RISK MANAGEMENT ASSESSMENT

Educational Setting	**Wheatfields Primary School (WPS)**
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Stuart Wood, Health, Safety & Wellbeing Business Partner 13th May 2020 Emma Verney-Davies 17th July 2020 for Full September Opening 2020 Theresa Thornton 6th January 2021 for National Lockdown 3
Review Date	**6th January 2021 To be read in conjunction with the RMP dated May 2020 – December 31st 2020**

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Summary* See Specific Year Group Consideration Document for further details	Risk Management Plan completed in line with whole school re-opening in September. The School timetable has been revised to facilitate staggered starts, and remains a full time offer for all pupils. **14.09.20** Updates to RMP include cleaning, quarantine and rotation protocols for equipment between home/school and bubbles; including improved clarificaiton of items that can be taken in and out of school. Peripatetic Music teaching protocols and re-opening of Kids Club before and after school considerations and assessments are now included. Waiting zones for pick up and drop off updated, and parents encouraged to wear face coverings as per government guidance to ensure the safety of all at busier times on and around the school site. Play areas increased for KS2 at play and lunchtimes to allow for increased distancing between pupils and bubbles. Test and Trace guidance from LA shared with staff, flow diagrams printed and displayed in school for ease of access in determining protocol. Grid from LA Quick Guide for parents has been sent home. **28.09.20** School operational changes including refining play areas now that weather is becoming wetter, reminders of stringent social distancing between bubbles for 1:1/support/PPA staff, library routines. Visitors to school site such as social care, school nurse and LA officials can take place with HT permission, providing social distancing and stringent cleaning can take place. Also included is requirement for parents/carers and staff to wear face coverings at pick up and drop off times in line with Gov Face, Space & Hands campaign due to increased COVID numbers nationwide. **05.10.20** Seating plans now saved in central location in school in line with information request from PHE should their be a positive case in school. External therapeutic services to be reinstated with additional risk assessment to support pupils' emotional health and wellbeing. **12.10.20** Revisions to the practical delivery of therapeutic and inclusion services in school. Addition of children moving through building and around playground whilst maintaining bubbles. Ventilation considerations as weather gets colder. **19.10.20** DfE no longer need to be involved for a positive case. **9.11.2020** Individual Risk Assessments needed to be completed for vulnerable Staff. No staff are required to work at home because they are Clinically Extremely Vulnerable.
Summary* See Specific Year Group Consideration Document for further details	Risk Management Plan completed in line with whole school re-opening in September. The School timetable has been revised to facilitate staggered starts, and remains a full time offer for all pupils.

	16.11.2020 Definition of close contact shared with staff as a reminder to remain vigilant along with the information below. **23.11.2020** Christmas arrangements added below with regards to quarantine of gifts and Christmas cards. A sign requesting visitors to reception to wear a mask has been displayed. **30.11.2020** First Aider (JW) is no longer required to enter the KS2 dining hall when year 3 pupils and 2 members of staff are in there. **7.12.2020** First Aider (JW) is no longer required to enter the KS2 dining hall when year 3 pupils and 3 members of staff are in there. • Parents must be responsible for giving the school the information re test outcomes as requested. The school is reliant on the parents communicating with the school. If the children do come to reception to be 'cleared' it creates a potential hot spot and parents will become reliant on us saying yes or no they can return to school when it is their responsibility to make sure it is safe to return, therefore pupils will go to their classroom entrance upon return from a Covid related absence. • Information has been sent to parents stating that a child cannot return to school unless the test result information has been received by the school. Where a teacher is concerned for any reason, the child can be sent to wait at Reception or the Isolation Room until the situation has been investigated. • Parents have been sent another reminder about the fact that a negative test result is received using the covid@ email **BEFORE** the child can return to school. • CM will email teachers as soon as she has received the information. **6.1.2020** Risk assessments and other protective/preventative measures are in place for :- clinically extremely vulnerable staff (distinctive from pregnant workers). 1CEV member of staff at home and individual risk assessment in place, agreed with reviews as appropriate. clinically extremely vulnerable pupils (even if currently you do not have any). List circulated in November confirms that WPS has no CEV pupils. Pupils with health needs are on our welfare check list. Regular contact with parents. any staff who invoke Section 44 (including those who do not attend work). RMP circulated and KiT calls will be made. Advice sought from EPM and meetings with Member of staff to discuss concerns. Supply staff/sports coaches/Italian teacher all receive RMP and are expected to abide by it. Checks in place to support

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	as necessary.

