

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

**Name of School:**

Assessment conducted by: A. Oswald	Job title: Headteacher	Covered by this assessment:  Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Consulted with: M.Bowling S.Wilmsden M.Wells		

Date of initial assessment:	Review interval:	Date of next review:
		July 20
		Aug 26
	Recommend weekly until October Half Term or as guidance changes	Aug 31st 20
		Oct 20 weekly

**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"> <li>✗ Awareness of policies and procedures</li> <li>✗ Social distancing measures not followed</li> <li>✗ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✗ Inadequate Cleaning</li> <li>✗ Shared Resources</li> <li>✗ Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection &amp; PPE</li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> <li>✗ Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li>✗ School Activities</li> </ul>					

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	Medium (M)	Medium (M)	Low (L)
	<b>Minor</b> 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"> <li>● Ensure nobody comes into school who displays Covid-19 symptoms or has tested positive in the last 7 days</li> <li>● Anybody who develops symptoms to be sent home as soon as practicably possible.</li> <li>● Creation of an appropriate, ventilated isolation room (and toilet to be made available) whilst child is collected</li> <li>● PPE to be available for all staff caring for a child displaying symptoms (Gloves, face shield, apron)</li> <li>● PPE to be available for staff attending to other staff.</li> <li>● Ensuring anyone who has made contact with somebody displaying symptoms washes their hands thoroughly with soap and water for 20 seconds</li> </ul>	<ul style="list-style-type: none"> <li>● Office questions checklist if a pupil is unwell or telephoning in as unwell.</li> <li>● Quiet room available for isolation until a parent collects a pupil.</li> <li>● central disabled toilet to be quarantined for use by this pupil and cleaned when pupil leaves school.</li> <li>● PPE to be used (from office store/cleaner's cupboard. PPE to be used with adults displaying symptoms.</li> <li>● Wash facilities maintained using current measures:</li> </ul>	YES	M
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+stock maintained by office staff

+additional cleaning rota

+pedal bins and contamination/waste disposal protocol continued

- Staff completed the holiday request information sheet, staff to follow quarantine guidelines.

H	<p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> <li>● 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</li> <li>● Supervision of hand sanitiser use given risks of ingestion particularly with small children. Skin friendly wipes can be used as an alternative</li> <li>● Handwashing must be for a minimum of 20 seconds with soap and water</li> <li>● School must Build hand washing routines into school culture</li> </ul>	<ul style="list-style-type: none"> <li>● Sanitisers available on entry to the site.</li> <li>● hand gel at signing in desk.</li> <li>● daily routine to include handwashing before and after activities, before and after lunch and break times and at the end of the school day.</li> <li>● Teacher to supervise all handwashing. Gels in classrooms, soap in toilets.</li> <li>● Class assembly covid wash routines available for each class to revise how to wash hands.</li> <li>● Those attending in face masks will be</li> </ul>	<p>take new pupils though routines.</p> <p>Share protocol with parents and new starter families.</p>	M
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		allowed to wear them.		
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H	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>● Provision of tissues and lidded bins</li> <li>● Supporting younger children or those with complex needs to understand that this is now part of how school operates</li> <li>● If necessary individual risk assessments will need to be carried out for children who spit or use saliva as a sensory stimulant</li> <li>● Face coverings not to be promoted within school as staff and children will be mixing in consistent groups</li> </ul>	<ul style="list-style-type: none"> <li>● continue providing towel/tissue supplies in toilets and classrooms</li> <li>● provide lidded pedal bins for classrooms</li> <li>● empty bins at several points during the day</li> <li>● update any personal risk assessments for High risk pupils</li> <li>● Those pupils using masks will not be asked to remove them.</li> </ul>	<p>check condition of bins and order any replacements or additional bins:</p> <p>4 bins needed to date -</p>	M
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	<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"> <li>● Creation of a cleaning schedule that ensures cleaning is generally enhanced and carried out in line the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> (due to be updated by the end of the summer term)</li> <li>● More frequent cleaning of rooms/ shared areas that are used by different groups</li> <li>● frequently touched surfaces being cleaned more often than normal</li> <li>● 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</li> </ul>	<p>Please add cleaning schedule as an appendix to this RA</p> <p>YES in place- in office</p> <p>8am clean, 11am-1pm clean, 3-6pm clean via Better Clean.</p> <p>Classroom cleaning stations. Teachers' checklist with cleaning routines and tasks.</p>	<p>paper copy located</p>	<p>M</p>
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H	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> <li>● Creation of the smallest size bubbles that will allow all children to return to school</li> <li>● All bubbles must operate in isolation from other bubbles</li> <li>● Limit the use of all shared and social spaces between bubbles</li> <li>● 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</li> <li>● Encouragement of social distancing where the age of the group allows. Younger children are not expected to socially distance</li> <li>● 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)</li> </ul>	<ul style="list-style-type: none"> <li>● Bubble allocation current numbers:</li> </ul> <p>EYFS bubble (62) zoned except at lunch: 111 total.</p> <p>Y1/2 bubble (49)</p> <p>Y3/4 bubble (54)</p> <p>Y5/6 bubble (59)</p> <ul style="list-style-type: none"> <li>● Bubbles taught in separate classes. Playtimes staggered with same adult on duty with each bubble.</li> </ul> <p>Bubbles enter school together, in separate queues 2m apart from other bubbles. Open doors from 8:40am, teachers on playground. Pupils</p>	L
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walk straight into school.

