

RISK ASSESSMENT TEMPLATE: FULLY REOPENING A SCHOOL AFTER THE CORONAVIRUS PANDEMIC LOCKDOWN

RAS39

(Checked for Conformity July 2020)

Coronavirus (COVID-19) is a new respiratory illness that has not previously been seen in humans. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been in a prolonged period of stasis, catering for only students that fell into the categories of 'vulnerable' and 'children of key workers' for some time. However, the government have announced that **all pupils, in all year groups**, will return to school full-time from the beginning of the autumn term, 2020. This risk assessment template is produced to assist schools in preparing to return other students back to teaching and learning on the school/academy site, rather than being taught remotely. This template will be revised regularly as the situation and advice changes over the coming weeks.

It is vital that you consider all of the local circumstances which affect your school and look at the possible support which is on offer from nearby schools and your Local Authority and put those into the mix. Consequently, this risk assessment template is extremely long and detailed, but will need a lot of input and localisation from you and your colleagues.

ACTIVITIES: (What will you be doing and with whom?)	THE FULL REOPENING OF MONKWICK JUNIOR SCHOOL			
DATE OF RISK ASSESSMENT:	Date completed:	10.8.20	Date to be reviewed: (At least weekly)	Weekly
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	Rebecca McCutcheon - Headteacher Ashleigh Pool - Deputy Headteacher Malcolme Price - Site Manager			

PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN RE-OPENING YOUR SCHOOL.

Following the Minister for Education's announcement on July 2nd 2020, and subsequent DfE guidance, all year groups, will return to school full-time from the beginning of the autumn term. Control measures must be put in place, which are outlined in this document. It is vitally important that social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.

In the government's guidance, published on 2nd July 2020, it was advised that: "There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk."

PLEASE SEE:

General Advice

List of all general Coronavirus (COVID-19) guidance: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

General .GOV.UK Coronavirus guidance: <https://www.gov.uk/coronavirus>

DfE Advice

List of all DfE Coronavirus (COVID-19) guidance for schools:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Reopening of Schools in September 2020 guidance:

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

DfE advice for safe working in Education Settings, including

PPE:: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

DfE Social Distancing in Education settings guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

DfE Primary-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

DfE Second-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

DfE Scientific Advice regarding COVID-19: <https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19>

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19:

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

HSE Advice

List of all HSE Coronavirus (COVID-19) guidance: <https://www.hse.gov.uk/news/coronavirus.htm>

Plus HSE documents: <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf> & <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

ACAS Advice

ACAS Mental Health at Work During Coronavirus (COVID-19) guidance: <https://www.acas.org.uk/supporting-mental-health-workplace>

FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.

Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not, Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
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PREPARATION IF THE FACILITY HAS BEEN CLOSED SINCE 23 MARCH 2020

***All Sigma estates have remained partially or fully open since March 2020. All statutory and compliance works have been completed throughout this period. Any postponed compliance inspections have been rescheduled and will be completed prior to a September full re-opening.**

PREPARATION FOR SCHOOLS WHICH HAVE BEEN PARTIALLY OPEN SINCE 23 MARCH 2020

Deep cleaning	ALL – failure to effectively clean the site will enable the further spread of infection.	4:4	16	All Sigma estates will receive a deep clean in August 2020 (week beg 24.8.20) prior to re-opening. by the usual cleaning team .This will include the full site.	Yes – deep cleans are scheduled 20/7/20	1:4	4	MP & Cleaning Staff
Health & Safety Policy	ALL	2:2	4	The Sigma Trust H&S policy will be updated and reviewed when required to ensure compliance with current guidance	Yes – H&S policy reviewed August 2020	2:1	2	COFO/TE M

INFORMATION FOR STUDENTS, STAFF AND PARENTS

Is our information up to date?	Information from the Government changes	3:3	9	Currently the government's response to the virus is being updated daily and concerned teachers and other school staff are urged to check it regularly.	SLT to check Government updates	2:3	6	Ongoing SLT
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Share visual information with students and staff and parents/carers continually after the school reopens.	<p>All</p> <p>All staff and pupils need to follow the visual information</p>	3:4	12	<p>Ensure that information posters, for example Catch it, Bin it, Kill it are displayed prominently in student and staff areas.</p> <p>Distribute DfE information for parents/carers: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings</p> <p>Large signage outside the school to remind parents of social distancing and markers for lining up for pick up and drop off.</p> <p>Signage inside the school to remind pupils of social distancing. Markers on the playground and field.</p> <p>M Price to check that these remain in place and are clearly visible.</p>	Malcolme Price placed signage and posters around the school.	2:3	6	Ongoing Malcolme Price
Staff support, updates and training	<p>Staff</p> <p>Some staff have not been in school during the new measures.</p> <p>Staff usually physically meet together for CPD.</p> <p>Staff will not be able to discuss changes face-to-face.</p>	4:3	12	<p>Two non pupil days in September designated to induct and ensure all staff understand their responsibilities - Tue 1.9.20 and Wed 2.9.20. These will be done in groups to ensure social distancing is possible between adults, and that information is as appropriate as possible to the role that they will be carrying out.</p> <p>Weekly updates have been sent to all staff throughout and will continue. Any more urgent updates will be shared immediately with staff as required.</p> <p>Set staff courses in Handsam E-Training Centre courses for <i>Coping with Stress</i> and <i>Managing Stress</i>. To be completed during the Inset days.</p> <p>Staff who fulfill more than one role in school will be used to ensure those roles where there</p>	Yes-e-training and emails used. Limited numbers together.	2:2	4	