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Even if you are in the same bubble, close contact is defined as :-

- Face to face meeting at 1 metre for at least 1 minute (including wearing a face covering)
- Face to face meeting at 2m for at least 15 minutes (including wearing a face covering)
- Skin to skin contact

Therefore to reduce risk we must make sure that:-

- ✓ There is thorough handwashing and or sanitising by staff and children
- ✓ Staff within the same bubble remain 2m apart at all times
- ✓ Meetings between staff lasting longer than 15 minutes must be held over zoom if 2 m+ social distancing cannot be achieved and there is no ventilation
- ✓ In exceptional circumstances where there has been close contact (outside of your bubble) a note is made in a notebook, kept in your bubble, stating the date, staff members name(s) ,pupil name and reason. The notebook needs to be accessible to all staff within your bubble.
- ✓ Clean where you've been

Good ventilation as we are already aware decreases the risk of transmission of the virus. Therefore we must continue to:-

- ✓ Keep doors open
- ✓ Have a minimum of 1 window open during lesson times (5cm opening is fine)
- ✓ Open all windows during break time and lunchtime when the pupils and staff are not in the classroom to increase the ventilation. Teachers can give children responsibility for this at the end of eating in the classrooms, end of before break session.

School meals
KS2 serving hatch – children and adults must stand behind the taped line to remain at a 2m distance.

Dishwasher & kitchen areas. Make sure that:-

- ✓ Extra time is taken to wash hands, wipe down dishwasher handles and fridge handles – Clean where you've been
- ✓ Extra time is taken for staff to rinse their own items and load the dishwasher themselves. Dirty items must not be left on the kitchen side. The rota in place to put the dishwasher on and unload it.
- ✓ 1 person only is in the kitchen area

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school and teachers moving between bubbles – Updated guidance 28.08.20	Chn & Staff	Total space available for teaching activities reviewed. Guidance indicates bubbles of 1 year group can be used. This supports use of open plan classrooms and shared toilet facilities across year groups. Adults to maintain 2m social distance from one another. No expectation that children within bubbles will do this. PE only to be taught outdoors to mitigate risk of transmission through heavy breathing in enclosed spaces. Reminders that classroom tables to face forwards and not to be grouped together to prevent face to face contact, and at least one window should be open at all times during the day. In colder weather, consideration to be given to ventilation points using doors during the day where children are not present Keep an eye on minimum temperature. KS2 Seating Plans saved in central location for PHE track and trace in event of positive case.	**January 2021** School is open to CW and V pupils only. Children and staff organised into year group bubbles with 8 – 13 pupils in each bubble. Reduced staff numbers each day to reduce risk. School days has reverted back to 08:40 – 15:00 for all pupils attending. School closing at 16:30. No Kids Club or clubs at present – to be reviewed.	SLT	Ongoing	√

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Peripatetic teaching staff in the building, contact with children and the music space. Other settings	Children / Staff / wider community	Internal Music and Italian sessions to continue with a limit on activities such as singing and chanting, only taking place in larger or outdoor spaces. Music and Italian teachers to maintain 2m distance from pupils. Italian only for KS2 pupils to mitigate risk of breaking 2m distancing with younger pupils and reduce movement between bubbles. Individual teacher Risk assessment not required however Peri's advised to follow guidance on music from DfE in terms of distancing. Group tuition can go ahead but bubbles not to be mixed. Peri teachers to keep updated records of schools and children they have had contact with to ensure tracing of contacts is easier in light of a positive case and advice from the HPT. Both parties have a responsibility to share where there has been a case within a bubble they work in.	**January 2021** Music teachers are not attending setting	SLT / Teachers	Oct 2020	√
		Supply staff/sports coaches/Italian teacher all receive RMP and are expected to abide by it. Checks in place to support as necessary.				√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**