- Separate bubbles for BC and ASC.
- new school rules shared will all pupils and social distancing measures explained, markings to remain on site to guide pupils. Hygiene updates for pupils each day.
- July 17th and 20th staff briefing on the return to school protocol.
- RA available for high-risk pupils.
- Text, email and video reminders to parents of pick up and drop off

locations and  
social distancing.

- Weekly newsletter updates.
- Staff briefing weekly reminding staff of close contact rules:

<1m limit contact to  
less than 1 minute

1m-2m limit contact  
to less than 15mins

2m safer distance with  
no time limit.

<p>Measures within the classroom</p> <ul style="list-style-type: none"> <li>● Where the age of the group allows staff should work from the front of the classroom ideally at a distance of 2m from children</li> <li>● 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</li> <li>● 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</li> <li>● Classrooms to be set up with children forward facing, they can be sat next to each other.</li> <li>● All large gathering to be avoided such as assemblies and collective worship</li> <li>● 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)</li> <li>● Timetabling to allow for minimal mixing of groups – lunches and breaks may need to be staggered</li> </ul>	<ul style="list-style-type: none"> <li>● Where possible, to fit a whole class in, a 2m zone will be made for the teacher to teach from.</li> <li>● teachers to be briefed on protocol, this is to be explained to children regularly.</li> <li>● RA sent to MAT.</li> </ul> <p>Where incidents occur. HT to be called in PPE and child's parent to be called to collect.</p> <ul style="list-style-type: none"> <li>● rooms will be set up in this style wherever possible. (Not</li> </ul>	<p>classrooms to be set up and ready for inspection 17th July-20th July.</p> <p>share lunch arrangements with staff and NYCC staff.</p>	<p>L</p>
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some classes exceed 30 pupils).

- No whole school assemblies.

Friday assembly will be recorded and shared on a Friday.

- classes to stay in their rooms except for PE which is timetabled. Forest schools is timetabled. Pay it forward may only be in bubbles.
- Lunches to be eaten in bubbles. Packed lunch in classrooms. 1 sitting at lunch in bubbles. 2m gap to next bubble where possible.



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Staff shared areas

- Staff room use should be minimised as far as reasonably 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

- staff room used in shifts and wiped down. Staffroom part of the cleaning schedule.
  - + Teachers eat in classrooms. Bring own cups and cutlery.
  - + 2 staff per class, allowing staff to rotate toilet break, drink break.
  - + staff room, allocated chair for

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teachers  
during  
briefing

+ Dinner  
supervisor  
s to take  
one  
bubble  
each to  
allow staff  
to leave  
the room.

+ outdoor  
play  
zones:

EYFS- paddock

Y1/2- play  
ground

Y3- field

Y4- field/  
MUGA

Y5/6 UKS2  
playground/  
forest schools

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|  |  | <ul style="list-style-type: none"><li>• Office staff to maintain current arrangements. All staff to be re briefed on this on 17th and 20th July.</li><li>• seating will be plastic covered and replaced or wiped between use.</li></ul> |  |  |
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H	<p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> <li>● Where the building allows arrangements should be made to avoid bringing groups together at the start and end of the day</li> <li>● Where this is not possible a staggered start and finish time may be necessary</li> <li>● Where children or adults use face coverings to travel to school they must be secured in a plastic bag and taken home</li> </ul>	<ul style="list-style-type: none"> <li>● protocol shared with parents</li> <li>● Doors open from 8:30am. Lines marked with 2m intervals for each year group.</li> <li>● video to be shared and sent home</li> <li>● staggered entry between 8:30-8:50</li> <li>● regular reminders sent home to parents.</li> </ul>	<p>new markings to be sprayed</p> <p>new tape to be purchased.</p> <p>ST make videos.</p>	M
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<p>H</p>	<p>Non-school staff</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Contractors visits should ideally be arranged outside of school hours, where this can't happen contractors should be made aware of the restrictions of</li> </ul> <p>movement in school and comply with 2m distancing</p> <ul style="list-style-type: none"> <li>● 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. <b>All instruments bar wind can be resumed, a decision on group lessons is TBC</b></li> <li>● Volunteers may be used within consistent bubbles whilst adhering to 2m distancing</li> </ul>	<ul style="list-style-type: none"> <li>● music lessons to be held in the studio to allow 2m rule to be adhered to.</li> <li>● office to be briefed on this again. Follow same protocol as currently operating.</li> </ul>	<p>add plastic chairs at 2m in the entrance hall.</p> <p>Set up piano in studio.</p> <p>set up reading zones for volunteers. DHT to briefvolunteers using the staff guide.</p> <p>LH- design new sign in sheet to add location.</p>	<p>L</p>
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- A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with.