				<p>is an increase in need (eg. cleaning - several of our MDAs are also cleaners.)</p> <p>Staff can access any counselling or telephone help through the employee assistance programme. DSLs will continue to have supervision as required/needed, virtually.</p>				
Information assemblies	<p>All</p> <p>Children and staff would usually gather together in a large group.</p>	4:4	16	<p>Information to children about the measures in place and how to ensure they are following these will be shared by their class teacher in the first instance, as they will be able to better support their children in following these and engage them in discussion about those procedures and how they help.</p> <p>Where needed, whole school assemblies will take place via Google meets, as a virtual assembly between all classes to ensure that there are no large gatherings.</p>	Yes. All virtual or in class.	1:4	4	Ongoing-Rebecca McCutcheon and teaching staff
Penalties for non-attendance	<p>Children</p> <p>Attendance is negatively affected.</p>	4:2	8	<p>Parents will be made aware that attendance is mandatory and that the government guidance will be that parents can be given a penalty notice if refusing to attend regularly.</p> <p>The school's attendance officer will continue to support parents and identify any anxieties that are resulting in non attendance at school, and support parents to feel confident in the many protective measures in place in school.</p>	Yes - Sue Armstead to monitor and contact parents	3:2	6	Ongoing-Sue Armstead
Reluctant and anxious students	<p>Children</p> <p>Attendance is negatively affected.</p>	4:2	8	<p>There will be a higher number of adults supporting directly in classrooms to support children with the return to school.</p> <p>The school will work with families and use reduced timetables where necessary to support the return to school for children where this would be helpful in supporting them to return full time with less discomfort.</p>	Yes - Sue Armstead to monitor and contact parents	3:2	6	Ongoing-Sue Armstead

				<p>Some children are already being supported to return to school this term, by attending on a part time basis or increasing time spent in school.</p> <p>Year 3 children who are new to the school will have two days (Thu 3.9.20 & Fri 4.9.20) without other children in school to ensure that there are some transition opportunities.</p> <p>For some children in years 4 - 6 with anxiety about the return to school, and being in an unfamiliar environment, it may be appropriate to make a visit to see their classroom and meet their teacher during the two days where the school is only open to Y3 children. (Thu 3.9.20 & Fri 4.9.20) This will be by invitation only to identified children. The adult accompanying them will not be able to enter the building.</p>				
HYGIENE AND INFECTION								
Returning staff and students	<p>All</p> <p>Staff and children must follow the guidance.</p> <p>Different bubbles could come into contact with each other.</p> <p>Parents may come into close contact with each other.</p>	4:4	16	<p>Follow the Sigma Trust agreed Covid_19 procedures</p> <p>Follow the Sigma Trust agreed Covid_19 continuity plan</p> <p>Staff are asked to travel safely to work, avoiding public transport where possible. Staff are asked to ensure that they are not entering or exiting the school site at the same times as parents and children are doing so.</p> <p>Some of our children who are younger, or who have SEND may still need an adult to</p>	Trust agreed procedures for the management of Covid related incidents and a continuity plan for partial or full closures has been developed	2:3	6	All staff

				<p>accompany them safely onto the school site.</p> <p>Parents/carers will be able to walk with their children onto the site through the front gate, the child will leave their parents at the side gate and walk through to meet their teacher. They will then leave in a one way system through the car park, through the farm gate and out through the pedestrian gate.</p> <p>Parents can also leave their children at the front gate to walk themselves.</p> <p>These times will be staggered to reduce the amount of adults on and around the site, and to ensure that the children can come into school quickly and safely.</p> <p>8.30am - Year 3 entry 8.45am - Year 5 entry 9.00am - Year 4 entry 9.15am - Year 6 entry</p> <p>They will also exit separately:</p> <p>2.45pm - Year 3 exit 3.00pm - Year 5 exit 3.15pm - Year 4 exit 3.30pm - Year 6 exit</p> <p>Teaching staff will need to arrive before 8:20am and leave after 3:40pm Support staff will need to arrive and leave after a year group has arrived or left.</p> <p>Staff, parents and children will be expected to engage with NHS Test and Trace.</p>				
What are the school/academy's measures to ensure the	All	4:4	16	<p>See: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-setting</p>	Yes	2:4	8	

<p>containment or prevention of spread of the virus?</p> <p>Movement around the school</p>				<p><u>S</u></p> <p>All measures to be reviewed weekly and adapted if needed, or if required measures change.</p> <p>Children will be kept in class sized bubbles when in school, with no adults working over multiple year groups (see 'Grouping Students').</p> <p>Each class will have designated routes in and out of the school:</p> <p>Tau : Out external classroom door onto field then round to small playground.</p> <p>Epsilon: Out external classroom door onto field then round to small playground.</p> <p>Lambda : Out external classroom door onto field then round to small playground..</p> <p>Delta : Out external classroom door onto small playground.</p> <p>Rho: Out internal door, though conservatory onto small playground.</p> <p>Alpha : Out internal door, down the stair and through conservatory</p> <p>Pi : Out internal door, down stairs, through conservatory onto small playground.</p> <p>Omega : Out internal door towards Y6 classes, down stairs by lift, exit outside door to small playground</p> <p>Zeta: Out internal door, down stairs by lift, exit outside door to small playground</p> <p>Gamma : Out internal door, down stairs by lift, exit outside door to small playground</p> <p>Phi: Out external classroom door onto small playground.</p> <p>When in shared areas outside of their classrooms, staff will be encouraged to wear a face covering. Added 31.8.2020</p>				
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<p>What are the school/academy's measures to ensure the containment or prevention of spread of the virus?</p> <p>Break and Lunch</p>	All	4:4	16	<p>Breaktimes will be staggered, with 4 appointed areas that children can use outside as a class. An area is mapped out on both the field and the playground as A-D so that all groups have either a field or hard surface option depending on the weather. (See additional map diagram)</p> <p>Lunch will be 45 minutes instead of an hour (taken from the total time at school) in order to ensure that we can stagger lunch for all groups safely, without making the time children eat too early or too late compared with our usual lunchtime. This will also enable 2 adults to stay with a class throughout lunch so that there is enough supervision where children are unable to be in larger groups. Adults will ensure that children will play structured games as a class at lunchtimes with their adults when dry, and complete calm indoor activities if it is wet.</p> <p>Lunch will be served in disposable boxes to enable children to eat in their classrooms and stay in their bubbles,. This will be served with cutlery in order to expand the foods that can be served in this way. Cutlery will be put in a tray and returned to the kitchen to be cleaned immediately after eating.</p> <p>For breaktime and lunchtime staggers, and positions on field, see separate 'Outdoor Use' timetable document.</p>	Yes	2:4	8	
<p>What are the school/academy's measures to ensure the containment or prevention of spread of the virus?</p>	All	4:4	16	<p>All rooms which are classrooms have a sink in the room to ensure children can wash hands regularly.</p> <p>Some rooms will be out of action or on limited use:</p> <p>Computing Suite - one class per week, used Mon-Thu only.</p>	Yes	2:4	8	

