

Coronavirus (COVID-19): risk assessment for reopening Pathfinder Schools in September

Name of School: Badger Hill Primary

Assessment conducted by: V Whittingham M Snarr Consulted with: S Wilsden	Job title: Head Teacher, Office Manager	Covered by this assessment: Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Date of initial assessment: 9.7.20	Review interval: Recommend weekly until October Half Term or as guidance changes	Date of next review: Monday 7th September

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Schools must ensure this risk assessment reflects local arrangements within their context.

Activity/ Situation	Full reopening of school – September 2020					
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	Parents ☒	Volunteers ☒
Hazard(s)	<ul style="list-style-type: none"> ✘ Awareness of policies and procedures ✘ Social distancing measures not followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning ✘ Shared Resources ✘ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation ✘ Fire and Intruder Alarms and Emergencies, Including Lockdown ✘ School Activities 					

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	Medium (M)	Medium (M)	Low (L)
	Minor Causes physical or emotional discomfort.	Medium (M)	Low (L)	Low (L)

Risk Rating	Guidance and Trust control measures control measures	How has the control measure been implemented	In place (Yes/No/ Outstanding) If outstanding add to action plan	Risk Rating following Action
Prevention				
H	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> ● Ensure nobody comes into school who displays Covid-19 symptoms or has tested positive in the last 7 days ● Anybody who develops symptoms to be sent home as soon as practicably possible. ● Creation of an appropriate, ventilated isolation room (and toilet to be made available) whilst child is collected ● PPE to be available for all staff caring for a child displaying symptoms (Gloves, face shield, apron) ● Ensuring anyone who has made contact with somebody displaying symptoms washes their hands thoroughly with soap and water for 20 seconds 	<ul style="list-style-type: none"> ● Regular communications via website, newsletter, class dojo and twitter for parents regarding the guidelines. Staff will be updated regularly through weekly briefing and staff meeting ● Staff in school understand protocols if anyone displays symptoms. (see staff guide) ● Isolation room in place at front of school ● PPE within isolation room and also in each classroom ● Handwashing facilities available throughout school 	All these measures are currently in place	Low
H	<p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> ● Hand wash or sanitiser stations to be available to all personnel in school including when they arrive at school, when they return from breaks, when they change rooms and before and after eating 	<ul style="list-style-type: none"> ● Two sanitiser stations in place-one on entry to school and one near staffroom. ● 4 handwashing stations will be placed around school. They will be moved in and out of school as necessary. 	Measure currently in place-possibility to increase if needed	Low

	<ul style="list-style-type: none"> Supervision of hand sanitiser use given risks of ingestion particularly with small children. Skin friendly wipes can be used as an alternative Handwashing must be for a minimum of 20 seconds with soap and water School must Build hand washing routines into school culture 	<ul style="list-style-type: none"> Currently children do not use hand sanitiser but only use the handwashing facilities -child friendly sanitiser/wipe to be purchased Posters clearly displayed around school with hand washing rules. Staff remind children daily of the importance of handwashing 	Measure currently in place	
H	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> Provision of tissues and lidded bins Supporting younger children or those with complex needs to understand that this is now part of how school operates If necessary individual risk assessments will need to be carried out for children who spit or use saliva as a sensory stimulant Face coverings not to be promoted within school as staff and children will be mixing in consistent groups 	<ul style="list-style-type: none"> All classrooms and shared areas have tissues and lidded bins Risk assessments and extra support given to those with complex needs (staff are happy to do this) 2 assessments to carry out on children entering reception with EHCP's. 	These measures are already in place	Low
	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> Creation of a cleaning schedule that ensures cleaning is generally enhanced and carried out in line the current advice on COVID-19: cleaning of non-healthcare settings guidance (due to be updated by the end of the summer term) More frequent cleaning of rooms/ shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal 	<p>Please add cleaning schedule as an appendix to this RA</p> <ul style="list-style-type: none"> Each evening will see the school undertake an enhanced cleaning schedule using our two regular cleaners. Lunchtimes will see classrooms being wiped down by classroom staff before lunch and then by MSA's after the children have eaten lunch. Staff will continue to follow the same cleaning routine as in place now. (see attached sheet) Shared areas in school will be cleaned over between 11 and 12-this will include toilets and staff room 	Measure currently in place	Low

