

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

**Name of School: TANG HALL PRIMARY SCHOOL**

Assessment conducted by: J Slack and A Airstone  Consulted with: Sam Willsden	Job title: Headteacher and SBM  Recommend weekly until October Half Term or as guidance changes	Covered by this assessment:  Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors  Date of next review:
Date of initial assessment: 8th July 2020 followed by 1st September 2020	Review interval:	

**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 ☒
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>● 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>● Trust Flowchart for pupil/staff are unwell protocol. Emailed to all staff and displayed in school also.</li> <li>● Quiet room available for isolation until a parent collects a pupil - Library and Food Tech for back up</li> <li>● PPE to be used - it is available in all classrooms, PPA room, dining hall the Nest and isolation room</li> <li>● Washing facilities available in all classrooms and portal available in the Nest</li> <li>● Toilet available for use with additional signage to close area if used by an unwell pupil until it has been cleaned</li> </ul> <p>+stock maintained by office staff</p> <p>+additional cleaning rota</p>		L

		+lidded pedal bins and contamination/waste disposal protocol continued		
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 for staff and visitors</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>● School staff to supervise all handwashing using soap and water in the classroom or toilet area.</li> <li>● Posters displayed in all classrooms and toilet areas to indicate good hand washing routines.</li> </ul>	<p>Take all pupils through routines on Wed 9th Sept - first day back.</p> <p>Share protocol with parents and new starter families.</p>	L
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 tissue supplies in all classrooms and shared areas</li> <li>● Provide lidded pedal bins for classrooms</li> <li>● Empty bins at regular points during the day</li> <li>● Update any personal risk assessments for EHCP pupils</li> <li>● Posters displayed in all classrooms reminding children on "catch it, bin it, kill it"</li> </ul> <p>+Stock of tissues maintained by office</p>		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"> <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>	<ul style="list-style-type: none"> <li>● Updated cleaning schedule - see appendix</li> <li>● Classrooms all equipped with blue towel, spray, antibacterial wipes, additional black bags and hand sanitiser for adult use only.</li> <li>● Classroom cleaning schedule includes regular bin emptying and wiping of tables as necessary.</li> </ul> <p>+ MSA team cleaning toilets as part of lunchtime duties</p> <p>Classroom cleaning stations. Teachers checklist with cleaning routines and tasks.</p>	<p>Cleaning schedule needed for appendix</p>	<p>L</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: <ul style="list-style-type: none"> <li>• EYFS Nursery bubble (30 until Jan 2020 but max 60)</li> <li>• EYFS Reception bubble (30)</li> <li>• Y1/2 bubble (60)</li> <li>• Y3/4 bubble (60)</li> <li>• Y5 bubble (30)</li> <li>• Y6 Bubble (30)</li> </ul> </li> <li>• Bubbles taught in separate classes. Playtimes staggered.</li> <li>• Bubbles enter school together, in separate queues 2m apart from other bubbles. Open doors from 8:30am, SLT and pastoral team on playground. Pupils walk straight into school.</li> <li>• Separate bubble for BC/ASC. These pupils will be working across 2 different bubbles</li> <li>• 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.</li> <li>• Staff briefing on the return to school protocol shared via email and session on INSET day in September.</li> </ul>	L	
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- RA available for high-risk SEN pupils.

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	<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 marked off for the teacher to teach from.</li> <li>● Regular class teachers do not need to stay 2m away at the front but all casual staff must remain 2m away from the bubbles.</li> <li>● Teachers to be briefed on protocol, this is to be explained to children.</li> <li>● RA sent to MAT.</li> <li>● If a teacher requires support from SLT, the SLT member will don PPE and child's parent to be called to collect.</li> <li>● Years 2 through to 6 will be set up with forward facing desks only.</li> <li>● YN through to Y1 will be set up with AOP.</li> <li>● No whole school assemblies - there will be daily class based assemblies led by teachers</li> <li>● Classes to stay in their rooms except for PE which is timetabled.</li> <li>● Lunches to be eaten in the dining hall within bubbles for all classes except Year 6. 2 sittings will be needed with a 15minute clean in between. Minimum 2m gap between different bubbles.</li> <li>● Year 6 will eat in the classroom.</li> </ul>	<p>Share lunch arrangements with ISS staff.</p>	<p>L</p>
<p>H</p>	<p>Staff shared areas</p> <ul style="list-style-type: none"> <li>● Staff room use should be minimised as far as reasonable possible, whilst ensuring staff have a reasonable break</li> </ul>	<ul style="list-style-type: none"> <li>● Staff room - any use of equipment is wiped down using antibacterial wipes by staff member.</li> <li>● Only regular staff members can use the staffroom. Casual and supply staff must not enter this room. Drinks may be delivered to them</li> </ul>	<p>Mick to measure and mark out Staffroom with</p>	<p>L</p>