Room use				<p>Studio - one class per week, used Mon-Thu only.</p> <p>Conservatory - through route/storage only.</p> <p>DT Room - will be used as the first aid room to ensure distance between children from different bubbles. It is also easier to clean.</p> <p>Room previously known as Bloom will be used for central resources</p> <p>Staffroom will only be able to be used for making a drink, heating or collecting food</p> <p>First aid room and classroom previously called Delta will be out of action.</p> <p>The school hall will be sectioned into an area for each year group to hold tuition and interventions. At lunchtime, staff can use this as a space to eat lunch, within their year group section. Surfaces will be cleaned before lunchtime. Extra sanitiser will be available in this room, and staff are advised to wash their hands before and after using a shared space.</p> <p>Windows to be open to allow ventilation in rooms. If the teacher feels it becomes too cold in the room, the windows can be shut. In this case, the windows should be opened when the class leaves the room, such as for outdoor sessions, and closed when the class returns. (Added 05.11.20)</p>				
What are the school/academy's measures to ensure the containment or prevention of spread of the virus?	All	4:4	16	Curriculum has been reviewed to avoid singing and shared resources with a high turnover of use. Music units involving singing have been swapped to composition units. The use of the keyboards, computers and chrome books will be completed by a class in week blocks. PE will use limited equipment or will be kept as class sets. In reading, books will be allocated to	Yes	2:4	8	

Curriculum				<p>children or photocopies of relevant pages given.</p> <p>Food technology will not take place in the autumn term. This will be reviewed for the spring term.</p> <p>The curriculum will be broad and balanced.</p> <p>The first half term of the curriculum will focus on the previous year's learning for English and maths. From autumn 2 all classes should be taught the year group content.</p> <p>Two teachers will be used for 1:1 and small group catch up tuition in year 3 and 6. All classes will have an LSA to support with catch up tuition and support .</p>				
What are the school/academy's measures to ensure the containment or prevention of spread of the virus? Resources	All	4:4	16	<p>Class library books can be used by the children and taken home. After the children have finished a book this will need to be quarantined until the following week. For example if a book is finished on a Monday this will not go back into the class library baskets until the following Monday.</p> <p>In reading, books will be allocated to children or photocopies of relevant pages given.</p>	Yes	2:4	8	
What are the school/academy's measures to ensure the containment or prevention of spread of the virus? Hygiene and Cleaning	All	4:4	16	<p>Children will wash their hands on entry to their classroom, before and after break, before and after lunch, and before they leave. All rooms being used as classrooms have a sink and handwashing facilities. Handwashing is preferable to using sanitiser, but this will be provided as a back up and in rooms where there is no sink.</p> <p>Supplies of these products will be closely monitored. If there is concern about the levels</p>	Yes	2:4	8	

				<p>or potential issues in supply this will need to be communicated with the Sigma Trust.</p> <p>Signage will continue to be displayed around the school site that details good hygiene and Catch it, Bin it, Kill it.</p> <p>Classrooms are only occupied by the same children each day, including specialised rooms such as the studio and Computing suite, so these rooms will not need additional cleaning within the same day. Corridors and touchpoints within them will be cleaned at lunchtime and at the end of the day, as these areas may have more different groups walking through them. As most children will only be moving between their classroom and outside spaces, there will be significantly reduced movement through the school anyway. Children will also be asked to wash their hands before moving from one space to another.</p>				
<p>What are the school/academy's measures to ensure the containment or prevention of spread of the virus?</p> <p>Illness</p>	All	4:4	16	<p>PPE should be worn if a student becomes ill with Coronavirus (COVID-19) symptoms and a distance of more than two metres cannot be maintained, or if a student receives routine, intimate care.</p> <p>If a staff member or student has symptoms and requires a test, contact will be kept and followed up, so that they are able to inform us of the result of these. This is crucial in ensuring that if there is a positive test, guidance can be sought from the Sigma Trust and Public Health Board.</p>	Yes	2:4	8	
<p>What steps can we take regarding hygiene to reduce the risks of infection?</p>	All	4:4	16	<p>Wash hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available, especially after using public transport – at least every two hours.</p> <p>Cover your cough or sneeze with a tissue, then</p>	Yes	1:4	4	

				<p>disposing of the tissue in a bin. All classrooms have a lidded pedal bin in place.</p> <p>If anyone feels unwell, they should stay at home and not attend any education or childcare setting – the guidance states <i>“No one with symptoms should attend a setting for any reason.”</i> There should be active engagement with NHS Test and Trace.</p> <p>Pupils, students, staff and visitors should wash their hands, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food including snacks and before leaving school. They will be given gentle reminders about touching their mouth, nose and eyes if an adult notices this in class, but it is understood this might be challenging for younger children.</p> <p>Ensure toilets are flushed with the seats down to stop airborne particles causing transmission of infection.</p> <p>Toilet visits in class will be organised and monitored by the teacher. Most classrooms identified have their own toilets. Classrooms without toilets will share between a year group (this is only Year 6). Children will need to be encouraged to use the toilet outside of break and lunch time, so that they don't mix across different toilets.</p> <p>Pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Clean and disinfect frequently touched objects and surfaces. A box for quick cleaning will be provided in each room.</p>				
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				<p>Alcohol-based hand sanitiser should be used if soap and water are not available. All bottles currently in supply have at least 60% alcohol.</p> <p>Common areas will not be used in order to reduce mixing in the school. Areas necessary to deliver the curriculum, such as the computing suite will be assigned to a class on a week's basis and lessons blocked.</p> <p>The DT room is to be used instead of the first aid bay, so children can be further apart if from different bubbles, and so that adults can be 2m distance from children. If a child develops symptoms during the school day, they will need to be taken to the DT room, as it is an easy space to clean. The supervising adult will open the outside door, and stay with the child, standing outside on the playground. When the parent arrives, the adult will take the child outside to the front gate. If the adult prefers to wear PPE to carry this task out, we will support this. Once the child has left, the room will need to be thoroughly cleaned, and staff are again able to wear appropriate PPE for this task.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Any necessary communication will be sent by text with a follow up call.</p> <p>When parents, children or staff are contacting the school about absence or saying they feel unwell, it will be important that clarity is sought in what the symptoms experienced are. If a parent leaves a message on the answerphone before school and is not clear about the</p>				
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				<p>reasons for absence, or symptoms suffered, a follow up call will need to be made to ascertain these.</p> <p>Children should store their most frequently used and touched resources in their trays, eg. pens, pencils, not in shared pots in classes.. These will need to be labelled to support this, with spares available. Further resources will need to be kept with one class each week, with a weekend plus a clean down before they move to a different group. Staff must not share resources with children for any reason.</p> <p>Where possible, contact with parents and other visitors will be by phone, to reduce the number of people in the building. This will be clearly communicated with parents. The reception desk will keep its glass front closed in both directions, to add more protection and arriving adults will be expected to use hand sanitiser on arrival.</p>				
DEALING WITH GROUPS								
Grouping students	Staff/Children	4:4	16	<p>The government advice is: <i>"Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible."</i></p> <p>Classes will be kept in a bubble within their class, with a designated teacher and LSA in every class. Bubbles will stay together and will not mix with any other group. All classes are below 30 - most are below 25. Because the children are younger, staying within their bubble will be the main protective measure,</p>	Yes - bubbles as classes	2:4	8	