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Inclusion Workers - groups	Staff and pupils	Children requiring intimate care / medical needs / 1:1 support, designated staff will be assigned to these children. Some adults in these circumstances may move between bubbles. Inclusion work needs to begin with individual/small groups to support SEMH needs and external agency visits for some children. All staff to follow strict social distancing and cleaning as per supply/ music/peri teachers. Doors to remain open for ventilation and face to face limited.	Supply staff/sports coaches/Italian teacher all receive RMP and are expected to abide by it. Checks in place to support as necessary.	Admin/SLT	Sept 2020 & ongoing	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**
Blue Smile Play Therapy	Staff, pupils, parents	Blue Smile 1:1 sessions to be reinstated in school, aligning their risk assessment with the school. Therapy (Blue) Room external door to remain open and children to have their own 'pack' of resources. Additional cleaning of space to take place by Therapist.	**January 2021** Blue Smile has removed to remote working and 1-1 pastoral calls	SLT/BS	Sept 2020	√

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LSA support	Staff, pupils, parents	Needs of 1:1 pupils assessed to ensure the risk of transmission to other bubbles by LSAs is limited, without compromising the needs of the children as per guidance. LSAs working 1:1 and also in other bubbles will need to be extra vigilant of their need to socially distance.		LSA/AHT	Sept 2020	√
PPA Cover	Staff, pupils, parents	PPA will need to be reviewed to ensure as little movement between bubbles as possible whilst still providing statutory non-contact time and support for pupils in class. PPA cover to be extra vigilant of their need to socially distance.		LSA/SLT	Sept 2020	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**
Kids Club staff, pupils and families	Staff, pupils, parents	Kids Club Setting will open on 14th September to provide a week of school provision before this begins and make adjustments as necessary. Kids Club to remain consistent in numbers to provide wraparound care.	Lockdown 3 KC closed until further notice due to 2 pupils attending that require it.	MK/SLT	Sept 2020	√

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Staff absence cover	Staff, pupils, parents	Staffing carefully managed to ensure cover can be provided if needs be. If absence is COVID related, follow procedure regarding track and trace / isolation. Detail specific toilets and routes for children on Action Plan & signage Ensure adequate signage for staff. Consider the Manual Handling implications of this activity and how this will be achieved. Staff are able to enter other bubbles but reminders need to be given around 2m distancing and not touching anything within those bubbles.	The School level Action Plan and Risk Management Plan is shared and agreed by all supply teachers, Italian teacher, music teachers and Sports Coaches.	SLT	Sept 2020	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**
Lunchtime Club and Staffing - 1:1 required for some learners	Staff, pupils, parents	Lunchtime club to remain closed for at least first half term to minimise risk of bubble transmission. This will be reviewed in Autumn 2.	Lunchtime Club remains Closed **Jan 2021**	SLT	Sept 2020	√

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Kids Club Reopening 14.09.20 – Mixing of bubbles	Staff, pupils, parents	Kids Club closed over the Summer holidays as not enough uptake from families. Attendees registered and consistent numbers of children on consistent days in place to prevent further mixing. Risk Assessment of setting produced and shared with families.		MK/SLT	Sept 2020	√
Staff Absence – risk of bubble closure	Staff, pupils, parents	Teachers and LSAs deployed to specific bubbles and classes to support cover arrangements. DfE guidance states that cover supervision can be undertaken by LSA if supervised by a teacher (in the opposite class).		SLT	Sept 2020	√
Lockdown	Staff, pupils, parents	Refer to the WPS Remote Learning Policy September 2020 for what the school will do to provide education in the event of school closure.		SLT	**Jan 2020**	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**

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Toilets accessibility	Staff, pupils, parents	All Year Groups have access to their own set of toilets (see School Level Action plan for details) Staff Toilets accessible, separate toilets available for admin, and disabled toilet for intimate care needs, with cleaning products available for after use. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible.		SLT	Sept 2020	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**

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Routes	Staff, pupils, parents	When travelling to lunch, or through corridor spaces, children will be encouraged to keep hands behind their backs to prevent them from touching anything. Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods. This will reduce potential contamination. Staff should not need to enter other bubbles and all discussions to take place in common areas at 2m distance such as KS1 corridor, Link Corridor, Area outside admin. Phone or email conversations where possible to minimise contact and exposure. See lunchtimes for Staff room considerationsStaff use of common areas such as corridors to move get to class / communicate with one another. Staff should not be touching anything		SLT	Sept 2020	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**

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Cleaning	Staff, pupils, parents	More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. Lidded bins provided in every classroom and office spaces. If school is informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. Clean Where You've Been policy in School. All Staff toilet cubicles have cleaning equipment for staff to wipe down after each use.	Cleaning to take place at the end of each day paying particular attention to the touch points. Additonal, enhanced weekly clean MDS and catering staff to empty bins at lunchtime in suspected cases Office based staff and teachers to wipe down electronic equipment each day. Tissue waste of suspected cases to be double bagged and labelled with date. Stored in outdoor bin area, and disposed of 72hrs later. Ensure all staff report to SD if cleaning products need replenishing	SLT/SD	Sept 2020	√

