

**NORTHWOOD BROOM HEALTH & SAFETY**

**JUNE / JULY COVID RE-OPENING Risk Assessment review 2**

<b>Location / Site</b>	NORTHWOOD BROOM ACADEMY
<b>Activity / Procedure</b>	1. Consideration to be given to moving to Phase 2 and extending places to Y1 children. Remaining YN and YR children up to a maximum of 20 more children, up to 61 pupils – 25% of population.
<b>Assessment date and reviews</b>	18.06.20 review 2 – all additional text highlighted yellow

<b>Identify people at risk and how they are consulted</b>	
<b>Employees</b>	YES – via survey monkey and explicit consultation sessions and access to risk assessment. All comments captured through document, highlighted yellow and in red font.
<b>Children</b>	YES – via bubble leaders – comments captured below in box.
<b>Visitors</b>	YES – risk assessment made available on website and any feedback considered
<b>Contractors</b>	YES – risk assessment made available on website and any feedback considered
<b>School Context</b>	<p>Northwood Broom Academy is housed across two buildings, one modern free standing nursery building and a larger main building which houses Key stage one and Reception classrooms, offices, hall spaces and delivery gates. The main building is Victorian.</p> <p>Nursery – comprises of three potential entrances and 4 potential learning spaces. Access to outdoors can be gained from 3 areas. There are a number of potential storage areas. For phase 1 we intend to use one access point to the nursery building and create a 1 way route for each. Corridors within the nursery building are wide and can accommodate the 2m rule if necessary. Classrooms are open plan but can be divided.</p> <p>Main building. There are 5 potential access points to the building, however two of these would cross vehicular access. The main consideration for this building is that all rooms are linked via one long corridor, which is not 2 m wide for walkers. Boys and girls toilets are located at either ends of the corridor. Movement around this building will be challenging unless closely supervised and timetabled by staff.</p> <p>Classrooms in both buildings can accommodate 6 pupils per class following current social distancing requirements. Outdoor areas are large enough to accommodate all bubbles in phase 1 accessing the outdoors at the same time. Only 2 classrooms on the whole site have direct access to the outdoors so travel to the outdoor space will need careful timetabling. Storage of furniture remains a huge challenge.</p>

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**School will be open to pupils on Monday to Thursdays only. This decision has been based on a thorough risk assessment of available staff, meeting out statutory requirements for teachers and safety requirements and will ensure;**

- The Government recommended 'bubble' approach is maintained to ensure pupil and staff safety
- As per Government advice, rotas are avoided
- All teachers receive 10% PPA as per statutory entitlement
- All NQTs will receive 20% PPA as per statutory entitlement
- All Teachers are able to plan online learning for pupils who remain at home
- All areas of the school can be deep cleaned over one day and cleaned every day
- All staff will receive emotional well being checks weekly
- All staff to complete Survey Monkey survey at every review – NOT ALL COMPLETED THIS WEEK NEED FOLLOWING UP
- Full staff briefings to take place every Friday
- Teacher and support staff meetings now planned for every Friday

### **Esprit Central Team**

- 2 staff will continue to work from home – 1 day per week on site
- EP will work from home when not undertaking Leadership duties for Northwood Broom Academy
- EP will undertake additional on site monitoring visits when necessary and by prior organisation

## NORTHWOOD BROOM HEALTH & SAFETY

Northwood Academy				
	Meters			
	2	1.5	1	
Room Number/Name Accomodation Size				
G05 Tiggers	6	8	12	
G18 Reception HS	6	8	12	
G22 Reception SH	6	8	12	
G24 Y1 MC	7	9	14	
G29 Y1 DW	7	9	14	
G34 Y2 SS	7	9	14	
G39 Y2 SC	7	9	14	
G36 Library	4	5	7	
G30 Main Office	2	3	3	
G20 Hall	14	18	28	
G19 DAP's Office	0			
G14 AP's Office	0			
G13 Staff Room	3	4	6	
G05 Meeting room	4	5	8	
G01 Boys Toilets	0			
G35 Girls Toilets	0			
Staff Toilet	0			
G67 Nursery	12	15	24	
BASC Nursery	6	8	12	
G60 Central Team Office	2	2	2	
EP's Office	0			
G52 Community Room	4	5	8	
G63 Staff Toilet	0			
G75 Pupil Toilets	0			