	<ul style="list-style-type: none"> different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet 	<ul style="list-style-type: none"> Staff will be responsible for cleaning any shared resources in the classroom such as chrome books, art equipment and sports equipment. Mobile handwashing stations to be brought back into school during the day to ease handwashing congestion during the day. Toilets should only be used by one person at a time but sinks in the toilet can be increased to 2 people at a time. Bubbles will be asked to use allocated toilets only and not move between toilets. BC will follow this routine but ASC will use KS2 toilets and KS2 hygiene room toilets. 		
H	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> Creation of the smallest size bubbles that will allow all children to return to school All bubbles must operate in isolation from other bubbles Limit the use of all shared and social spaces between bubbles Where larger bubbles exist (more than one standard size class) the focus must be on other control measures i.e. cleaning, respiratory hygiene, hand washing, minimising contact with anybody who is symptomatic Encouragement of social distancing where the age of the group allows. Younger children are not expected to socially distance Where staff need to move between groups they should try to keep their distance from children and staff, ideally 2 metres. Where this is not possible with 	<ul style="list-style-type: none"> We will have 4 bubbles within school and then a breakfast club and after school club bubbles Bubble A- reception and Y1 (60), Bubble B -Y2 and Y3 (60), Bubble C Y4 and Y5 (60) and Bubble D Y6 (30) Bubbles will be class based apart from breaktimes and lunchtimes. Breaktimes and lunchtimes will see upto 3 classes out at the same time. When this happens there will be a clear definition between allocated spaces. Year 6 will always be MUGA based. The only shared spaces would be the hall(PE) library and shared learning spaces and playgrounds for breaks and lunches. There will be cleaning materials available to allow staff to wipe down surfaces in between use of tables/chairs and any shared resources. Toilets will be allocated to each bubble to minimise cross contamination. Toilets will be cleaned over lunchtime. 	Measure currently in place	Low

	<p>younger children the member of staff should be risk assessed individually (using the trust RA process)</p>	<ul style="list-style-type: none"> ● Social distancing posters around school and this would be encouraged and modelled especially in shared areas. ● PPA staff would be supported to keep 2m away from children and teach from the front of the class where possible. (staff handbook) This would also include small group intervention. Each class will have looked at the best positioning for PPA staff ● Pregnant staff will be risk assessed and must observe social distance rules at all times. No movement between groups for pregnant staff. 		
	<p>Measures within the classroom</p> <ul style="list-style-type: none"> ● Where the age of the group allows staff should work from the front of the classroom ideally at a distance of 2m from children ● Where 2m distancing is not appropriate adults should minimise the time spent with 1m of anyone and try to avoid all face to face contact ● All staff working with children with complex needs who need some contact will need to be individually risk assessed, there educational care and support should continue as normal ● Classrooms to be set up with children forward facing, they can be sat next to each other. ● All large gathering to be avoided such as assemblies and collective worship ● Timetabling should avoid students and staff using corridors, entrances and exits at the same time as another group (Also consider the amount of time needed for cleaning between each group) 	<ul style="list-style-type: none"> ● All teachers will try to keep to the 2m rule if possible. Classrooms will be set up so this is clear. An area will be taped off in KS2 classrooms to show this clearly. Within Y2,Y1 and EYFS this may not be possible apart from whole class sessions. ● For small group work children will be spaced out and only children from one bubble will use the allocated space. Staff from that bubble will carry out the intervention. Only one group to use a shared learning space at once. The learning space must then be cleaned after use.Children will be seated facing forwards at all times. ● Risk assessments will need to take place for all children with EHCP's and also those that have intimate care plans. Staff and parents will discuss the needs and ensure that everyone is happy with arrangements. ● All classes in KS2 and Y2 will be set up with children facing forward although children will be 	<p>Measure currently in place</p>	<p>Low</p>