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Equipment	Staff, pupils, parents	Children to have a pen/pencil and ruler provided to keep in their drawer each day. All other equipment to be shared but must remain within the bubble Reminder to all staff PE equipment can be shared within bubbles, it can also go between bubbles providing it is thoroughly cleaned and/or has had 48hrs (soft) or 72hrs (plastics) quarantine between uses.		SLT	Sept 2020	√
IT loaned Devices	Pupils/families	Device loan agreement in place and kept on file. PP children prioritised. 21 devices have been loaned in lockdown 3 so far.	Keep checking the allocation of devices by DfE and claim devices.	SLT/Admin	**January 2021**	√

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		Movement of equipment between Home& School to be limited. A small bag containing Reading Book, Record and Communication Books can come in, and a coat/hat, water bottle and lunch box are permitted. Class Emails to be reinstated with clear guidance on expectations for their use. With regards reading books, children choose 5x books on a Monday and keep them in their trays to go home across the week. Books collected in on Friday morning and remain 'quarantined' for 72hrs, in line with guidelines. Library: Timetable to be drawn up for bubbles. AR books to stay in school. Children to wash hands before and after attending library. Computer to be wiped down after each group. Christmas cards can be brought in to class postboxes and given out following the closure of a 3 day window for children and parents to bring them in.	Birthday Sweets – can be brought in but must be individually wrapped and 'quarantined' for 48hrs before handing out to one pupil at a time ensuring they do not touch other sweets. Christmas gifts to staff can be brought in but must be quarantined before staff take them home. Christmas gifts can be purchased for the pupils, quarantined before sending home with the children.			

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Lunchtime Catering facilities		School catering will resume for provision of hot meals – staff to have their own stations within kitchen. 2x persons max serving at hatch. Trays, utensils and cups cleaned thoroughly each day in hot water with antibacterial washing up liquid Tables to be wiped down before eating and after eating Lunchtimes staggered and some year groups eating in their classrooms to minimise movement through school and cross contamination Each classroom / Year group bubble has an MDS Only one year group to enter via link corridor – all other children go in and out via their classroom to enable handwashing and distancing	From January 2021 School kitchen open to provide hot meals to UIFSM attending school and staff. FSM purchesd through Wonde have been sent to FSM families. Hampers last week proved too challenging to continue due to numbers of staff, parnets needing to collect.	SLT/Catering	**January 2021**	√

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Fire Safety	Staff / Chn	Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Staff to ensure all emergency escape routes / doors are operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. Fire & Emergency procedures to be reviewed and Fire evacuation Policy updated to ensure social distancing on quickly but safely exiting the building to evac point – Communicate with staff. Playground evacuation points to be re-marked by year group bubble with 2m distancing lines		SLT/ SD	January 2020	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**

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Access/Egress of school building to ensure adequate cleaning and bubbles remain intact Parents gathering at gates – more children = more gathering and hard to manage arrivals and departures	Parents / Chn / Staff	Allocated drop off and collection times and entrances / exits communicated to parents prior to starting Door ways propped open to reduce the need for touch (fire protection measures must be adhered to). Sanitiser and handwashing facilities available in classrooms. Parents unable to enter School – entrances have been considered with line of sight in mind to ensure children come into school. Admin only open for emergencies and clearly marked out 2m. Glass to remain shut. Parents to be encouraged to use email to respond to letters / School Comms to pay for lunches, but secure box to be used to post letters / which is emptied using gloves at end of each day into another box and left for 72hrs. SD to clean gates at beginning and end of day once parents have left site. Internal doors to be left open to provide clear routes and prevent need for touching doors. For security, external doors closed and wiped down once everyone in. Increased cleaning of handles and touch plates.	Markings and signage to be re-issued / re-marked to show children entry and exit routes Parents and Staff requested to wear face coverings at pick up and drop off times including front entrance space in response to higher numbers and in line with Government Face, Space & Hands campaign. Waiting areas on playground to be marked out for parents with siblings who have different entrance times.	SLT/ SD	September 2020	√

