

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

Name of School: St Lawrence's Primary School

Assessment conducted by: Helen Coles Consulted with: Michelle Bowling Mike Wells	Job title: Head Teacher	Covered by this assessment: Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Date of initial assessment:	Review interval: 2.9.20 13.10.20 Recommend weekly until October Half Term or as guidance changes	Date of next review: 9.7.20 update 10.7.20 update 13.7.20 update 21.7.20 update 1.9.20 update HC 8.9.20 update HC 16.9.20 update HC 29.9.20 update HC 16.10.20 update HC 4.11.20 update HC 10.11.20 update HC 13.11.20 Update HC 3.1.21 Update HC 8.1.21 Update HC

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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"> ✗ 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>Reissue guidance to parents and staff in relation to symptoms. Add on information to parents that there may be an increase in requests from school to take child home to be tested.</p> <p>Daily check of all children - informally moving to formally if there are concerns - guidance for staff Staff to inform office and member of SLT who will escort person to medical room. Office to contact parents as soon as possible Guidelines to be in all classes Nurture room to continue to be used as medical room - if there is an incident where a child needs to use the room because they have Covid 19 symptoms then all rugs and blankets will need to be washed immediately afterwards and the room thoroughly cleaned. RA if JGC runs to the room before it has been cleaned.</p>	<p>Guidance written - staff received copy w/b 13.7.20 Parents sent copies in July and again 2.9.20 Reissue 4.1.21</p> <p>Policies and procedures on to shared area w/b 13.7.20</p> <p>Check whether CYC are in this term - update as approp</p>	M

		<p>If CYC are in place and are using that toilet, anyone with symptoms would need to use the Gentlemen's toilet if they needed the toilet or were ill. Male staff would use the disabled toilet in the main area of school if this was the case.</p> <p>Current arrangements regarding PPE to be in place: all classrooms to have medical box which includes PPE; office staff to wear PPE upon collection; PPE made available in medical room - HW/MC ordering and sorting</p> <p>All visitors requested to wear face coverings Ensure that there are enough shields for all staff</p>	<p>Complete 1.9.20 16.10.20 4.1.21</p>	
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 ● 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>Increase number of posters around school and daily class briefing to include the necessity to regularly wash hands. Reminder for all children re handwashing regime</p> <p>Consideration for PPA provider moving between groups - sanitising station needs to be available as well as cleaning equipment between sessions. MSA monitoring handwashing of children at lunch time to ensure that chd are washing hands for full 20 sec Increase number of wipes, sanitising units and handwashing facilities? Ensure Paul knows where stations need to be. Discuss handwashing routine with all staff on training day - 7th Sep. Repeat 4.1.21 Hand washing stations: Start of day</p> <ol style="list-style-type: none"> 1. EYFS outdoor area - Rec and Nursery to use 2. Y1 classroom - used by Y1 and Y2 	<p>Sept 2020 4.1.21 Guidance written - issued w/b 13.7.20 14.9.20 asap - asked for one more 8.9.20 Complete 22.9.20 CPD programme w/b 13.7.10 to staff w/b 7.9.20</p>	M

		<p>3. Y4 classroom - used by Y4 and Y6 These children come in at different times so there is limited contact with other children</p> <p>Breaktime/End of lunch time</p> <ol style="list-style-type: none"> 1. Y1 to use station outside Y1 2. Y2 to use station outside Y1 3. Y3 to use station outside Y3/5 4. Y4 to use station outside Y6 5. Y5 and 6 are using sanitiser on entry at the end of break and lunch <p>Lunchtime</p> <p>Staff to ensure that children have washed hands in the classrooms or cloakrooms - see lunchtime timetable - new timetable in place 9.9.20 after review of first day including increase in staff to ensure two members on duty</p> <p>Staff to talk to children about waiting at points in the corridor and walking on left hand side to avoid moments where Y3/4 and Y5/6 bubble crosses - re-emphasise this will all children - SLT and MSA to enforce rules</p>	<p>MSA guidance issued w/b 13.7.20</p> <p>complete 15.9.20 4.1.21</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 	<p>Increase number of lidded bins - ordered</p> <p>RA of children with EHCP, health issues and EYFS children</p> <p>Daily routines guidance from all teachers and TAs.</p> <p>Reference hygiene rules frequently</p> <p>Review with all staff 4.1.21</p>	<p>10.7.20</p> <p>7.9.20</p> <p>w/b 13.7.20</p> <p>From start of term Sept 2020</p>	