	<ul style="list-style-type: none"> ● Timetabling to allow for minimal mixing of groups – lunches and breaks may need to be staggered 	<p>seated next to one other child. No talk partners to be used. Group work will be permitted with the teacher/teaching assistant and children remaining facing forward.</p> <ul style="list-style-type: none"> ● No assemblies will take place. Assemblies will take place in class bubbles or be pre recorded. ● All drop offs, break times, lunch times and pick ups will be staggered to avoid congestion in corridors and hot spots. ● The playground will be zoned off at lunch and break times which will allow for more than one bubble to be outside at once. All lunches will be eaten in the classroom for the first 3 weeks and then reviewed. Reception and Year 1 will eat in the hall. Tables will be forward facing. Children will be served their meals at the table. ● Each class will have a dedicated MSA who will support the children and clean the surfaces within the room. 		
H	<p>Staff shared areas</p> <ul style="list-style-type: none"> ● Staff room use should be minimised as far as reasonable possible, whilst ensuring staff have a reasonable break ● Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups ● Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs – Staff from different groups should try to remain 2m apart ● Office staff should try to operate to 2m distancing 	<ul style="list-style-type: none"> ● Due to staggering of lunchtimes and breaktimes minimal staff to be in staffroom at anyone time. 6 people maximum. ● Shared items are allowed but must be wiped/cleaned down after use. Individuals to be responsible for this. ● Hard chairs to be used in staffroom ● Office staff will work within one office but be 1m+ apart and both face in different directions. Screens will be placed in the front entrance. 	Measure currently in place	Low

H	<p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> Where the building allows arrangements should be made to avoid bringing groups together at the start and end of the day Where this is not possible a staggered start and finish time may be necessary Where children or adults use face coverings to travel to school they must be secured in a plastic bag and taken home 	<ul style="list-style-type: none"> See attached plans for drop off and pick up. All queuing systems will continue to be 2m distance apart. Longer time for drop offs to discourage queuing and gathering of parents in large numbers. This will be clearly communicated to parents. Each bubble will have a different drop off entrance. Handwashing stations will be placed outside during drop off to help ease congestion. For collection the playground will be zoned off into year group areas. Zip lock bags will be provided for the storage of face masks. Children will keep masks with their own belongings in the cloakroom. 		Low
H	<p>Non-school staff</p> <ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Contractors visits should ideally be arranged outside of school hours, where this can't happen contractors should be made aware of the restrictions of movement in school and comply with 2m distancing Peripatetic staff can be used but they must comply with the schools control measures and ensure 2m distancing. In the case of tuition careful consideration must be given to the space being used – small rooms with poor ventilation must be avoided. All instruments bar wind can be resumed, a decision on group lessons is TBC Volunteers may be used within consistent bubbles whilst adhering to 2m distancing 	<ul style="list-style-type: none"> PPA staff and other specialist teaching staff will have an induction which includes staff handbook so that they understand the protocols in school. They will be asked to adhere to the 2m social distance rule Procedures for contractors are already in place which include no contractors when children are in school must be before or after school hours. They need to use handsanitiser when entering the school building and sign in clearly stating where they will be working. They may use the toilet in the front entrance. Peripatetic teachers must teach in the library with the windows open. We currently have drum and violin lessons in school. These lessons take place during school or after school. Volunteers will not be allowed in school for the first 3 weeks. This will be reviewed. 	Measure currently in place	Low

