

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

Name of School: Clifton with Rawcliffe Primary School

Assessment conducted by: Andy Herbert, Gill Johnson, Kerry Davies, Bev Wright Consulted with: Operations Team	Job title: SLT	Covered by this assessment: Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Date of initial assessment: 08.07.2020	Review interval: End of September 2020 Recommend weekly until October Half Term or as guidance changes	Date of next review:

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 	<p>Posters & and regular communication with staff and parents Designated Covid Room in meeting room Check List for all staff Wash facilities maintained using current measures +stock maintained by office staff +additional cleaning rota +pedal bins and contamination/waste disposal protocol continued Staff have completed the holiday request information sheet to ensure staff follow quarantine guidelines on return.</p>	Y	L
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 	<p>Systems in place for entry:</p> <ul style="list-style-type: none"> ● 4 entry points each with a hand washing or sanitising station at each entry point ● Queuing system to be set up with use of inside washing facilities if long queue <p>Daily routine to include handwashing before and after activities, before and after lunch and</p>	Y	L

	<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 	<p>break times and at the end of the school day.</p> <ul style="list-style-type: none"> Teacher to supervise all handwashing. Hand sanitiser available in classrooms, soap available in toilets. Class assembly Covid wash routines available for each class to revise how to wash hands. <p>Sanitising units available through school</p>		
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 	<p>All in place, will continue:</p> <p>provide lidded pedal bins for classrooms empty bins at several points during the day update any personal risk assessments for high risk pupils (identifying additional protective measures)</p>	Y	L
	<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 see cleaning schedule as an appendix to this RA Further training & monitoring for cleaning staff is needed.</p> <p>Every Bubble has a daily tick list of cleaning needed and equipment - to be updated for new bubbles</p>	Y	L

	<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 	One cleaner to be allocated the lunchtime toilet cleaning duty		
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 younger children the member of staff should be risk assessed individually (using the trust RA process) 	<p>Early Years - Bubble of 115 All others in year group bubbles (max 92)</p> <p>Dividers between year group bubbles in units & access to exits and sink areas</p> <p>Learning areas to be set up with all forward facing desks.</p> <p>Teachers areas to be defined in key stage 2</p> <p>RA for clinically vulnerable staff to be carried out</p> <p>Playtimes staggered with bubbles entering school, in separate queues 2m apart from other bubbles.</p> <p>Open doors from 8.30am, with teachers on playground ready to receive bubble groups. NB siblings arrive at same time as the earliest sibling and leave at same time as the latest sibling and all staff aware and ready for this.</p> <p>Pupils walk straight into school (see handwashing and sanitising routines above) in the following order:</p> <ul style="list-style-type: none"> 8.30am Y6 and Y4 8.40am Y3 and Y5 8.50am Y1A, Y2A, FS2A 9.00am Y1B, Y2B, FS2B 9.10am Y1C, Y2C, FS2C 9.20am FS1am bubble 12.20pm FS1 pm bubble 	Y	L

		<p>Separate bubbles for Kool Kids bubbles who will be taken to their school bubbles.</p> <p>New school rules shared specifically for Covid have been shared with parents and carers and will be regularly reinforced with all bubble groups.</p> <p>Pupils and social distancing measures explained, markings and signs on site to guide pupils.</p> <p>Hygiene updates for pupils each day.</p> <ul style="list-style-type: none"> ● Staff briefings take place every Thursday at 3.45pm and daily communications with staff through email. ● RA available for high-risk pupils. 		
	<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, their 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) ● Timetabling to allow for minimal mixing of groups – lunches and breaks may need to be staggered 	<p>See above</p> <p>Teachers to be briefed on Training Day, regularly reminded and supported to explain to children.</p> <p>RA sent to MAT Central.</p> <p>If children are unwell, the following system is in place:</p> <ul style="list-style-type: none"> ● call in PPE ● Taken quickly to Covid Room (meeting rooms in admin corridor) ● child's parent to be called to collect and provided with a test appointment slip <p>Bubble Units set up with front facing desks (Y2 – Y6) and teacher defined areas marked out for KS2 bubbles</p> <p>Bubble sets of books and equipment – other equipment will be sanitised between uses by bubbles</p> <p>Older pupils will have personal set of essential equipment</p> <p>EYFS and Y1 bubbles equipment will be regularly cleaned and sanitised</p>	Y	L