	<ul style="list-style-type: none"> ● Face coverings may be used within the classroom under the direction of the class teacher ● face coverings are recommended at any point where social distancing cannot be maintained and must be used at all times when moving around the school outside of the classroom 		4.1.21	
	<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 ● 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 	<p>Library is used by drummer (PPA). Equipment to be wiped down between groups by TA present. Drums Children sit on floor for this session</p> <p>Total Sports to use outdoors apart from final session in hall or if raining. Equipment to be wiped down by TS or TA if available. KS2 to have short break on Thursdays so this can take place in the afternoon. All equipment and surfaces to be wiped down. Hall can be mopped potentially if needed. TS to be provided with individual guidance. TA and AR to be end classroom in the morning and pm. TA and AR to wipe down all equipment and tables - guidance will be provided. Posters and hand washing 'chats' for all children to take place</p> <p>Lunch times the children will be having pack ups in one of their 'bubble rooms'. MSA needs to wipe tables down after use Hall to be used for hot dinners. Staggered lunchtimes will ensure that there is time between sittings to wipe down tables and chairs used by children. MSA to have guidance on this. Review of system and update to timings made 8.9.20</p>	PPA provider guidance written and issued w/b 13.7.20	L

		Increase staffing 9.9.20 Please add cleaning schedule as an appendix to this RA		
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. However, staff must try to maintain a 2m distance from children whenever possible ● 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>See staffing guide for more information</p> <p>Bubbles are across 2 year groups. Play areas have been allocated so that there should not be times where the children are playing in the same area at the same time. Breaks and times of day are also staggered to avoid times where children from different bubbles would be in the cloakrooms at the same time.</p> <p>Thursdays is the only day when there will be shared use of space</p> <p>Hall - only if raining</p> <p>End room - 2 classes (possibly) in the am. 2 classes in pm</p> <p>Library - 2 classes in am</p> <p>Change overs are after break times when the children will have washed their hands and there will be time for equipment to be wiped down</p> <p>Tables and chairs to be set out in rows for KS2 and Y2. Staff that are moving between groups should ensure that they wash hands between groups - there is a break time so this should be ok.</p> <p>TS - Kristian - be aware of distancing when outside. Rules to be gone through with the children by the teacher and by TS at the start of each session. Walkie Talkie to be available if outside</p> <p>Zoe Davis, Amelia Rampley - will need to have designated teaching space that is clearly marked out. Chd will need to be reminded by class teacher and PPA provider of the rules at each session - complete</p> <p>RA completed for 1:1 children. Office are asked to wipe down PPA room and staff room if child has been in there.</p>	<p>Issued w/b 3.7.20</p> <p>Issued to all PPA providers 7.9.20</p> <p>RA received from Total Sports and Drumming 8.9.20</p>	L

