access remote learning.</p> <p>Continue to liaise with families to ensure fair access to technology/curriculum etc.</p> <p>See Google Classrooms staff information.</p>	By 8/3/2021	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Access to technology at home.	M	Continue to liaise with families to ensure fair access to technology/curriculum.	By 8/3/2021	L



				Continue to monitor and review all government guidelines and technology offers to schools.		
Safeguarding	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Children previously deemed to be safer at home and family are anxious about returning to school.	M	Review identified pupils risk assessment to identify any support or arrangements needed for their return to school. 5/1/2021 – Tier 4 lockdown - welfare support system in place. 8/3/2021 – Return to school – continue to monitor all pupils.	By 3/7/2020 Ongoing	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff unaware of updated policy and procedure.	H	Staff refresher training session on processes and procedures and the revised wellbeing material. 5/1/2021 – Tier 4 lockdown - welfare support system in place. 8/3/2021 – Return to school – continue to monitor all pupils.	By 3/9/2020 Ongoing	L
	Updated Child Protection Policy in place (February 2021).	Staff unaware of updated policy and procedure.	M	Adopt the most recent COVID19 Child Protection Policy. Share with staff at refresher training.	By 3/9/2020 Ongoing	L



				Continue to monitor and review.		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	Monitoring vulnerable children and families during COVID 19.	H	Continue-regular contact with identified families. Feeding back any issues to relevant staff and outside agencies in a timely manner. 5/1/2021 – Tier 4 lockdown - welfare support system in place. 8/3/2021 – Return to school – continue to monitor all pupils.	By 3/9/2020 Ongoing	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Breach of behaviour policy or Consistent Management Plan (if relevant).	H	Review individual consistent management plans to ensure they include protective measures.	Ongoing	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Pupils struggle to access learning.	M	Sept 2020 -Recovery Curriculum planned. Catch Up programme implemented. Regular communication between home and school. 5/1/2021 – Tier 4 lockdown return to school – curriculum implemented online for most pupils and in school for critical worker	By 2/9/2020 Ongoing	L



				children and vulnerable children. 8/3/2021 – return to school. Return to full curriculum with a focus on PSHE during the first week and additional intervention for identified pupils.		
	<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 should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including activity in the DFE guidance. • Practical science lessons • DT/ FT 	Health and safety of all pupils whilst in school.	H	<p>During COVID 19 – very limited opportunity for practical activities such as science experiments, DT etc. Follow guidance for cleaning.</p> <p>Learning will take place outside or with the pupils sitting at their individual desks.</p>	Ongoing	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE ‘catch-up’ funding and programmes 	Adapting the curriculum to cater for individual needs.	M	<p>All staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>DFE ‘Catch Up’ programme in place. Continue to monitor and review.</p>	<p>By 2/9/2020</p> <p>Ongoing</p>	L



	<ul style="list-style-type: none"> contingency remote learning plan 					
	Student behaviour policy reviewed and reflects the current circumstances.	Breach of Behaviour Policy.	M	<p>Create a COVID 19 returning to school amendment to the behaviour policy.</p> <p>On the first day back after each half term, staff to remind the children about the following:</p> <ul style="list-style-type: none"> Behaviour and Anti-Bullying Policy - amendment for COVID 19. 	<p>By 2/9/2020</p> <p>Ongoing</p>	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Pupils' safety online	M	All online safety policies in place and shared with staff, families and pupils. Regular online safety lessons for pupils including Online Safety week/	Ongoing	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	Not providing adequate support for pupils with EHCPs.	M	Continue to liaise with families to ensure positive outcomes for each child. Identify any actions, monitor and review.	Ongoing	L



				5/1/2021 – Tier 4 lockdown – additional welfare checks in place for identified pupils.		
	Annual reviews.	Annual Reviews not completed.	M	Complete annual reviews via telephone calls, email and Teams meetings.	Ongoing	L
	Requests for assessment considered.	Request for assessment not completed.	M	Identified pupils - liaise with parents. Assessment request process will start during the autumn term 2020. 5/1/2021 – Tier 4 lockdown- assessment process is ongoing. 8/3/2021 – return to school – continue to follow assessment procedures for identified pupils.	By 31/12/2020 Ongoing	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	Pupils' not attending school. Pupils' lack of understanding of health and safety.	M	Continue to support families regarding transition and upon returning to school September. Plan for additional provision during the 'recovery curriculum'. 5/1/2021 – Tier 4 lockdown – additional welfare checks in place for identified pupils.	Ongoing	L