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Visitors to School site	Parents / Chn / Staff	No visitors allowed on school site unless permission agreed by headteacher. Waiting zones are in place for <u>All Years</u> on school site and reminders sent to parents to use them, ensuring their child waits with them, to enable social distancing and prevention of blocking public rights of way. Parents encouraged to wear masks when picking up and dropping off. Reminder of Gov guidance around wearing of coverings for children and staff in primary settings NOT a requirement at this time.	2 parents have been emailed about their children arriving early and leaving the school site prior to their entry window. School day the same for all CW and V pupils attending 8.40 – 3.00pm. Smaller number of pupils attending so pupils safe to enter site at the same time. Pupil waits with parent if a little early.	SLT	**January 2021**	√
Parent visits	Parents / Chn / Staff	School Tours can take place outside of school hours following stringent hand washing and advised to wear masks. As above - external professionals such as Social Care / School Nurse / LA can take place providing this has been approved and social distancing / stringent cleaning regimes can be maintained.		SLT	September 2020	√
Parent Consultations	Parents / Chn / Staff	No visitors allowed on school site unless permission agreed by headteacher. Parent consultations held over the phone and over 3 days 3.30 – 5.30 to support staff well-being.	**January 2021** Calls using google meet planned.	SLT	September 2020	√

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
First Aid		Majority of staff first aid trained and will have first aid packs in each classroom bubble. All first aid packs to be checked and replenished as necessary. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Additional staff have been trained in PFA The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: o First Aid at Work o Emergency First Aid at Work o Paediatric First Aid o Emergency Paediatric First Aid		Admin	Sept 2020	√ √
Waste		Waste bins relocated to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. For bin emptying and storage before disposal see 'cleaning'		SD / Cleaners	Ongoing	

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Break/lunch times		The school staggers breaks/lunchtimes where necessary to achieve social distancing between bubbles. Each class / bubble has a dedicated MDS. No more than 2 groups in larger KS1 hall at any one time, with adequate measures in place to support distancing requirements and clean between sittings. Majority of KS2 pupils to eat in classrooms to minimise risk of transmission and ensure there is time for spaces to be wiped down before and after use. Each group have their own access to and from the playground and their own space to play. See lunchtime arrangements & year group considerations* Tuck shop will not run for the Autumn Term – KS2 parents to be informed chn need to bring snack Milk and fruit (KS1) will run. Consider how to distribute / recover trays to reduce transmission	**January 2021** All pupils eat in classrooms and meals are seed from the KS1 hatch.	SLT/Admin /MDS/Catering team SLT / Class Teachers	July 2020 Sept 2020	√ √
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**

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Staff/pupils within shielding group		Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. Specific Information about staff medical needs held on record and BAME Risk Assessment performed for those eligible and filed in school. **Pregnant Women in Public Facing Role: RCOG** Despite the easing of restrictions from 4 July 2020, the advice remains that pregnant women who can work from home should continue to do so, particularly if they are in their third trimester.	**January 2021** Risk assessments and other protective/preventative measures are in place for :- • clinically extremely vulnerable staff (distinctive from pregnant workers). 1CEV member of staff at home and individual risk assessment in place, agreed with reviews as appropriate. • clinically extremely vulnerable pupils (even if currently you do not have any). List circulated in November confirms that WPS has no CEV pupils. Pupils with health needs are on our welfare check list. Regular contact with parents. Checking pupils with JL (11/1/2021) • BAME staff	SLT TT SLT	Sept 2020 Aug 2020 Sept 2020 Sept 2020	√ √ √ √

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			• any staff who invoke Section 44 (including those who do not attend work). RMP circulated and KiT calls will be made. Advice sought from EPM and meetings with Member of staff to discuss concerns.	TT	January 2021	√
What are the hazards?	**Who might be harmed and *how*?**	**What are you doing already?**	**What further action is necessary?**	**Action by whom?**	**Action by when?**	**Done**
Contractors		• All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. • All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Workmen on site to provide risk assessment and paperwork to SD prior to works commencement Summer holiday works and scaffolding to be managed while staff are moving / resetting classrooms. All staff remain vigilant during this time. Building update – school to continue to work with contractors in ensuring safety for all.	SD SD / All	Aug 2020 July - ongoing	√