		<p>Staffroom door to be locked so child can not enter. Check that this is happening and set timetable in place</p> <p>PPA and staff room not in use at present due to National Lockdown. Cleaning equipment still available for staff to use to wipe down printer and cupboards</p>	<p>16.9.20</p> <p>8.1.21</p>	
	<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 All classrooms in KS2 and above must have a marked 'safe zone' in which the teacher should work from, which allows a 2m distance to be maintained from children. If the teacher needs to leave this safe zone it should be by the exception and additional PPE should be considered ie screens/face coverings In KS2 and above where a teacher does leave their 'safe zone' they should continue to observe social distancing at 1m minimum distance for less than 1 minute. teachers should be conscious of cumulative contact time. 15 minutes constant is not defined as 1 period of time but may be amasses throughout the day ie 3 x 5 minute close contact 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 - remembering that contact time is cumulative throughout the day All staff working with children with complex needs who need some contact will need to be individually risk assessed, there educational care and support 	<p>Designated areas for teachers to be clearly marked out on the floor all children in KS2 and Y2 are facing the same way in rows EHCP children are to be risk assessed. Bubble worships to take place in hall by HT. Different bubble each day. (3 in total through week) Other worships to take place in classrooms. No singing practice! Timetable does ensure that children are using different entrances and exits Lunch and break times are staggered</p> <p>Staff working more closely with vulnerable/SEN children are invited/recommended(16.10.20) to wear masks which are available to all teachers/TAs</p> <p>All staff should wear face coverings in corridors and shared areas</p> <p>Due to National Lockdown 5.1.21 there are less children in class. At present we have a maximum of 15 in our bubbles. Should numbers exceed this the school has capacity to split a bubble so that numbers can remain low.</p>	<p>w/b/ 7.9.20</p> <p>Review 4.1.21 - all staff</p> <p>16.9.20</p> <p>16.10.20</p> <p>8.1.21</p>	L

	<p>should continue as normal. However, each member of staff will require their own RA and as a result potentially different PPE or working location within the classroom</p> <ul style="list-style-type: none"> ● 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>Y2 and 3 boys to use the KS1 boys toilets. HC can then monitor handwashing as it has been noted that this is the group that is least likely to wash their hands after using the toilet.</p> <p>Y4/5/6 to use KS2 boys toilet This also helps to keep bubbles separate</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 ● Where staff can take breaks in classrooms or less busy communal areas, they should ● Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups ● Staff should be mindful of cumulative contact time - 15 minutes can be amassed throughout the day and not necessarily in one period ● Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs ● All staff must remain 2m apart at all times even staff within bubble ● Office staff should try to operate to 2m distancing 	<p>Staff room to be reorganised according to bubble groups. clear signage up for use of boilers, cups etc. There will be fewer staff in the room at any one time due to staggered lunch and breaktimes. Office staff are 2m apart - reminder sent to all staff re entering office 8.9.20</p> <p>More chairs removed from Staff room to further encourage social distancing Markings on floor in place</p> <p>The staff room is not used very often by staff and a limit of 2 has been set for the kitchen area to maintain distance. Staff are currently only using the area to make drinks at break and to heat and store food. They clean down the area after use. Lunch and drinks are consumed in classrooms are in the hall.</p>	<p>w/b 13.7.20</p> <p>Review 4.1.21</p> <p>16.10.20</p> <p>Oct '20</p> <p>8.1.21</p>	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 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 Schools should consider the promotion of face coverings for parents when dropping off and collecting children 	<p>staggered entrance and exits should decrease risk of parents gathering. Use of car park gates for some groups will also minimise this as well - on parent guidance. Reissue all guidance to parents Renew signage and guidance on one way system Review of start of the day and slight adaptation made including: clearly marked spaces for Y1 and 2 parents so to prevent queue at gate increased signage reminder re timings new washstand ordered Y5 and 6 to come to school for 9:00 as there were not large numbers arriving after this time and school can maintain social distancing for parents and children</p> <p>Letter to parents and guidance resent out in light of new lockdown. Nur/Rec/Y1 bubble to use Reception gate Y2 and 3 bubble to use Y3 classroom Y4/5 and 6 to use Y6 classroom All entrances are at different sides to school and there is space for parents and children to access these socially distanced. There is a fluid start time from 8:30 until 9:00. The one way system remains in place.</p>	<p>w/b 13.7.20 - parents informed</p> <p>8.9.20 4.1.21</p> <p>16.10.20</p> <p>4.11.20</p>	
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. 	<p>Guitar man - Phil - to use the library for his sessions. Individual school guidance to be provided for him beforehand emphasising 2 m distance. Hand sanitiser to be in library.</p>	<p>PPA guidance w/b 13.7.20</p>	