				<p>rather than maintaining distance within it.</p> <p>Children within a bubble will not be required to distance from one another, but adults will have to keep a 2m distance from the children and other adults at all times. Children will be sat facing forward, side by side, rather than facing one another. Furniture will be kept to a minimum so that there is more space to move around in. If any child is living in a household where someone is still shielding it may be more appropriate to sit them with a space between them and other children. This can be discussed if raised by parents.</p> <p>Because they will keep a distance from children in a bubble, adults will be able to work with other bubbles within the same year group. No adult will work within more than one year group.</p> <p>In order to reduce movement around the school, children will stay in their classrooms as far as possible, other than moving outside into a designated space for break and lunchtime. Some classes may also move to the studio or computing suite, but only one class will be able to use a room per week, so this will also reduce the number of children moving through the school.</p> <p>No child should move anywhere in the school unsupervised by an adult.</p> <p>Classes are encouraged to use their outdoor routes where they have them, as most movement in the school will be from inside to outside and back.</p>				
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Using staff with groups	Staff/Children	4:4	16	<p>Staff will spend the majority or all of their time with one bubble, and will be expected to stay 2m from the children and other staff in the bubble as far as possible. Some adults may work with more children if they are covering classes or providing individual cover, but this will be restricted to being within the same year group, and adults will still be expected to maintain a 2m distance.</p> <p>If the school is in the position where a staff member from another year group is needed to cover in a bubble, the school will follow the DfE guidance on this. Staff may be asked to wear a face covering whilst in a room that is different to their own. Added 5.11.20</p>	Yes- limited movement. Staff to stay across one year group.	2:4	8	
Working with GROW	Staff/Children/GROW	4:3	12	<p>Children will either access Grow or the main school initially where possible, to reduce mixing between the Grow bubble and school. Adults moving across between Grow and the main school will need to wash their hands upon arrival to each building and be particularly mindful of keeping their distance from other adults.</p> <p>Lunches will be delivered to Grow if needed in order to reduce the need for their staff to enter the school site. Lunches will be delivered in a box and if cutlery is needed that can be given to Grow, which they can manage the cleaning of in their own facilities.</p>	Yes RM and Nina	2:3	6	
MANAGING THE SCHOOL DAY								
Staggered timings	All	4:4	16	<p>These times will be staggered to reduce the amount of adults on and around the site, and to ensure that the children can come into school quickly and safely.</p> <p>8.30am - Year 3 entry</p>	Yes	3:4	12	

				<p>8.45am - Year 5 entry 9.00am - Year 4 entry 9.15am - Year 6 entry</p> <p>They will also exit separately: 2.45pm - Year 3 exit 3.00pm - Year 5 exit 3.15pm - Year 4 exit 3.30pm - Year 6 exit</p> <p>Lunchtime will be reduced by 15 mins to ensure that this change in time does not impact teaching time, and that lunchtime can be staggered but children can still eat at an appropriate lunchtime.</p> <p>See document 'Outdoor Use Timetable' for staggered lunch and break times, as well as timetabled areas.</p>				
Before and after school	All	4:4	16	<p>Parents to be informed of changed times at the beginning of the school day.</p> <p>When children arrive at school they will remove their face masks and place them in a sealed bag in the child's tray.</p> <p>At the end of the day the child will collect their mask and leave the bag in the tray for the next day. Each child with a mask will be allocated a sealed bag for personal use.</p>	Yes	2:4	8	

CONTINGENCY PLANS

Who needs to be informed of any special measures?	SLT/LGC/Trustees/Officers	4:2	8	The Sigma Trust Covid_19 continuity plan to include all key contacts for reference and outlined responsibilities to manage any special measures	Sigma Trust continuity plan to be circulated	1:2	2	BMA
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How do we decide if our school should close again & how will this decision be finalised?	HT/CEO	3:4	12	Central government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. This may well change day to day dependent upon on how COVID-19 spreads during the relaxation of lockdown. If the government were to advise closure, LAs would communicate the message to schools, but schools would not close at that point. LAs, acting on local health information, would inform schools when their area is affected and the advice to close applies. The decision on whether to close at that time remains with the head teacher of the school in consultation with the CEO of the trust.	Decision to be made by HT and CEO based on local circumstances and following Covid_19 continuity plan	3:4	12	HT/CEO
How can parents and carers be informed of any issues/closure?	Staff.Parents	3:4	12	Parents will be informed of any urgent information by text, email and information published to the website.	Use of website, plus ParentMail for texts and e-mails. Phonecalls if a specific, smaller group.	2:4	8	
Are you prepared for remote learning in case of any issues/closure?	Staff/Parents/Children	3:4	12	Google Classroom has now been set up in the school. All pupils who have to remain at home for reasons related to COVID, and are well enough to work, will have their classwork assigned through this system. Jason will remain in contact with these families to identify any barriers and ensure work can be accessed effectively. (Changed 05.11.20)	Schools to itemise remote learning offer	2:4	8	
Will the school be able to open if there are multiple staff absences?	All HT/CEO	3:4	12	There is an additional adult in every year group, who can cover classes if this is needed. This will become more challenging if more than one adult is absent within the same year group, as this is part of the protective measure of not mixing across year groups. Any level of absence making it difficult to staff the school	Yes- some roles could be covered in school.	2:4	8	