- reading volunteers and immersion day visitors to stick to 2m rule. Space will be provided with plastic seating for these.
- Office staff to be briefed on this new requirement for location.

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Resources

- 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 will remain out of use
- In EYFS playdoh will be made up in named pots and resources steam cleaned after use
- Sand will be avoided or changed daily as per EYFS guidance
- 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.

- order individual pencil cases (clear) for additional pupils.
- steam cleaners to be used on fabric areas such as cushions at the end of each day.
- outdoor cleaning kit to be situated at the office.
- book bag and PE bag only.
- cleaning kits in class for wiping equipment.
- sheet fabric to be washed at the end of the day.
- strict cleaning schedule for soft furnishings such as: rugs, fabrics

cleaning kit set up at the office.

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- Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development. Book isolation system set up.
- 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.
- Soft furnishings to be washed weekly or isolated in the hygiene suite for 72hrs.

and cushions. See Appendix 2.

- Smaller trays of sand to be used. Named pots of Playdoh.
- outdoor play baskets to be assigned to each bubble. Baskets will be cleaned daily.
- each year group in ks1 to have own library of book bands. Between inter-bubble use 72 hrs will be used



		<p>to isolate books. Book changing day Thursday and re issued on Mondays to bubbles. Used books enter a 'used book' box to be stored for 72 hrs.</p>		
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H	<p>Physical activity</p> <ul style="list-style-type: none"> <li>● Outdoor sports should be prioritised</li> <li>● Where outdoors spaces cannot be used large indoor spaces can be used.</li> <li>● All contact sports must be avoided</li> <li>● Equipment must be thoroughly cleaned between groups</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● timetabled PE sessions indoors and outdoors</li> <li>● cleaning kit to be locked in the PE cupboard for wiping down.</li> <li>● Mark Wood to work in school only to avoid multiple companies accessing school. M Wood to be briefed on 17th/20th July with school staff.</li> <li>● clubs to be run by school staff.</li> </ul>	<p>JP/ JC to provide timetable.</p>	L
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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"> <li>● 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</li> <li>● 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</li> </ul>	<ul style="list-style-type: none"> <li>● equipment well stocked</li> <li>● RA in place</li> <li>● Positive handling plans updated</li> <li>● PPE available at key points across school:</li> </ul> <p>+lower disabled toilet area</p> <p>+EYFS</p> <p>+HT office</p> <p>+cleaning cupboard</p> <ul style="list-style-type: none"> <li>● staff briefed on protocol</li> </ul>	M
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H	<p>Responding to an infection</p> <ul style="list-style-type: none"> <li>● 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</li> <li>● Person displaying symptoms to <a href="#">book a test</a> using the online portal – Schools can support if parents have problems using the service.</li> <li>● 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</li> <li>● The person display symptoms must self-isolate pending test results.</li> <li>● School to contact central team using covidnotification@pmat.academy regarding any potential cases</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● contact protocol to be shared with staff</li> <li>● home testing kits to be stored at the office</li> <li>● MAT flow chart to be displayed in HT office and school office</li> <li>● Prepared wording to be text to parents in the case of a confirmed case of COVID.</li> <li>● office to update Pathfinder on the same day.</li> <li>● Office to inform Better Clean on the same day.</li> <li>● Office to keep store of home testing kits.</li> </ul>	Print MAT flow chart	M
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- 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’](#)

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

- and must continue to self-isolate for at least 7 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.

School will contact Public Health and follow all guidance received by the councils risk assessment.