	<ul style="list-style-type: none"> ● A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with. 	<ul style="list-style-type: none"> ● All visitors will use signing in procedure which has been changed to include the opportunity to record where contractors/visitors are working. 		
H	<p>Resources</p> <ul style="list-style-type: none"> ● Staff and children to have individual frequently used items such as pens and pencils – These should not be shared ● Classroom resources such as books and games can be shared with a bubble but must not be moved between bubbles ● Some resources can be shared such as sports, art or science equipment. These will need to be cleaned between bubbles or left in “quarantine” for 48 hours (72 hours for plastics) ● Soft items such as cuddly toys, Rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning ● The use of hard to clean items such as play doh and sand pits are discouraged ● Outdoor play equipment can be used but must be cleaned in between bubbles and hand washing in place before and after use. ● Pupils should be asked to bring in the minimum amount of equipment required for the day – such as lunch, coats, books and stationary. Bags are permitted. ● Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development. 	<ul style="list-style-type: none"> ● All children will have their own packs of stationery which will include frequently used basics. ● Staff will also be required to have their own packs so they are not sharing resources in the classroom ● Each class has reading area and indoor games ● Any reading books which are shared will be brought back into school on a Thursday so that they can be left for at least 72 hours before being sent out again. ● Any shared resources must be cleaned by the staff using them and replaced in the correct area for at least 48 hours. If plastic resources are used they must be left for 72 hours. Staff will need to plan accordingly to allow for the required quarantine time. ● No cuddly toys to be allowed in classrooms apart from puppets which will be used by the class teacher only. ● Reception will use a rug to sit on as there is no carpet within the classroom. All others are not to be used. ● Only hard chairs to be used in classrooms? Class teachers to have normal chairs back as long as they are the only ones who sit on chairs. Chairs will be named. 	Measure currently in place	Low

	<ul style="list-style-type: none"> ● Where staff share resources i.e. laptops they must be cleaned in between uses ● School uniform does not require cleaning any more than normal and so schools should communicate with parents that uniform is expected from September. 	<ul style="list-style-type: none"> ● Each bubble to have their own outdoor equipment for breaks and lunchtimes. These will be kept in the classroom. ● EYFS are responsible for their own outdoor equipment and the cleaning of it. ● Clear communications to parents and children on equipment/belongings to be brought into school. This will be a coat, change of shoes for outdoor play, school bag, water bottle and packed lunch. ● Children will come to school in PE kit on their assigned PE days. ● Reading books will be returned on a Thursday in order to allow time for quarantine. If books need changing more frequently then they must be kept in a box in the classroom and not returned to shelves for at least 48 hours. ● Staff are not to take home shared books etc. ● Staff will have access to anti bac wipes for cleaning laptops. Sharing of laptops will be discouraged. ● Parents will be informed of school uniform from September. Leniency will be applied and support offered for families who are struggling 		
H	<p>Physical activity</p> <ul style="list-style-type: none"> ● Outdoor sports should be prioritised ● Where outdoors spaces cannot be used large indoor spaces can be used. ● All contact sports must be avoided ● Equipment must be thoroughly cleaned between groups 	<ul style="list-style-type: none"> ● Where possible all PE sessions will be outside. If inside only one class will be in hall at anyone time. ● Sports which can be played will be shared with staff. ● Where possible equipment will be kept specific to a class or bubble. Staff will clean down equipment if needed to be used by another group. There must be a minimum of 48hrs 	Measure currently in place	Low

	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. 	<p>between equipment being used by another group.</p> <ul style="list-style-type: none"> No extra curricular clubs for first 3 weeks-this will be reviewed 		
H	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>PPE is only needed in the following circumstances:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> All classrooms and areas used by children/staff will have PPE available to them. Staff have been instructed on how and when to use. Information will be in staff handbook. Use of PPE will be written into intimate care plans 	Measure currently in place	Low