	<ul style="list-style-type: none"> <li>• Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups</li> <li>• Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs – Staff from different groups should try to remain 2m apart</li> <li>• Office staff should try to operate to 2m distancing</li> </ul>	<ul style="list-style-type: none"> <li>+ Teachers bring own cups and cutlery.</li> <li>+ Additional team of 5 SLT/Pastoral members available throughout lunchtime</li> <li>+ Dinner supervisors to be allocated one bubble each to increase capacity during lunchtimes.</li> <li>+ Outdoor play zones: <ul style="list-style-type: none"> <li>EYFS- EYFS Outdoor Area</li> <li>Y1/2 - KS1 Yard (10.35 to 10:50 &amp; 12:30 to 1)</li> <li>Y3/4 - KS2 Yard (10.15 to 10:30 &amp; 11.45 to 12.15)</li> <li>Y5 - KS2 Yard with 2m tram lines to divide playground in 2 (10:35 to 10:50)</li> <li>Y6 - KS2 Yard with 2m tram lines to divide playground in 2 (10.35 to 10.50)</li> </ul> </li> <li>• Office staff to maintain current arrangements.</li> <li>• Seating will be plastic and wiped between use.</li> </ul>	<p>chairs at 2m distancing</p>	
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> </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 bubble.</li> <li>• Staggered entry between 8:30-8:50 using 7 different entries allocated to different bubbles.</li> </ul>	<p>New markings to be sprayed</p>	L

	<ul style="list-style-type: none"> <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>			
H	<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 movement in school and comply with 2m distancing</li> <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. All instruments bar wind can be resumed, a decision on group lessons is TBC</li> <li>• Volunteers may be used within consistent bubbles whilst adhering to 2m distancing</li> <li>• A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with.</li> </ul>	<ul style="list-style-type: none"> <li>• Office to continue same protocol ensuring contractors come to school after 3:30pm where possible. If not possible, Contractors should remain at 2m distancing from all children and staff.</li> <li>• Visitors including AHS staff must maintain 2m distancing from staff and pupils at all times.</li> <li>• Office staff to be briefed on this new requirement for location.</li> </ul>	<p>Add plastic chairs at 2m in the entrance hall.</p> <p>AA to print maps with contact details section which must be handed in as visitors leave the premises indicating where they have travelled within the school building.</p>	L

H	<p>Resources</p> <ul style="list-style-type: none"> <li>● Staff and children to have individual frequently used items such as pens and pencils – These should not be shared</li> <li>● Classroom resources such as book and games can be shared with a bubble but must not be moved between bubbles</li> <li>● 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)</li> <li>● Soft items such as cuddly toys, rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning</li> <li>● The use of hard to clean items such as play doh and sand pits are discouraged</li> <li>● Outdoor play equipment can be used but must be cleaned in between bubbles and hand washing in place before and after use.</li> <li>● 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.</li> <li>● Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development.</li> <li>● Where staff share resources i.e. laptops they must be cleaned in between uses</li> <li>● School uniform does not require cleaning any more than normal and so schools should communicate with parents that uniform is expected from September.</li> </ul>	<ul style="list-style-type: none"> <li>● Additional order for individual pencil cases and essential resources has been placed.</li> <li>● All EYFS type resources must be thoroughly washed a minimum of once a week.</li> <li>● Steam cleaners to be used on fabric areas such as cushions at the end of each day.</li> <li>● Book bag, water bottle, coat, hat and PE bag only.</li> <li>● Cleaning kits in class for wiping equipment.</li> <li>● Outdoor play baskets to be assigned to each bubble. Baskets will be cleaned daily.</li> <li>● Each year group to have their own library of reading books. Returned books will be isolated for 72 hrs. Book changing day Thursday ONLY and re issued on Monday.</li> <li>● Letter send to parents to communicate the above expectations including school uniform</li> </ul>	<p>Reading book boxes x 7</p> <p>Letter to parents to communicate arrangements</p>	L
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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 equipment cupboard for wiping down.</li> <li>● Mark Wood to work in school only to avoid multiple companies accessing school. M Wood to be briefed In September with school staff.</li> <li>● Clubs to be run by school staff only.</li> </ul>	<p>Cleaning kit needed in PE Cupboard</p>	L
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 and available in all classrooms, PPA room, office and Isolation room.</li> <li>● RA in place</li> <li>● Positive handling plans updated</li> <li>● Staff briefed on protocol</li> </ul>	<p>Office need PPE kit</p> <p>ZB PHP needs updating</p> <p>Staff updated</p>	L
H	<p>Responding to an infection</p>	<ul style="list-style-type: none"> <li>● Protocol to be shared with staff</li> <li>● Home testing kits to be stored at the office</li> </ul>	<p>Share with staff</p>	L