	<ul style="list-style-type: none"> Contractors visits should ideally be arranged outside of school hours, where this can't happen contractors should be made aware of the restrictions of movement in school and comply with 2m distancing Peripatetic staff can be used but they must comply with the schools control measures and ensure 2m distancing. In the case of tuition careful consideration must be given to the space being used – small rooms with poor ventilation must be avoided. All instruments bar wind can be resumed, a decision on group lessons is TBC Volunteers may be used within consistent bubbles whilst adhering to 2m distancing A record of all visitors to school must be maintained which includes there location and if necessary which group they have worked with. 	<p>If they are allowed on site, then they will use the library and will need to wipe down any surfaces that are used. This should be minimal as children bring their own instruments to school and it is a guitar!</p> <p>No volunteers for the moment</p> <p>Office staff to ensure signing in sheet is accurate</p> <p>After school clubs to begin on Mon 9th Nov and Thur 12th Nov. These will be conducted in bubble groups and guidance for staff and parents re pick up to be observed. Thursday 7th Jan and Mon 11th Jan - reissue guidance</p> <p>Total Sports and Ignite are still being used within school and will follow school guidance. Y4/5/6 Ignite Monday pm Y2/3 Total Sports Thur am y4/5/6 Total Sports Thur pm</p> <p>All have had guidance. A TA or teacher will be present to help keep children socially distanced. No after school club needed at present</p>	<p>4.1.21</p> <p>8.1.21</p>	
H	<p>Resources</p> <ul style="list-style-type: none"> Staff and children to have individual frequently used items such as pens and pencils – These should not be shared Classroom resources such as book and games can be shared with a bubble but must not be moved between bubbles 	<p>Pens, pencils etc are in their trays. Each child to have individual packs of resources for ue</p> <p>Consideration of use of chrome books between classes - we may need to allocate days to be used for each bubble</p> <p>Home readers to be changed weekly but used books to be put in a used book box for 2 days before returning to the Home reader sets.</p> <p>Inform staff re soft furnishings etc and EYFS regarding sand areas. Limited soft play for children that can be</p>	<p>w/b 13.7.20 All on Staff guidance - issued w/b 13.7.20</p>	L

	<ul style="list-style-type: none"> ● Some resources can be shared such as sports, art or science equipment. These will need to be cleaned between bubbles or left in “quarantine” for 48 hours (72 hours for plastics) ● Soft items such as cuddly toys, Rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning ● The use of hard to clean items such as play doh and sand pits are discouraged ● Outdoor play equipment can be used but must be cleaned in between bubbles and hand washing in place before and after use. ● Pupils should be asked to bring in the minimum amount of equipment required for the day – such as lunch, coats, books and stationary. Bags are permitted. ● Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development. ● 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>regularly washed - ideally twice per week. Washing machine available in nursery Small sand trays that can be regularly changed can be made available. Outdoor equipment to be wiped clean by TA/Teacher between use or to be sterilised at the end of the day as current arrangements - especially in EYFS Large play equipment to be used by Y1/2 bubble</p> <p>Staff guidance complete</p>		
H	<p>Physical activity</p> <ul style="list-style-type: none"> ● Outdoor sports should be prioritised ● Where outdoors spaces cannot be used large indoor spaces can be used. ● All contact sports must be avoided ● Equipment must be thoroughly cleaned between groups 	<p>Staff encouraged to use outside space as much as possible. Curriculum planning to take into consideration weight gain of pupils during lockdown. Topic facilitates emphasising importance of exercise - look to adopt regular Golden Mile (or similar) for all children. MSAs to be encouraged to provide activities for children to take part in: skipping, jumping, running</p>	On guidance w/b 13.7.20	L