				<p>will need to be discussed immediately with the Trust.</p> <p>There are five SLT members, four DSLs and several first aiders, so these key roles should be covered within the school. Any level of absence making it difficult to staff the school will need to be discussed immediately with the Trust.</p> <p>The school does not use agency staff to cover absence, as we have the capacity to do this in school. This also better protects the bubbles of children, as they will have less contact with adults outside of their bubble.</p> <p>In the event that staffing is so low it would be dangerous to open the school, the Trust will be informed and the online learning platform would need to be used instead.</p>				
Is your school suitably equipped?	All	3:4	12	<p>Stock levels as of 13.7.20:</p> <p>Tissues - 225 boxes Hand sanitiser - 60 x 50ml bottles Hand soap (dispenser) 50 Blue roll - 24 Disinfectant wipes - 30 dispensers x 200 Disposable face masks 200 Spray and sanitise 20 bottles Gloves 20 boxes Disposable aprons 50</p> <p>Stock levels to be carefully monitored so need can be identified and more ordered in plenty of time. If there are any concerns with obtaining stock this will be communicated with the trust immediately.</p>	Yes	1:4	4	

SAFEGUARDING AND STUDENTS								
Is the school able to comply with the requirements of the current DfE advice on Safeguarding?	All	2:4	8	<p>See: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>There are 4 trained DSLs in school.</p> <p>We are moving to an electronic safeguarding system in September 2020, which was already planned, which will reduce the contact and movement around the school currently needed to share safeguarding concerns. This also makes records more accessible in the event of working at home.</p> <p>Safeguarding policy is likely to be updated in September 2020 in order to reflect KCSIE 2020. This will also need to detail any changes to procedures.</p> <p>We will be unable to meet in a large group for the yearly safeguarding update this year. Those who have undertaken this before will use an electronic update (via either Handsam or Safeguard - needs to be investigated as to which is more appropriate). Those who are new to the school will still do this with a DSL.</p>	<p>Safeguarding and child protection policies reviewed and updated with any addendums clear</p> <p>Confirm date shared with staff</p>	1:4	4	
Is the school able to comply with the requirements of KCSIE 2020 which remains in place until further notice?	All	2:4	8	<p>See: https://www.gov.uk/government/publications/keeping-children-safe-in-education-2</p> <p>Yes - see details above.</p>	<p>Confirm date shared with staff</p>	1:4	4	

Health conditions	All	3:3	9	<p>Check with parents/carers whether any further conditions have developed in their children which you need to be made aware of - text to be sent to all on the first week back asking for any updates to be reported to the office.</p> <p>Office to ensure all class teachers are aware of any medical concerns and any updates to these.</p>	<p>Schools to confirm all pupil medical information is up to date</p> <p>School to confirm any identified training required / delivered</p>	2:3	6	
Ensure EHC plans can be delivered	SEND/CO/Children/Parents	4:2	8	<p>Children with high needs, such as those with EHCPs will be prioritised for additional adults in class.</p> <p>Staff who are in higher risk categories will not be supporting intimate care. Any staff who do, will do so wearing PPE.</p> <p>Liaise with necessary agencies and parents/carers.</p>	Schools to confirm all EHCP's reviewed by SENCO	2:2	4	
<p>Is the school able to support students with any mental health issues which are very likely to occur at any time during this process?</p> <p>The DfE guidance states "We expect school leaders and teachers to consider their pupils' mental health and</p>	All	4:3	12	<p>All classrooms and year groups have additional adults who can support children with pastoral needs. Our pastoral team will be able to support other adults with managing these children while Bloom is not in operation as year groups cannot mix.</p> <p>DSLs will continue to respond promptly to any concerns which are safeguarding.</p> <p>Staff can access counselling through the employee assistance programme .</p> <p>Children's needs will be identified and agencies that are able to support may also be identified.</p>	<p>Additional staffroom adults, supported by pastoral team</p> <p>Employee Assistance Programme (EAP) provision available for all staff</p>	2:3	6	

wellbeing and identify any pupil who may need additional support so they are ready to learn and assess where pupils are in their learning, and agree what adjustments may be needed to the school over the coming weeks. Plus identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils."				<p>There are staff who will be able to support additional tuition, who will work initially in years 3 and 6. As with others, these staff will only be able to work with one year group at a time. Their role will be to support children with any additional learning needs, prioritising those who are most vulnerable. They will support teachers with assessment and identification of needs. Reception and phonics outcomes will be considered for the new Y3 children who will not have Y2 assessment data.</p> <p>Access to clubs will be challenging in the first instance. Children's friendship and interaction will be supported through structured activities games within the school day. As each adult runs a club for a term, there are likely to be more to choose from in the Spring and Summer terms where this is safer.</p>				
Are there any issues associated with monitoring the internet usage etc in the school?	All	2:2	4	Internet safety for both students and staff must not be reduced at any point. IT support to continue to monitor and respond to any concerns about sites that need to be blocked from the school network.	Yes	1:2	2	
Is the school able to deliver interviews, transition sessions, open days, parents evenings etc?	<p>All</p> <p>The school would usually have a calendar of events planned for the year.</p>	4:4	16	<p>No outside visits or gatherings to be planned for at least the autumn term. Where possible, virtual and telephone contact to replace events like parents evenings, where it is important to share key information about children with adults.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-di</p>	Schools to identify key events for the Autumn term and review with CEO	2:4	8	

				stancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings This may also mean there are no performances at Christmas - if this is the case, we will look at events for later in the school calendar.				
Coronavirus related behaviour incidents	All The school's usual behaviour policy will not be able to be used as it involves children moving rooms.	4:3	12	Behaviour policy has been updated to remove moving into other classes or offices without space, and added behaviours which are more problematic due to adding to the risk of spread.	Behaviour policy reviewed and updated with any addendums clear	2:3	6	
FIRST AID, MEDICAL AND EMERGENCIES								
First Aid and Medical provision	All	4:3	12	We have two paediatric first aiders, and 11 further first aiders. No certificate needs to be renewed before April 2021, with the majority not needing renewal until 2022. If there are concerns about numbers of first aiders etc, this will be shared with the Trust. In line with current guidance, staff who have underlying conditions, or live with those who do, will be able to attend work due to the protective measures as detailed here for all staff. There will be limited contact between all staff which will particularly support those for whom distancing is particularly important. Staff will also be able to wear their own PPE if this makes them more confident to attend work.		2:3	6	