H	<p>Responding to an infection</p> <ul style="list-style-type: none"> ● All children and staff in school advised not to attend if they are displaying symptoms. Anyone displaying symptoms to be sent home as soon as reasonably possible ● Person displaying symptoms to book a test using the online portal – Schools can support if parents have problems using the service. ● In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital ● The person display symptoms must self-isolate pending test results. ● School to contact central team using covidnotification@pmat.academy regarding any potential cases ● In the autumn terms schools will be provided with home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. ● Parents and staff will need to inform the school immediately of the test result. ● If somebody tests negative and has no further symptoms they can stop self-isolating and return to school ● if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the 	<ul style="list-style-type: none"> ● Regular communications with parents -weekly newsletter. Staff will be reminded weekly ● Office staff will also inform parents of the need to book a test if they have been sent home with symptoms or telephone the office with symptoms. If it is felt necessary office staff will provide parents with a testing kit. ● If a child is sent home the office manager will follow up with a phone call at the end of the school day to ask about test and remind family of the need to self isolate ● Office manager will inform the central team ● Home testing kits to be kept in school office and signed out if given to a parent or staff member ● Office manager will record when test has been taken and telephone again if staff member or parent hasn’t informed school of result. ● Office manager to inform staff member or parent when they are able to return to school if test is positive. ● Office manager to create a guide for all staff who work in office so procedures are clear. 		Low
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	<p>onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</p>			
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H	<p>Managing confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> ● School to contact central team using covidnotification@pmat.academy who will liaise with the local health protection team regarding the next steps ● The school must work with the local health protection team providing all information requested. School should be able to easily provide the HPT with information of people within the group of the infected person and where appropriate of any additional groups. ● The health protection team will provide definitive advice on who must be sent home, all schools must follow this advise ● A template letter will be provided from the HPT to send to parents and staff if required. Confidentiality must be maintained of the names of those with infection not shared. ● Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. ● Schools do not need to request evidence of negative tests 	<ul style="list-style-type: none"> ● Office manager/head teacher to inform central team ● Office staff to ensure clear recording procedures of which staff work with different bubbles or classes 	Measure currently in place	Low
H	<p>Use of dedicated school transport</p> <ul style="list-style-type: none"> ● Where possible children will be grouped together on transport reflecting the bubbles they are in. Where this is not possible the school must maintain records 	<ul style="list-style-type: none"> ● No school visits will be organised in the first 3 weeks. ● Any visits which require transport will be by private coach and not public transport. 	Measure currently in place	Low

	<p>of the separate bubbles the children are operating within.</p> <ul style="list-style-type: none"> ● Hand sanitiser must be used on boarding and disembarking ● Vehicles will need to be cleaned frequently ● Queues to be organised for boarding ● For children aged 11 and over face coverings may be recommended if others from outside their bubble are on the same transport <p>Use of public transport</p> <ul style="list-style-type: none"> ● Schools should try to facilitate timetables to keep travel at peak times to an absolute minimum ● Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible. ● Families using public transport should be advised to refer to the safer travel guidance for passengers. ● The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions. 			
	<p>Shielding, clinically vulnerable or comparatively increased risk children</p> <ul style="list-style-type: none"> ● All shielding advice will pause on August 1st and therefore all children, even those who are vulnerable, can return to school ● some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical 	<p>Currently we have no children or staff in school who have been shielding.</p> <ul style="list-style-type: none"> ● Parents with any concerns will be advised to contact the school office and speak to the office manager or head teacher. 	<p>Measure currently in place</p>	<p>Low</p>

	<p>appointment). In these cases individual risk assessments will need to be carried out.</p> <ul style="list-style-type: none"> ● If parents of pupils with significant risk factors (Clinically Vulnerable, BAME, Obesity and diabetes) are concerned, schools should discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should look to identify those who may be reluctant to return. 			
H	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> ● Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now able to return to work from 1 August as long as they maintain social distancing. ● Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained ● Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work. ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. ● Where staff may be at comparatively increased risk from coronavirus (BAME, Obesity and diabetes) they should be given the opportunity to discuss their concerns with the Headteacher/HR. Where additional measures can be put in place the school should work to accommodate these. 	<ul style="list-style-type: none"> ● A risk assessment will take place for pregnant staff alongside this risk assessment. This will cover other pregnancy needs other than covid. ● Staff will be advised of who to talk to if they have concerns about their own health. This information will be shared in staff handbook and displayed on notice boards in the staffroom 	Measure currently in place	Low
H	Deployment of control measures	<ul style="list-style-type: none"> ● Staff will be informed of changes to school routine asap and then regular and more detailed 	Measure currently in place	Low