	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. 	<p>Clarify with T and TS which sports activities are suitable and link to curriculum</p> <p>Extra curriculum activities to be provided for children within their bubbles? This may need to wait due to staggered exit times.</p> <p>See previous note re after school club</p>	4.11.20	
H	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>PPE is recommended 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 where social distancing cannot be maintained within the classroom, or other locations, staff should consider the use of additional PPE 	<p>Staff to read and follow guidance for this</p> <p>1:1 recommended to wear face shields</p> <p>Review with all staff 4.1.21</p> <p>Screens purchased for 1:1 children and TA</p>	<p>Y</p> <p>16.10.20</p> <p>4.1.21</p> <p>8.1.21</p>	M
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>Staff to read and follow guidance</p> <p>Reminder 7.9.20 and 8.9.20!</p> <p>Reissue 4.1.21</p> <p>A child displaying symptoms will need to be collected by office of SLT to medical room. Current guidance that is in place will apply.</p> <p>School has begun to log when a child needs to be removed from the class for covid related symptoms</p>	<p>Y</p> <p>19.9.20</p>	M

	<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 displaying symptoms must self-isolate pending test results. ● School to contact central team using covidnotification@pmat.academy regarding any potential cases ● In the autumn terms schools will be provided with home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. ● Parents and staff will need to inform the school immediately of the test result. ● If somebody tests negative and has no further symptoms they can stop self-isolating and return to school ● if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the 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. 	including Actions Taken - on shared drive and shared with central team as well		
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 	Guidance to be adhered to by all staff	Y	M

	<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 advise ● A template letter will be provided from the HPT to send to parents and staff if required. Confidentiality must be maintained of the names of those with infection not shared. ● Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. ● Schools do not need to request evidence of negative tests 			
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>Two children now have transport as they are currently Looked After. They are from the same family. When children enter the school they follow the same procedures - washing hands - as the other children. The chaperone wears a mask when with the children</p> <p>RA or cleaning regime requested from taxi company 16.9.20 - conversation with office and taxi service - they follow CYC guidelines and have cleaning equipment in the car and it is regularly cleaned</p>	<p>14.9.20</p> <p>14.9.20</p>	

	<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. 	<p>Parents are using the area where the taxi parks but this has they have been advised of this - as has the taxi driver. SLT are on duty in the mornings to monitor as well.</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 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 	<p>Guidance for parents needs to be applied</p> <p>As a school we have a number of BAME - we will need to provide specific guidance on this for these families - Central Team guidance needed</p>	<p>w/b 13.7.20</p>	

	putting in place to reduce the risk in school. Schools should look to identify those who may be reluctant to return.			
H	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> ● Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now able to return to work from 1 August as long as they maintain social distancing. ● Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained ● Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work. ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. ● Where staff may be at comparatively increased risk from coronavirus (BAME, Obesity and diabetes) they should be given the opportunity to discuss their concerns with the Headteacher/HR. Where additional measures can be put in place the school should work to accommodate these. 	<p>All staff are expected back. There has been some phasing into work in the last two weeks of this term. Open door policy in place for staff to discuss concerns</p> <p>In light of new Lockdown three staff have been identified as potentially vulnerable although none have been assessed as clinically vulnerable. All are in EYFS or KS1. 2 members of staff are happy to continue in the role that they are in. 1 member of staff is concerned. Consideration will be given to her and movement to KS2 proposed.</p>	Y 4.1.21	L
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 	<p>Planning documents to be sent to all staff before school finishes</p> <p>Training day to go through measures planned</p> <p>Communication to parents to be happening asap - confirmation of RA</p>	w/b 13.7.20 7.9.20	L
H	Estates	Confirm with HW and PJ	w/b 13.7.20	

	<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 			
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 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 	<p>Inform Brigitte that the BC and ASC will begin in September. Parent survey on who will be using it to help with RA</p> <p>BM to have copy of RA and to ensure that all children are marked in as present so that we can follow Track and Trace guidelines - BM to finish at 9:00 to support staggered start to the day</p> <p>Walking bus to be restarted. Chd can go straight to their classes. RA to be conducted for Walking Bus. Chd should be encouraged to walk behind each other and to wash their hands on entry to class.</p> <p>Clubs to begin for bubble groups after half term. RA completed and guidance provided.</p>	<p>w/b 13.7.20</p> <p>w/b 13.7.20</p> <p>w/b 13.7.20</p> <p>16.10.20</p>	
H	All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:	No volunteers until review in September	Y	L