- 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](mailto: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 10 days from the onset of their symptoms and then return to school only if they

- Office to update Pathfinder on the same day.
- Office to inform cleaners on the same day.

	do not have symptoms other than cough or loss of sense of smell/taste.			
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<p>H</p>	<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 <a href="mailto:covidnotification@pmat.academy">covidnotification@pmat.academy</a> 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> <li>● Schools do not need to request evidence of negative tests</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> <li>● Electronic signing in system will collect necessary data to contact anyone who has been on site as a visitor. A map will also be completed by visitors to show where they have travelled in school. This will be kept in the school office.</li> </ul>	<p>Update electronic sign in system with new contact page.</p>	<p>L</p>
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<p>H</p>	<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> <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>	<ul style="list-style-type: none"> <li>• No known use of public transport for pupils</li> <li>• CYC taxi protocols shared with school and families/carers</li> <li>• Encourage walking rather than cycling due to contact in bike sheds</li> </ul>		<p>L</p>
	<p>Shielding, clinically vulnerable or comparatively increased risk children</p> <ul style="list-style-type: none"> <li>• All shielding advice will pause on August 1<sup>st</sup> and therefore all children, even those who are vulnerable, can return to school</li> </ul>	<ul style="list-style-type: none"> <li>• Where known, SENCo will liaise with external agencies and families to ensure individual risk assessments are completed for pupils before returning to school in September.</li> </ul>	<p>SENCO - RA</p>	<p>L</p>



	<ul style="list-style-type: none"><li>● 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.</li><li>● 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.</li></ul>	<ul style="list-style-type: none"><li>● Any parents who show/come forward with concerns will be individually supported and reassured by school staff</li></ul>		
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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+) - currently no known pregnant staff on the premises</li> <li>● Staff declarations shared with new employees who have started since June 2020</li> <li>● Discussions will be centred around RA provision.</li> </ul>		L
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 support via email followed up with training on September 7th.</li> <li>● Email communication, website and twitter communication sent out in July and August to families</li> </ul>	<p>Send out information- SLT and Office.</p> <p>7th sept - all staff inc cleaners and MSA</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 MAT facilities team and SBM</li> <li>● Classroom checklist shared with staff at briefings which includes window and door check.</li> </ul>	<p>INSET day all planned for Mon 7th Sept</p>	L
H	<p>Extra-curricular provision</p> <ul style="list-style-type: none"> <li>● Breakfast and after school clubs can be operated. Children must be pre booked and there will be no provision for drop ins/ late bookings.</li> <li>● School must keep accurate records of the secondary bubble of any child</li> <li>● Where possible clubs will try to accommodate separation for existing bubbles</li> <li>● Club group sizes will need to be consistent with the maximum bubble size permitted within the school.</li> <li>● Risk assessments must be carried out for out of school provision – Schools should use the guidance <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>● Parents should be advised to limit their use of wrap around providers and only use when essential.</li> <li>● If parents use non school based childcare they should inform the school so they can keep records of additional mixing – <b>Families should be encouraged to mix their child(ren) in the smallest number of bubbles possible</b></li> </ul>	<ul style="list-style-type: none"> <li>● Breakfast Club and ASC bookings to be made in advance</li> <li>● BC and ASC registers kept to enable track and trace..</li> <li>● Clubs to run in bubbles as per current arrangements.</li> <li>● Parents advised of limited use and booking only via letter in July</li> </ul>		L

<p>H</p>	<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"> <li>● Health and Safety Policy</li> <li>● First Aid Policy</li> <li>● Daily Classroom / Area Cleaning Checklist – COVID 19</li> <li>● The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>● The Health Protection (Notification) Regulations 2010</li> <li>● Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> </ul> <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"> <li>● The school keeps up to date with weekly advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Staff briefed</li> <li>● Policies updated</li> <li>● School office to share emails, updates and training opportunities.</li> <li>● Staff to be updated by email or in weekly briefing. Emergency zoom meetings may be called to share information between weekly meetings.</li> </ul>	<p>Email communication to staff and INSET day</p>	<p>L</p>
	<p>Fire, Intruder Alarms &amp; Emergencies, Including Lockdown</p> <ul style="list-style-type: none"> <li>● 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</li> </ul>	<ul style="list-style-type: none"> <li>● Fire practise to be held in first week back.</li> <li>● New measures to be shared in staff induction on September 7th</li> </ul>		<p>L</p>