				8/3/2021- return to school – continue to monitor.		
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Pupils not attending school.	M	Continue with daily absence procedures.	Ongoing	L
	Approach to support for parents where rates of persistent absence were high before closure.	Parents not engaging in support.	M	Continue with welfare procedures in place.	Ongoing	L
Communication	Information shared with staff around the full re-opening plan, returning to site, including amendments to usual working patterns/practices and groups.	Staff don't have all information regarding re opening.	H	All information shared regularly with all staff.	Ongoing	L
	Governors consulted on full re-opening plans.	Governors don't have all information and are not involved in re opening of school.	H	All information shared regularly with governors. Governors involved in all decision making.	Ongoing	L
	Union representatives consulted on full re-opening plans.	Lack of communications.	H	Union representatives consulted and in agreement with this risk assessment.	Ongoing	L
	Risk Assessment published on website, where more than 50 staff.	Risk assessment not shared on website.	M	Publish risk assessment on website. Update regularly.	By 3/9/2020 and updated regularly	L
	Communications with parents on the: <ul style="list-style-type: none"> Plan for full opening Social distancing plan 	Parents don't have all information regarding re opening.	M	All information shared regularly with all parents.	Ongoing	L



	<ul style="list-style-type: none"> Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning Attendance Uniform Transport Behaviour Test and trace Staggered start and end times Expectations when in school and at home (if self-isolating is necessary) Contingency plans 					
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home (if self-isolating is necessary) Travelling to and from school safely 	Pupils don't have all information regarding re opening.	M	All information shared regularly with all pupils.	Ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed	Parents are not well informed about every day school life.	M	Letters, website updates, newsletters.	Ongoing	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	Priority decisions are not made.	H	Virtual governing body meetings. Decisions minuted.	Ongoing	L



	<p>Governors are clear on their role in the planning and full re-opening plans and risk assessment, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	Governors are not clear on their role and are not involved in strategic planning.	H	Virtual governing body meetings. Virtual governing body meetings organised. Decisions minuted and monitored.	Ongoing	L
	Governors prepared for start of school year (clerking, etc).					
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.	Governors are not clear on their role and are not involved in strategic planning.	H	All governing body meetings are being held virtually to ensure full coverage of governance. Virtual governing body meetings organised. Decisions minuted and monitored.	Ongoing	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>	Governors are not clear on their role and no understanding or knowledge of staff wellbeing.	H	Virtual governing body meetings include staff wellbeing and feedback form wellbeing committee. Virtual governing body meetings organised. Decisions minuted and monitored.	Ongoing	L



School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Safety on school trips.	H	Virtual governing body meeting – agreed that there will be no school trips during spring and summer terms 2021.	Review in line with updated government guidance.	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Additional costs related to COVID 19 are not recorded.	M	Record any additional cost related to COVID19.	Ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Additional costs related to COVID 19 are not recorded.	M	Monitor, record costs and make claims under the listed circumstances.	Ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Loss of income from lettings.		Continue to record the loss of income from lettings will be recorded and ensure that this is reflected in the new budget.	Ongoing	L
	Insurance claims, including visits/trips booked previously.	Insurance does not cover all claims.		Educational visits or any school trip that was scheduled to depart on or before the 24th July 2020 is covered for the unrecoverable or non-transferable cost of cancellation. Trips after 1 September 2020 will not be covered. Continue to monitor.	Ongoing	L



	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	Contracts expire.	M	Ensure that all current contracts remain in place or are renewed if appropriate.	Ongoing	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Lack of working together in the local community.	M	Monitor any support that may be brokered through collaboration with other schools will be considered.	Ongoing	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Safety of before and after school clubs.	H	Virtual governing body meeting – agreed that there will be no before or after school clubs during spring term 2021.	Review for summer term 2021.	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).	N/A	N/A	N/A	N/A	N/A
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries Process for reporting incidents	N/A	N/A	N/A	N/A	N/A
	Staff and students (secondary) are aware of how to report their test	N/A	N/A	N/A	N/A	N/A



	results to school and to NHS Test and Trace.					
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.	N/A	N/A	N/A	N/A	N/A
	Process in place to monitor and replenish test supplies	N/A	N/A	N/A	N/A	N/A