	<ul style="list-style-type: none"> Schools should arrange sufficient time to train staff in the new ways of working with school Parents should receive communication from the school to outline the expectations required from them and how the school day will be different for their child 	<p>information to be shared over the coming weeks.</p> <ul style="list-style-type: none"> Training day on 7th September to be used partly to induct all staff back into school and to share new routines. Previous to this staff will have read risk assessment and updated staff handbook. Staff will also be in school on Monday 20th July and Friday 4th September for additional training. Parents will be sent clear and detailed before the school holidays and then regular information will follow. Parents will continue to receive information on the weekly newsletter, class dojo and twitter. 		
H	<p>Estates</p> <ul style="list-style-type: none"> School must check that it is building compliant before reopening, in particular ensuring that all water hygiene checks have been reported as safe Ventilation – Air conditioning units can be used but only where the feed is a fresh air supply and not recirculate air All windows should remain open when a classroom/office is in use 	<ul style="list-style-type: none"> See record of water hygiene checks Air conditioning needs to be set to fresh air Windows opened each morning by cleaner. Staff check daily as part of their morning routine 	Measure currently in place	Low
H	<p>Extra-curricular provision</p> <ul style="list-style-type: none"> Breakfast and after school clubs can be operated. Children must be pre booked and there will be no provision for drop ins/ late bookings. School must keep accurate records of the secondary bubble of any child Where possible clubs will try to accommodate separation for existing bubbles 	<ul style="list-style-type: none"> Parents to be informed about booking systems. No ad hoc bookings can be taken. This info will be included on weekly newsletter Registers kept upto date No extra curricular clubs for at least 3 weeks-this is to be reviewed BC/ASC to follow guidance. Training will be given for all staff who work in BC and ASC Parents will be informed that BC and ASC should only be used if essential. 	Measure currently in place	Low

	<ul style="list-style-type: none"> ● Club group sizes will need to be consistent with the maximum bubble size permitted within the school. ● Risk assessments must be carried out for out of school provision – Schools should use the guidance Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak ● Parents should be advised to limit their use of wrap around providers and only use when essential. ● If parents use non school based childcare they should inform the school so they can keep records of additional mixing – Families should be encouraged to mix their child(ren) in the smallest number of bubbles possible 	<ul style="list-style-type: none"> ● All parents will be asked to disclose any other non school child care that is used. Records to be kept in office for cross reference purposes. 		
H	<p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Health and Safety Policy ● First Aid Policy ● Daily Classroom / Area Cleaning Checklist – COVID 19 ● The 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’ <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training about expectations of cleaning routines and timings.</p> <ul style="list-style-type: none"> ● The school keeps up to date with weekly advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE 	<ul style="list-style-type: none"> ● Records to be kept in shared drive for reading of key policies ● Staff to be offered training if needed and records kept ● Weekly advice will be shared via staff briefing/staff meetings 	Measure currently in place	Low

	<ul style="list-style-type: none"> - NHS - Department of Health and Social Care - PHE 			
	<p>Fire, Intruder Alarms & Emergencies, Including Lockdown</p> <ul style="list-style-type: none"> ● All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) ● Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available ● If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details 	<ul style="list-style-type: none"> ● Fire practice and emergency procedures to be undertaken in first month. This to be done to catch all staff including part time and PPA staff. ● Will be repeated if necessary ● Record of emergency cut off points to be kept in office ● Office manager to check emergency contact lists and double check against security service 	Measure currently in place	Low

ACTION PLAN (insert additional rows if required)		TO BE ACTIONED BY			ACTION COMPLETE	
Further control measures identified to reduce risks so far as is reasonably practicable		POSITION	NAME	DATE	SIGNATURE	DATE
	<ul style="list-style-type: none"> ● All new taping and outside marking will be done on Friday 4th September ● Lunchtime arrangements to be finalised for EYFS and Y1 ● Meeting to be held with ASC/BCmanager to finalise risk assessments and bubbles within clubs ● Staff handbook to be written and shared with staff 	Head Teacher	Vicky Whittingham	10.7.20		

	<ul style="list-style-type: none"> Risk assessment to be shared with staff once it has been approved 					
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<p>○ COMMENTS AND INFORMATION (Use this section to record how the risk assessment has been communicated and any other comments and information)</p>
<p>Please see September reopening file for extra docs relating to the running/organisation of the school day</p>

Review date	Are there any changes to the activity since the last assessment? Clarify that all the controls are in place and monitored on a regular basis	Name and signature of reviewer	Next review date