	<p>routes. Repeat as necessary with new starters (staff/young people)</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• If there is a 24-hour monitoring system in place for alarms (fire &amp;/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details</li> </ul>			
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<b>ACTION PLAN</b> (insert additional rows if required)		<b>TO BE ACTIONED BY</b>			<b>ACTION COMPLETE</b>	
Further control measures identified to reduce risks so far as is reasonably practicable		<b>POSITION</b>	<b>NAME</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>
1	Create sequence of questions for office to ask parents if they call about a child being unwell and not attending school	Headteacher	Jo Slack	7th September	<i>Jo Slack</i>	<i>1st September 2020</i>

2	New routines powerpoint to share with pupils and staff including elements from school risk assessment	Headteacher	Jo Slack	7th September	<a href="#">Jo Slack</a>	<a href="#">9th September 2020</a>
3	Post letter to all families before start of term to explain/remind about: new routines, start and end of day, hygiene, clubs, uniform, reading book changes and if unwell	Headteacher	Jo Slack	2nd September	<a href="#">Jo Slack</a>	<a href="#">1st September 2020</a>
4	Meet with cleaning supervisor and share updated cleaning schedules including nest am and dining room am cleaning	Headteacher	Jo Slack	24th August	<a href="#">Jo Slack</a>	<a href="#">1st September 2020</a>
5	Meet with ISS team and ensure routines and timetables are agreed - <a href="#">contacted via email</a>	Headteacher	Jo Slack	7th September	<a href="#">Jo Slack</a>	<a href="#">1st September 2020</a>
6	Email out staff declarations to all new starters and have them returned to adding to risk assessment if required.	Headteacher	Jo Slack	28th August	<a href="#">Jo Slack</a>	<a href="#">1st September 2020</a>
7	Library to be ready as an isolation room with a chair, PPE kit, closed toilet sign, lidded bin etc.	SBM	Angie Airstone	7th September	<a href="#">A Airstone</a>	<a href="#">7th September 2020</a>
8	Staffroom to be rearranged with tables and chairs at 2m distancing around the outside of the room, new posters displayed for wiping down shared resources, only school staff using the facility and number of staff in room at once	SBM	Angie Airstone	4th September	<a href="#">A Airstone</a>	<a href="#">4th September 2020</a>

9	Plastic Chairs to be placed in entrance hall of school for visitors	SBM	Angie Airstone	7th September	<a href="#">A Airstone</a>	<a href="#">7th September 2020</a>
10	Additional page needs adding to the electronic sign in system to collect test and trace details and a map needs producing and giving to all visitors to mark where they have been in school when visiting. Office need to file these documents in case needed	SBM	Angie Airstone	4th September	<a href="#">A Airstone</a>	<a href="#">4th September 2020</a>
11	Cleaning kit needs placing in PE cupboard	SBM	Angie Airstone	7th September	<a href="#">A Airstone</a>	<a href="#">7th September 2020</a>
12	Office needs a store of PPE equipment	SBM	Angie Airstone	4th September	<a href="#">A Airstone</a>	<a href="#">4th September 2020</a>
13	15 posters need producing and laminating on headed paper to remind all staff to: wash hands, wipe laptops down, open/close classroom windows and doors daily. Place on each room where staff member will see.	SBM	Angie Airstone	4th September	<a href="#">A Airstone</a>	<a href="#">4th September 2020</a>
14	EHCP risk assessments and all positive handling plans to be reviewed and shared with relevant staff, parents and uploaded to CPOMS	SENCO	Rachel Hiley	4th September	<a href="#">Rachel Hiley</a>	<a href="#">27th August 2020</a>
15	2m social distancing lines to be placed outside the Y2, Y5 and Y1 entry and exit doors. 2m distancing labels to be replaced onto railings outside of breakfast club door for Year 6	Site Manager	Mike Thompson	28th August	<a href="#">Mick Thompson</a>	<a href="#">1st September 2020</a>

16	KS2 yard to be split with markings on floor to enable 2 classes to use the space	Site Manager	Mike Thompson	28th August	<i>Mick Thompson</i>	<i>1st September 2020</i>
17	2m 'managerial boxes' need to be drawn out in all classrooms for visiting and PPA teachers using masking tape.	Site Manager	Mike Thompson	28th August	<i>Mick Thompson</i>	<i>1st September 2020</i>

<p>○ <b>COMMENTS AND INFORMATION</b>          (Use this section to record how the risk assessment has been communicated and any other comments and information)</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