FOOD AND NUTRITON/HEALTH/DIETARY REQUIREMENTS AND SAFETY								
Can food hygiene and nutritional requirements be kept to?	ALL	4:3	12	<p>There has been no relaxation of any requirement for food hygiene or nutritional requirements.</p> <p>New menu for the autumn term has been created. The use of cutlery has broadened the range of foods on offer.</p> <p>Food to be delivered in disposable boxes.</p>	An R/A has been completed by the Catering Manager in conjunction with LBA safety and the provision is compliant with hygiene and nutritional standards	1:3	3	DH
Queuing arrangements	Staff/Children Children and adults would usually line up in the hall for their lunch and break snack. This is not possible.	4:4	16	Lunch will be served in classrooms, to reduce the need for cleaning in the hall, to ensure that children and adults are able to remain in their bubbles, and to ensure there is appropriate supervision in place. Lunch will be delivered in boxes/bags to class with cutlery. Cutlery can then be collected and cleaned in a tray from each room.		1:4	4	
PPE	All School had not previously had a large stock of PPE.	3:4	12	PPE is available and staff can use this at any time they need to clean an area if they wish.		2:4	8	
Is food waste able to be disposed of/collected at suitable intervals?	Staff/Children Food would usually be thrown away in the hall in a shared bin.	4:3	12	<p>Lunch to be delivered with a black sack so that food waste can be removed from classrooms after eating.</p> <p>Failure to dispose of food waste suitably, or delays to collections may lead to a build-up which attracts vermin. There is a food waste bin on site.</p>	All sites have been provided with a specialist food waste bin	1:3	3	

SAFE TEACHING PRACTICE								
Social distancing in the classroom	Staff/Children			See: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Yes CT and support staff			
	<p>Staff would usually come into contact with children at a distance less than 2m.</p> <p>Many staff and children who have not been into school will not have practised social distancing in class.</p>	4:4	16	<p>Classes will be kept in a bubble within their class, with a designated teacher and LSA in every class. Bubbles will stay together and will not mix with any other group. All classes are below 30 - most are below 25. Because the children are younger, staying within their bubble will be the main protective measure, rather than maintaining distance within it.</p> <p>Children within a bubble will not be required to distance from one another, but adults will have to keep a 2m distance from the children and other adults at all times. Children will be sat facing forward, side by side, rather than facing one another. Furniture will be kept to a minimum so that there is more space to move around in. If any child is living in a household where someone is still shielding it may be more appropriate to sit them with a space between them and other children. This can be discussed if raised by parents.</p> <p>We have made an emergency pack of work in case a bubble is sent home, and time is needed to switch the work over to online, or if the family does not have adequate internet access.</p> <p>All previous home learning resources to remain on the website, so these can still be used when children are in new year groups.</p>		2:4	8	

				Google Classroom has now been set up in the school. All pupils who have to remain at home for reasons related to COVID, and are well enough to work, will have their classwork assigned through this system. Jason will remain in contact with these families to identify any barriers and ensure work can be accessed effectively. (Changed 05.11.20)				
Staff / Student ratios	Staff/Children Some staff members usually work across the whole school and come into contact with many children.	4:4	16	There is no upper limit to class size at KS2, but all classes are below 30 children, and most are below 25. Year groups are largely below 75. It has been planned that there will be two adults as far as possible in each classroom, and at lunchtimes. Lunch and break are likely to have a higher amount of supervision than is usual as children will not be able to be outside in large groups. There are no ratios in KS2 that need to be adhered to, but the school will discuss with the trust if it is felt that any ratio is at risk of becoming unsafe due to lack of appropriate supervision.	Yes	2:4	8	
Practical lessons	Staff/Children Some lessons would usually involve the use of shared resources.	4:3	12	Where a lesson is more practical there will need to be consideration given to the use of resources. They will need to be shared by classes for Mon-Thurs in a week before then moving to another class for the following week. Staff will need separate resources to demonstrate than those the children will use. Children can share resources, but these cannot be shared with staff. Individual risk assessments will need to be completed for practical activities by those carrying them out, and approved by SLT.	Yes- curriculum changed and equipment timetabled	1:3	3	

Music and Singing The DfE advice states: <i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or als are at a distance. Schools should consider how to reduce the risk, partly when pupils are playing instruments or singing in small groups such as in mudistancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies."</i>	Children/Staff Some music units would usually involve singing. Tuesday assemblies would usually be singing practice. Keyboards would usually be shared by multiple classes and year groups across a day/week.	4:3	12	Singing has been removed from all of the autumn music units. Review music curriculum again in autumn 2 for spring units. No singing in classes or assemblies to take place. No chanting in classes. Keyboards to be allocated to classes weekly. These will be used Monday to Thursday by the same class. These will then be cleaned and a quarantine period will take place between Thursday after school until Monday morning.	Yes- curriculum changed and equipment timetabled	1:3	3	
Physical Education The DfE advice states: <i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not,</i>	Staff/Children PE would usually be taught in the hall but this space had now been allocated for another use.	4:3	12	Changes made to the PE curriculum overview. PE to be taught in class groups. No external coaches to be used to teach PE. Children within classes can share equipment but the adult cannot. The adult would need to	Yes- separate areas and equipment allocated.	2:3	6	

<p><i>maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i></p>	<p>Equipment would usually be shared with multiple classes and all stored in the PE shed. This will not be possible.</p>			<p>have separate equipment (used just for them) to model skills.</p> <p>Classes to have a separate tub or box to store their PE equipment so no need for extra cleaning. This will be stored in the classroom and be transported by the children. Clases must adhere to their allocated slot. One class allowed on the main playground at a time. One class allowed on the small playground at a time (not before 9:30 or after 2:30). Two classes allowed on the field at any one time: one in each sectioned area. The hall cannot be used for PE. If PE is taught in classrooms, activities should be light and consideration should be shown to avoid activities that may result in breathing too heavily.</p> <p>Staff will need to be reminded of this because it has been made more specific in the new guidance. (Added 05.11.20)</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • Guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • Advice from organisations such as the Association for Physical Education and the Youth Sport Trust 				
<p>Ensure all statutory checks on equipment / machinery are made prior to use</p>	<p>Staff/Children</p>	<p>3:2</p>	<p>6</p>	<p>Ensure that any statutory tests which are required and are due/overdue are delivered before any equipment / machinery is used.</p>	<p>Yes- Statutory checks monitored by MP</p>	<p>2:2</p>	<p>4</p>	<p>MP to monitor</p>