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Property compliance		The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. Governor visit for H&S and compliance of COVID secure All serious property concerns are raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.		SD TT / Governors	Aug 2020 Sept 2020 ongoing	√ TBC
Hygiene		Appropriate controls are in place to ensure the suitable washing & sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Teachers to stand at doors and allow entry / exit of one child at a time Children to wash hands on entry to building (supervised by an adult). Sanitation points to be placed at every class doorway – teacher to sanitise first, then distribute to children	Check supplies and re-order as necessary Staff posted at entrances and at points across the playground to direct children and adults at waiting zones	SD / JP	July 2020	√

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What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
School Uniform		Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. On PE Days, children come into school in their kit. Spare kit cannot be given out.	**January 2021** Trainers are worn each day for ease of exercise when needed.	HV/SLT	**January 2021 ongoing**	√

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Accidents & reporting COVID incidents		The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. CPD provided WB 1st June on reporting and action following a reported case. School have printed and displayed updated posters detailing the process of dealing with a suspected case including testing Teachers have been informed of the essential workers access to priority testing Parents have been informed via the CCC model letter of what will happen if there is a suspected case of COVID in the bubble, adhereing to GDPR compliance, encouraging testing and how to get it Model CCC letter ready if there is a confirmed case of COVID in any bubble in school. Staff Training on ICT. Following Training, Computing policies and relevant GDPR permissions guidance being updated to ensure access to Google Classroom for all pupils. Schools ICT and GDPR advisers involved.	LA Guidance on what to do in the case of a localised lockdown saved and shared between SLT so swift action can be in place. Flow diagram for test and trace shared with all staff and printed, displayed in school for ease of access. Quick Guide for Parents also shared. Parents continually updated with info from LA including isolating guidance School registering for essential workers service for priority testing of staff in suspected cases. Communication with parents re local/National lockdowns also shared on the website	**SLT/Admin**	**January 2021**	√
January 2021		Survey sent out to parents regarding access to tech for home learning in event of local restrictions.			Page 27 of 31	

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		Survey sent out to parents regarding access to tech for home learning in event of local restrictions.				
Admin staff		Clean where you've been policy in place – admin responsible for their own space. Admin kitchen area only to be used by one person at a time. Cleaning fridge and cupboard handles regularly during day. Rota to ensure phonecalls can be re-instated. Taped areas put down to remind staff not to enter admin bubble. Staff reminded of using common spaces for 2m distance conversations, and email / phone where possible to avoid unnecessary exposure.	Staff to remind themselves of this guidance and adhere stringently.	Admin	Sept 2020	√
School trips & visits		Schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.	Staff to discuss trips / visits at training days at July professional days and how these can be managed under current guidance	All	Sept 2020	√

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PPE		PPE in the form of masks will not be used in school unless there is a medical need or staff are dealing with a suspected case. Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	Staff to be reminded of the protocol – TT / CM / KG trained in use of PPE for a suspected case.	SLT	Sept 2020	√
Behaviour		Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour Policy reviewed to reflect guidance on social distancing and expectations of staff and pupils. Encourage staff to cooperate with government plans for contact tracing.	School will carry out inductions to inform staff and pupils of the changes. COVID Home School Agreement to be amended Expectations communicated and parents to be informed of consequences of not following this guidance (Home-School Agreement)	SLT / Class Teachers SLT SLT	28.05.20 Aug 2020 Sept 2020	√ √ √

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Staffroom		Clean where you've been policy in place – hot water heater, taps, fridge and cupboard doors to be wiped down each day and staff to adhere to regular handwashing, including before and after eating. Staff to ensure social distancing when collecting lunch / making drinks in kitchen Staggered lunch times support social distancing for staff Staff room can be used by 10x staff at a time. Music room next to staff room to be used as staff room overspill. Staff to only be in Staff Room for 15mins at a time to ensure they are not exposed to additional bubbles One way entry and exit system in place in the staffroom.	Staff to remind themselves of the routines and expectations – particularly staff who have not been in bubbles during partial re-opening **January 2021** Staffrom vcan be used by 8 staff at one time. Max 15 minutes. Other areas are available for staff to use.	All All	Sept 2020 Sept 2020	√

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Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found here
The NASUWT has also produced a useful checklist for reopening of schools which can be found here.
CLEAPSS Guide to doing practical work in a partially reopened school Science
CLEAPSS Guidance for science departments returning to school after an extended period of closure
Conducting a SEND risk management assessment during the coronavirus outbreak guidance can be found here
COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found here

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards. Handwashing techniques advice can be found here

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