	<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 	<p>Policies will be updated and held on Shared Drive for staff to view and review</p> <p>Regular newsletters in place</p>		
	<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 	<p>Fire drill to take place within first two weeks of term.</p> <p>New plan to be drawn up fo children to stand.</p>		

	<p>senior designated member of staff and that details of emergency contacts for utilities are readily available</p> <ul style="list-style-type: none"> • 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 			
	Christmas Performance Guidance Animated Objects			
	<p>Covid 19 measures in place</p> <p>We want to assure you that Animated Objects take the safety of your children and staff, along with our own very seriously, and have as a result implemented the following measures given the current situation with Covid-19. These precautions are in place to ensure that you can enjoy your Christmas performances in the knowledge that we will be delivering the activity safely for all involved.</p> <p>We do also monitor Government guidelines extremely carefully, and will continue to adapt to circumstances as they change. We will inform you in advance if any additional measures have been added.</p> <p>Temperature checks prior to arrival Blood oxygen level checks prior to arrival If any of the above levels register as unusual we will contact school to rearrange our visit for an alternative date to avoid any potential spread of infection</p> <p>Ingress/egress- Both Animated Objects staff to wear gloves / masks when entering / exiting building - gloves disposed of following every venue Sign in digitally if possible, or we bring our own pens for sign in Specially designed set - minimise to a single journey in/out We remain a minimum 2m from all staff / pupils during ingress/egress</p>			

	<p>Please note that Animated Objects complete a show report including details of venue and audience year group / 'bubble' attendance after every performance as standard industry practice, should information be required for track and trace.</p> <p>We politely ask:</p> <p>That we have a space min. 3m x 5m for performing area, and that this is clear of objects / furniture other than a single table and chair for our sound operator (We will sanitise the chair and table on our departure)</p> <p>That there is a dividing space of at least 3-4m between the front of the performing area and the front row of audience</p> <p>That members of staff / children:</p> <p>Do not enter the performing space during our visit</p> <p>Do not touch props/puppets/set during our visit</p> <p>Performance timings;</p> <p>In most settings we are acutely aware of the need to maintain secure 'bubbles' of children and staff. For this reason, we will be temporarily altering the timings of performances to allow for greater separation between groups and prevent crossovers of audiences.</p> <p>This will be arranged on a bespoke basis for each venue/school as each organisation's requirements and situation are unique. In general terms this will mean:</p> <p>Slightly shorter shows, but more performances to allow safe audience ingress/egress, for example with one, or possibly more 'bubbles' at a time (if physical separation is possible - please refer to notes above)</p> <p>In the case of larger schools this may require our visit to take a whole school day rather than just the morning, in which case the cost will be slightly higher. However if you book for our 2021 Christmas shows, we will reduce this additional fee.</p>		
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	<p>We ask that staff please adhere strictly to our agreed timetable, and pay particular attention to performance start times to ensure their children are sat in the space ready for the performance to begin. Any delay in arrival may result in a knock-on effect that will disrupt performance times for the rest of the school.</p> <p>Performance content:</p> <p>Provided there is a minimum 3m safe distance between audience and performing area as requested, the performance/s will remain safe for staff, children and our company members throughout.</p> <p>We will however be taking additional precautions given the current situation:</p> <p>Our stage manager operating sound will this year be situated inside the performance area rather than alongside the audience to maintain an appropriate social distance.</p> <p>We will not be including:</p> <ul style="list-style-type: none">Call and repeat games where the audience all shout out togetherAction where the performer enters the audience area - we will maintain the minimum 3m separation throughoutAny objects being passed to the audienceAny action involving volunteers crossing into the performing area <p>The focus will be on creating a dramatic and highly engaging story for audiences supported by an emotive original soundtrack, in a similar manner to our popular 'A Christmas Carol'.</p> <p>Sadly, we will not be able to pose for photos with children holding puppets or suchlike in the current situation, but we are happy for you to take non-flash photos during the show.</p> <p>Please note that all material is protected by copyright and that recording video during the performance is strictly prohibited</p>		
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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						

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

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