				Curriculum equipment and resources to be timetabled. The keyboards and computers will be allocated to a different class each week. A period of quarantine between Thursday after school and Monday morning.				
Ensure visual checks on equipment / machinery are made prior to every use	Staff/Children	3:2	6	Machinery or equipment which has not been used in a while must be checked to ensure it is usable, ideally by a competent person for using that piece of equipment. ICT equipment to be checked by James Carter outside of school hours. if required.	Yes	2:2	4	
PPE	All School had not previously had a large stock of PPE.	3:3	9	Ensure all relevant PPE is available for cleaning staff and for use with first aid. Keep a good supply of PPE in stock.	Yes	2:3	6	MP to monitor supplies.
Movement between lessons and breaks	Usually pupils and staff would move around the school during break and lunchtime. This would result in more than one year group coming into contact with each other.	5:4	20	Limited movements around the school. All children will remain in their classrooms apart from break, lunch or PE times. All time outside will be structured by staff to continue social distancing. Lunches will be delivered to classes and eaten in the room. They will not use plates so that these don't need to be cleaned - instead we will use disposable trays. Cutlery will be used and placed in a tray after use. This will then be left by the class door and collected to be cleaned. There will not be a separate break time. No tuck will be available at break. Toilet trips to be timetabled where classes do not have their own toilet. The rooms where this is the case will be used last. Toilet visits in class will be organised and monitored by the teacher. Most classrooms identified have their	Yes- movement is limited.	2:3	6	

				own toilets. Children with specific medical needs that mean they cannot use an allocated time will be placed where possible in a classroom with a toilet inside. Where staff need breaks, this will be done by another member of staff monitoring from the doorway, therefore not entering the bubble.				
FIRE AND LOCKDOWN								
Compliance checks are made prior to reopening	Equipment needs to be checked regularly.	3:4	12	Check all firefighting equipment, signs and emergency lighting operates as it should.	Yes - Malcolm Price to check	2:3	6	Before autumn term
Revised fire and lockdown procedures	Children will be in new classrooms and will not be familiar with the evacuation procedures. Evacuation route is different from usual entry and exit routes.	4:4	16	Revised evacuation procedure and share with all staff and children. Classes will use the following routes depending on their base. They will line up by the name of their classroom base : Tau (previously called Lambda) : Out external classroom door onto playground by sign. Epsilon (previously called Pi): Out external classroom door onto playground by sign. Lambda (previously called Omega): Out external classroom door onto playground by sign. Delta (previously called Rho): Out external classroom door, around small playground to large playground by sign. Rho (previously called Alpha): Out internal door, though door by the stairs and to playground by sign. Alpha (previously called Zeta): Out the internal door, down the stair and through the door by the stairs onto the playground. Pi (previously called Gamma): Out internal door, down stairs, through door by stairs to the	Yes HT and DHT	2:3	6	

				<p>playground.</p> <p>Omega (previously called Phi): Out internal door towards Y6 classes, down stairs by lift, exit outside door to 5/6 playground</p> <p>Zeta (previously called Epsilon): Out internal door, down stairs by lift, exit outside door to 5/6 playground</p> <p>Gamma (previously called Tau): Out internal door, down stairs by lift, exit outside door to 5/6 playground</p> <p>Phi (previously called Chi): Out external classroom door onto main playground.</p>				
Fire and lockdown drills	<p>Children will be in new classrooms and will not be familiar with the evacuation procedures.</p> <p>Evacuation route is different from usual entry and exit routes.</p>	4:4	16	<p>Revised evacuation procedure and share with all staff and children.</p> <p>Fire Drill with new year 3 cohort on Thursday 3rd or Friday 4th September.</p> <p>Year group practice fire drills to be completed in the first week back.</p> <p>Update records of staff fire marshals etc, should be changed to include information re. staff who have left since the spring term.</p>	<p>Confirm Fire Evacuation / Lockdown procedures have been reviewed and shared with staff and pupils</p> <p>HT to confirm practice drills are scheduled</p>	2:3	6	Practice year groups evacuation during the first week.
PEEPs	<p>One child currently has a PEEP. They are moving classrooms so the procedure will be different.</p>	3:3	9	<p>Any children requiring a PEEP, will have one written that will be shared with relevant staff.</p> <p>Classes should practise their exit route for a fire drill on the first day they enter a bubble with the adult in charge. This will be done in isolation so that there is not unnecessary mixing.</p>	<p>Yes- Sue Wilson to complete new PEEP.</p>	2:3	6	Practice PEEP evacuation during the first week.
PREMISES COMPLIANCE								

Ensure unused areas of the building are not able to be accessed by unauthorised persons	Staff /Students/ Visitors	3:2	6	Security of unused blocks or rooms should be checked regularly to ensure that roving staff or students are not able to access areas which are not being actively kept safe or are not being supervised as they are closed for use.	Yes	2:1	2	MP
Audits	Staff /Students/ Visitors	4:3	12	Reschedule any audits, such as arson, fire, disability, safeguarding or full health and safety audits for a suitable time. The visits and reports will give you key information to assist you in ensuring the school is run safely and compliantly and to allow you to move to the next phase of your plan. Health and safety audit ongoing with Handsam Arson and fire risk audit completed 30/3/20	Yes	2:2	4	MP RM
SECURITY								
Ensure the security of the school is suitable and sufficient at all times	Staff/Students/ Visitors	3:3	9	Staff and students should not be put at a higher risk because of the pandemic. Consider Arson risks (see Handsam Quick Guide F05 Managing Fire Risk: Arson Risk Audit.) Arson and fire risk audit completed 30/3/20 Security audit completed 24/6/20	Yes	2:2	4	MP
ADMINISTRATION								
Is the school able to deliver the administrative requirements both internal and external?	Staff Usually multiple staff members would share the admin and SLT offices.	4:3	12	Teaching staff to complete registers using the SIMS online program. No paper registers should be sent. to the office ParentPay to be used by teachers to collect lunch choices online. Office staff to review registers and complete other record keeping documents.	Yes- continue to work in allocated offices.	2:2	4	