		<p>Other measures include:</p> <ul style="list-style-type: none"> • No whole school assemblies • HT Assembly be recorded and shared, bubble groups will do assembly within their weekly routines • Classes to stay in their rooms except for PE which is timetabled – PE staff (MW/SW) to attend Training Day briefing • Forest schools is timetabled. • Lunches to be eaten in classrooms/bubbles. <p>All in place</p>		
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 	<p>Plastic chairs in staff room at a distance 2m apart Arranged in rows and wiped after use Staff to bring in and keep their own equipment for lunches – lunch box, cutlery, cup etc Frequently touched surfaces to be wiped down immediately after use by staff Handwashing/sanitising by staff:</p> <ul style="list-style-type: none"> • Before entry to staffroom • Immediately after leaving staffroom <p>All staff to operate with social distancing measures during the teaching/office day and when in staffroom</p>	Y	L
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 	<p>Staggered timetable in place, all parents have been informed. 4 entry points & staggered start & finish – see attached timetable Procedure in place for siblings to allow pick up and drop off together.</p>	Y	L

	<ul style="list-style-type: none"> 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 			
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 subject to RA approval Volunteers may be used within consistent bubbles whilst adhering to 2m distancing A record of all visitors to school must be maintained which includes there location and if necessary which group they have worked with. 	<p>Music peri teachers have been asked to continue from home out of school hours.</p> <p>Music Hub has been contacted to request Risk Assessments for drumming sessions. These will be sent out to school prior to sessions starting (16/09/20).</p> <p>No regular volunteers in school for the time being - To be reviewed at the end of September 2020</p> <p>Log to be kept in addition to signing in system</p>	Y	L
H	Resources	<p>Current systems in place to be extended to all children</p> <p>Separate games & books to be supplied for each bubble</p>	Y	L

	<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 book 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 stationery. 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. ● 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. 	<p>Pupils will only bring a lunch, water bottle, coat and a book bag containing their own book from home. Plastic bag supplied to children unable to access e books (bug Club) if needed. Children will not be allowed to bring rucksacks. No PE kits necessary, children permitted to wear trainers with school uniform.</p> <p>Reading books to go home only to those children without access to e books. Any books sent home will be returned on a Thursday and remain untouched to be able to be sent out again on the following Monday.</p> <p>Library books will be supplied in sets for each bubble – no use of school library by pupils.</p> <p>EYFS equipment – particular systems in place include:</p> <ul style="list-style-type: none"> ● Regular sanitising of equipment (weekly) ● No use of play-doh or sand ● Water tray use but replaced daily ● No use of soft furnishings eg cushions <p>Children to wear uniform and trainers for PE/physical activity</p>		
H	<p>Physical activity</p> <ul style="list-style-type: none"> ● Outdoor sports should be prioritised 	<p>Clear cleaning regime in place for outdoor sports equipment. Planning will need to be prepared and monitored.</p>	Y	L

	<ul style="list-style-type: none"> 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 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>Spray disinfectant equipment using bottles and spray provided by Trust, weekly by Site Manager.</p> <p>Mark Wood and Simon Walton (specialist PE staff) to attend Training Day for full Covid Briefings.</p>		
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 	<p>PPE to continue to be provided in the hygiene room and Covid Room.</p> <p>Full supplies and replacement stored in Covid Room and Hygiene Room.</p>	Y	L
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. 	<p>Latest guidance from PMAT, re: booking a test, to be given to parents & staff as appropriate – reminders sent out week before term to all staff and parents/carers</p> <p>Flow chart for responding to a child or adult with symptoms to be displayed around school building – routines and response will be part of whole staff training on Training Day.</p>	Y	L

	<ul style="list-style-type: none"> ● 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 10 days from the 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>Trust to supply paperwork and prepared wording for parents when a case is confirmed.</p> <p>GJ will make contact with Trust – one of admin team will be back-up.</p> <p>Home Testing Kits will be supplied to school – 2 staff trained for use (EA and GJ)</p> <p>Area of school building affected will be given a full “fog clean” as required, by Betterclean (Trust Cleaning Contractor).</p>		
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 	See above	Y	L