H	<p>Managing confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> <li>● School to contact central team using covidnotification@pmat.academy who will liaise with the local health protection team regarding the next steps</li> <li>● 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.</li> <li>● The health protection team will provide definitive advice on who must be sent home, all schools must follow this advise</li> <li>● 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.</li> <li>● Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>.</li> </ul>	<ul style="list-style-type: none"> <li>● groupings lists to be shared and stored at the office. Including adults working in the bubble and volunteers/outside agencies.</li> </ul>		M
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- Schools do not need to request evidence of negative tests

seek copy of letter



H	<p>Use of dedicated school transport</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Hand sanitiser must be used on boarding and disembarking</li> <li>● Vehicles will need to be cleaned frequently</li> <li>● Queues to be organised for boarding</li> <li>● For children aged 11 and over face coverings may be recommended if others from outside their bubble are on the same transport</li> </ul> <p>Use of public transport</p> <ul style="list-style-type: none"> <li>● Schools should try to facilitate timetables to keep travel at peak times to an absolute minimum</li> </ul>	<ul style="list-style-type: none"> <li>● no use of public transport for pupils.</li> <li>● no off site school trips for the foreseeable future.</li> </ul>		L
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|  | <ul style="list-style-type: none"><li>● Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible.</li><li>● Families using public transport should be advised to refer to the <a href="#">safer travel guidance for passengers</a>.</li><li>● The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions.</li></ul> |  |  |  |
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Shielding, clinically vulnerable or comparatively increased risk children

- All shielding advice will pause on August 1<sup>st</sup> 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 appointment). In these cases individual risk assessments will need to be carried out.
- 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.

- collect a list of families known to be shielding

Create a list of those likely to be reluctant to return.  
(complete)

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H	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained</li> <li>● Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work.</li> <li>● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● Pregnant staff to be offered alternative roles if possible to minimise classroom contact (28-40 weeks+)</li> <li>● RA meetings in July with 2 staff currently working off site with shielding letters</li> <li>● Discussions will be centred around RA provision.</li> </ul>	<p>Book meetings for 17th/20th July</p>	L
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H	<p>Deployment of control measures</p> <ul style="list-style-type: none"> <li>● Schools should arrange sufficient time to train staff in the new ways of working with school</li> <li>● 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</li> </ul>	<ul style="list-style-type: none"> <li>● training sessions on 17th and 20th July. Recap on September 7th.</li> <li>● Email communication and facebook/twitter communication sent out in July and Aug.</li> <li>● Weekly communication sent home.</li> </ul>	<p>send out information- SLT and Office.</p>	
H	<p>Estates</p> <ul style="list-style-type: none"> <li>● School must check that it is building compliant before reopening, in particular ensuring that all water hygiene checks have been reported as safe</li> <li>● Ventilation – Air conditioning units can be used but only where the feed is a fresh air supply and not recirculate air</li> <li>● All windows should remain open when a classroom/office is in use</li> </ul>	<ul style="list-style-type: none"> <li>● complete regular audits with facilities team.</li> <li>● Do not use the air conditioning unit in the IT suite.</li> <li>● Classroom checklist shared with staff at briefings which</li> </ul>	<p>staff briefing 17th 20th July.</p>	L

		includes window and door check.		
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Extra-curricular provision

- 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 [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

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- bookings to be made by Wednesday of the week prior to booking request as per current arrangements
- ACS register to note Year group bubble in addition to ASC.
- Clubs to run in bubbles as per current arrangements.



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|  |  | <ul style="list-style-type: none"><li>• To be shared in parent handout</li><li>• To be shared in parent handout</li></ul> |  |  |
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- The school keeps up to date with weekly advice issued by, but not limited to, the following:
  - DfE
  - NHS
  - Department of Health and Social Care
  - PHE

- training opportunities.
- staff to be updated by email or in weekly briefing. Emergency zoom meetings may be called to share information between weekly meetings.

Fire, Intruder Alarms & Emergencies, Including Lockdown

- 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

- Fire practise to be held in first week back.
- New measures to be shared in staff induction on 17th and 20th July. repeated September 7th.
- office staff and fire wardens to locate these this week in preparation for evacuation.

- office staff and headteacher

aware of this:  
minster alarms.

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	<p>Sublet premises: staff leasing Tree Tops and the Children's centre will be asked to share their risk assessments. We will share our risk assessments and they will be required to meet our criteria.</p> <p>Rooms should be cleaned by those who use them at the end of their session and wiped before a session begins.</p>	All CYC staff and BC/ASC staff	AO	07.07.20	<i>A.Oswald</i>	<i>07.07.20</i>

**1. ○ COMMENTS AND INFORMATION**

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

**Will be:**

- **delivered over two PD days (Friday 17th July and Monday 20th July)**
- **will be saved and emailed to all staff**
- **copy will be kept in the office**

<b>Review date</b>	<b>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</b>	<b>Name and signature of reviewer</b>	<b>Next review date</b>
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