				CR is the only full time member of office staff, so will be situated in the main office. MH will work in the little office and SA will work in the upstairs SLT office. RM to work in HT office and AP to work in the Resource room (formally known as Bloom) Only adults designated to those spaces will be able to work in them.				
Continued home working	Staff Previously identified staff have worked from home. Change in HSE guidance.	3:1	3	No staff are currently shielding so do not need to work at home. All staff to work in a limited bubble, which will be class sized. No member of staff will work outside of a year group. Monitor changes in HSE guidance and adapt as necessary.	HT to work with HR team if there are staff members who may need to work from home- follow guidance within the trust Covid_19 procedures	3:1	3	HT and HR to continue to monitor.
CONTRACTORS, SUPPLY AND PERIPATETIC STAFF								
Check the status of all school suppliers / contractors	Staff/Students/Visitors	4:3	12	Consider the nature and dependency of the service each contractor provides . Ensure any variance of contracts is dealt with properly (possibly by a solicitor) and is written down and signed as agreed by all relevant parties. If any concern about supplies, the school will communicate with the Trust immediately.	Yes Service contracts in place Extra essential stock in place Alternative suppliers available	2:2	4	MP Site MH Catering

Plan for supplier / contractor / visitor site visits	Staff/Visitors/ Suppliers Suppliers and contractors often enter the school at different points during the school day.	4:3	12	Visitors or contractors are given information prior to arrival such that their time on site and contact with staff or students is minimised. Deliveries allowed between 9:30 and 2:30 No personal staff deliveries to be sent to school. Review contractors DBS/risk assessments in advance and ensure they are adhered to. Work should be undertaken outside of school hours if possible.	Schools to identify visitor management process	2:3	6	Malcolme Price and office to monitor
Plan for supplier / contractor failure	ALL	2:4	8	Access to other food suppliers through local supermarkets if deliveries were unavailable. Alternative suppliers considered for resources ordered	Schools to contact Trust Estates Manager in the event of a contractor becoming unable to deliver a key service or statutory inspection for support	1:2	2	Local Site Manager / TEM
Dealing with supply and peripatetic staff	Staff/Visitors Outside agency staff often come into school to support children.	4:3	12	Supply teachers will only be used in exceptional circumstances. Supply staff to be informed of the risk assessment. Added 17.11.2020 No peripatetic staff used. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. The resource room or conservatory will be used for these staff if needed. Rooms are large enough for social distancing	Yes - limited movement around school.	4:2	8	Managed by the office staff and Sue Wilson

TRIPS, FIXTURES AND TRAVEL ARRANGEMENTS								
Travel to and from school at the beginning and end of the school day	<p>Children/Parents</p> <p>Some children travel to school by bus or taxi.</p> <p>Parents often congregate outside the school gates to socialise.</p>	4:3	12	<p>Staff members will discuss new rules and routines with their bubble, including how to safely travel to and from school.</p> <p>Identify children who travel to school by bus or taxi. Advise parents to travel by car or walking if possible.</p> <p>Parents/carers/others 'hanging around' in the playground, at the school gates or outside at the start and end of day. will be advised to move on by staff.</p> <p>Parents will be directed by signage and staff to follow the one-way system and to use the markers to stay 2m apart. Parents will not be able to talk to staff during pick up or drop off times and will be advised to phone the school office.</p>	<p>Yes- limited numbers travel in these ways.</p> <p>Staff on entry and exit gates</p>	3.3	9	
Collection by a parent	<p>Children/Staff/Parents /Office</p> <p>Children would usually wait in the first aid room when waiting to be picked up.</p> <p>The usual first aid room is very small and does not have any ventilation. There is also not any external access to the room.</p>	4:4	16	<p>If a child develops symptoms during the school day, they will need to be taken to the DT room, as it is an easy space to clean. The supervising adult will open the outside door, and stay with the child, standing outside on the playground. When the parent arrives, the adult will take the child outside to the front gate. If the adults prefers to wear PPE to carry this task out, we will support this. Once the child has left, the room will need to be thoroughly cleaned, and staff are again able to wear appropriate PPE for this task.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p>	<p>Yes- The DT room allows for the adult to monitor the child outside of the room. Parents can access from outside.</p>	4:2	8	Office staff to monitor pupils and the parents picking up.

				<p>Any necessary communication will be sent by text with a follow up call.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the girls toilet opposite the ICT suite. This will not be used by anyone else.</p> <p>If a child needs to be picked up for a reason other than being unwell, the office will call up to the room and an adult will bring the child down.</p>				
School transport	N/A	N/A	N/A	<p>The school does not have its own transport.</p> <p>TLA mini bus will not be used as there will be no sporting fixtures.</p>	N/A	N/A	N/A	N/A
School Trips	<p>Children/Staff</p> <p>School trips would usually involve mixing with other schools.</p>	4:4	16	<p>Current advice: https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings</p> <p>No plans to implement any trips or visits in the autumn term, and any that need to be cancelled would cause disappointment. The school has reordered some curriculum experiences into later terms, so the children will be able to participate in the usual planned activities when things are safer. This can be reviewed and we can re-implement trips sooner if the situation allows.</p>		1:4	4	
School fixtures	School fixtures would usually involve close contact and meeting with other schools.	4:4	16	For the foreseeable future in the Autumn term there will be no school fixtures.	N/A	1:4	4	

Consultation with stakeholders and relevant parties	Staff / Pupils / Parents / Wider Community - A lack of transparent communication and information will cause confusion and uncertainty. The Trust must ensure clear information is provided to all parents and staff surrounding any full re-opening.	3:3	9	<p>The Trust and JCC will ensure meetings are held between union representatives and trustees/CEO</p> <p>For students and parents/carers ensure they and their parents/carers have a voice in allaying any fears or concerns they may have.</p>	Schools to list staff induction programme, new intake induction programme and awareness training for the full school cohort	1:3	3	
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Responsible person name:	Rebecca McCutcheon	Signature:	R.McCutcheon	Date:	24.7.2020
SMT/SLT name:		Signature:		Date:	

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

R i s k S e v e r i t y	Risk Likelihood					
	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor impact	2	4	6	8	10
	3: Notable impact	3	6	9	12	15
	4: Major impact	4	8	12	16	20
	5: Catastrophic	5	10	15	20	25

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

**All accidents and incidents must be recorded in line with the school/academy's policy.
Also report near misses – not just accidents or incidents.**