	<p>the local health protection team regarding the next steps</p> <ul style="list-style-type: none"> • 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 advice. • 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 	Trust will liaise with local health protection in event of a confirmed case.		
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 of the separate bubbles the children are operating within. • Hand sanitiser must be used on boarding and disembarking • Vehicles will need to be cleaned frequently 	<p>Transport for children attending Haxby Rd ERP to be arranged following guidance.</p> <p>Two pupils access ERP support from Haxby Rd Speech and Language Centre (Y3 and Y4 pupils):</p> <ul style="list-style-type: none"> • In same bubble group at ERP • Wash hands before leaving Haxby Rd • Wash hands before entering CwR building 	Y	L

	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Parents informed to minimise use of any further bubbles during course of each week (both attend Kool Kids Breakfast/After School Clubs) <p>Staff using public transport to be given access to advice and should wear face coverings. Cycling to be encouraged and use of cycle storage opened for pupils in Y4, 5 and 6, accessed only by children and kept locked during the school day.</p>		
	<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 	<p>Identify any pupils who may require shielding – must have letter from GP, and speak to parent/carers</p>	Y	L

	<p>professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical 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 	<p>All staff are expected to work – separate RAs will be completed for pregnant staff (3 in school in Autumn Term) and for one staff member recovering from serious illness.</p> <p>Meetings to be arranged with specific staff to discuss concerns and complete staff RA if needed, refer on to Trust.</p>	Y	L

	measures can be put in place the school should work to accommodate these.			
H	<p>Deployment of control measures</p> <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 	All information shared with staff and parents during the final week of term. School set up in accordance with guidelines week beginning 20.07.2020 and will be reassessed on Training Day on Monday 7th September and used as part of induction and preparation.	Y	L
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 	<p>Current systems and routines to continue</p> <p>Review information on existing air recirculation equipment (GJ) and refer on to Trust (MW)</p>	Y	L
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 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 	<p>Close liaison with Kool Kids Club and sharing of RAs took place over the summer holidays and will continue.</p> <p>All protective measures in place by Kool Kids will continue.</p> <p>Record keeping system for this and use of non-school based childcare (see below) needs to be set up and record maintained.</p>	Y	L

	<p>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</p> <ul style="list-style-type: none"> ● 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 			
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 - NHS - Department of Health and Social Care - PHE 	Training Day 7th September 2020	Y	L

	<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 	<p>Fire evacuation practices take place soon after the start of term and are regularly repeated.</p> <p>See above</p>	Y	N

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
1	Move the Covid Room to the Meeting Room in school	SLT		20.07.2020		16.07.2020
2	Set Procedures for staggered start and finish to each day and procedure for use of bike sheds and communicate to staff and parents	SLT		15.07.2020		16.07.2020

3	Arrange training and monitoring for cleaning staff	Mike Wells		asap		20.07.2020
4	Order and create curriculum resources for all pupils in bubbles	SLT		21.07.2020		17.07.2020
5	Carry out RAs for staff who are clinically vulnerable and/or anxious	SLT		17.07.2020		17.07.2020
6	Contact Music Hub re use of Billy as drumming teacher, to ensure RA is completed	GJ		17.07.2020		14.07.2020
7	Communicate all new procedures and expectations with staff and parents	SLT		17.07.2020		16.07.2020
8	Establish if hall and dance studio floor needs mopping before use by a different bubble/after school club	GJ/MW		asap		13.07.2020
9	Set up a cleaning procedure for all sports equipment	LH/SV		17.07.2020		16.07.2020

1 0	Gain access to RA for transporting children with dual access arrangements (for Haxby Rd ERP)	KPC		15.07.2020		<i>17.07.2020</i>
1 1	Remind staff of procedures for use of public transport	GJ		15/07/2020		<i>13.07.2020</i>
1 2	Liaise with Kool Kids out of school club regarding sharing of RA and records for track and trace	SLT		15/07.2020		<i>20.07.2020</i>
1 3	Attach copies of: Cleaning Schedule Procedures for start and end of day	GJ/AH		02/09/2020		<i>02/09/2020</i>
1 4	Pass on copy of all information on air recycling units to Mike Wells	GJ		02/09/2020		<i>02/09/2020</i>
1 5	Send out reminders of key information to staff and parents	AH		04/09/2020		<i>04/09/2020</i>

COMMENTS AND INFORMATION

(Use this section to record how the risk assessment has been communicated and any other comments and information)

Shared with the whole staff team on the Training Day on Monday 7th September 2020. Updated copy to be shared through school website and kept updated as needed.

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