	Location in school	Pupils	Number of pupils	Entrance / Exit	Time of entry	Time of exit
<b>BUBBLE 1</b>	Nursery classroom	Nursery (coded)	<b>Max 16</b> Currently 15	In Main gate out through Nursery gate - one-way system.	9:00am	3:00pm
<b>BUBBLE 2</b>	BASC room	Nursery (15 hrs only)	<b>Max 7</b> Currently 7	In Main gate out through Nursery gate - one-way system.	9:00am	12:45pm
<b>BUBBLE 3a</b>	Reception Classroom (Miss Slinn's room)	Key workers (Rec x 2 classes)	<b>Max 16</b> Currently 16	Lower path gate	9:00am 8.55	3:00pm 2.55
<b>BUBBLE 3b</b>	Reception Classroom (Miss Slinn's room)	Key workers (Rec x 2 classes)	<b>Max 16</b> Currently 16	Lower path gate	9:00am 8.55	3:00pm 2.55
<b>BUBBLE 4</b> Year 2 plus KWC	Year 2 classroom (Miss Stubb's room)	Key workers (Y1 & Y2)	<b>Max 7</b> Currently 4	Upper KS1 gate	9:00am 8.50	3:00pm 2.50
<b>BUBBLE 5a</b> Monday/Tuesday	Tiggers	Year 1 FSM	<b>Max 12</b> Currently 11	Lower path	9:05 am	2:40pm
<b>BUBBLE 5b</b> Wednesday Thursday	Tiggers	Year 1	<b>Max 12</b> Currently 11			
<b>BASC PROVISION</b>	BASC room	Key workers (ALL)	<b>Max number: 6</b>	Hall	7.45am	5:00pm

## NORTHWOOD BROOM HEALTH & SAFETY

<b>Risk</b>	<b>1. PARENTS AND SCHOOL STAFF SHARE COMMON UNDERSTANDING OF SAFETY MEASURES TO PREVENT</b> direct transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS</b>			
	<ol style="list-style-type: none"> <li>1. PARENTS MUST FOLLOW SOCIAL DISTANCING AND LIMIT CHILDREN'S CONTACT WITH OTHERS OUT OF SCHOOL</li> <li>2. Child will be allocated an entrance, which will be either:               <ul style="list-style-type: none"> <li>o Northwood Park road double black gates, or lower gate</li> </ul> </li> <li>3. <b>ONLY ONE</b> parent must accompany their child to and from school</li> <li>4. Parents / carers to socially distance whilst they wait on the pavement outside school – dots on the pavement show where to stand</li> <li>5. Follow the arrows on the pavement which show the one-way system</li> <li>6. A member of staff will indicate when a child can enter school, child will be guided by staff to make their way to bubble location. SLT/ELT to monitor.</li> <li>7. Pupils will be in a small bubble and stay in that bubble group for the whole day, not mixing with any other bubble</li> <li>8. Each bubble will have 2 staff</li> <li>9. All children eligible for a UFSM or a FSM will have a hot meal delivered to their bubble location from 15.06.20. <del>All children</del> Non eligible children to purchase a meal or to bring a packed lunch from home which will be stored in the child's designated box. Each Thursday before the children leave all true FSM children are to be given a packed lunch for Friday. These will be clearly labelled with the children's names and stored in an on-site fridge for collection by bubble assistants before pupils are dismissed on Thursday (attention needed to remember to include those eligible Nursery children who leave at 12.45pm).</li> <li>10. Lunches to be eaten in classrooms</li> <li>11. Pupils to wear clothes which they can be active in and trainers</li> <li>12. Clothes to be clean on every day. We will challenge any parents where this is not the case and children will not be admitted into school. If a child does enter school in the same clothes as the previous day, parents will be contacted and asked to come and take children home to wash and change. The same two members of staff are on duty each day to monitor this and alert the SLT member to challenge before child is left.</li> <li>13. Times will be allocated; they will 9:05– 2:40, 9:00 or 3:00</li> <li>14. If children arrive late for their allocated session, they will not be admitted.</li> <li>15. All bookings to be completed via Survey Monkey before the specified deadline for BASC.</li> <li>16. BASC limited to Critical Key workers, if this can be accommodated, there will be a charge - £3 morning session, £6 afternoon session</li> <li>17. All visits to the toilets supervised by an adult</li> <li>18. Regular handwashing modelled and observed by staff</li> <li>19. Enhanced cleaning of resources and environment, deep clean on a Friday Kitchen will be deep cleaned on a Thursday</li> <li>20. Parents and carers to communicate via email or phone calls, the academy office is not open</li> <li>21. Parents to agree via class dojo to confirm their agreement to school requirements</li> <li>22. If a child becomes ill at school, they must be collected immediately and school will agree next steps</li> <li>23. Temperatures will be taken if any suspected symptoms of being unwell (not just coronavirus)</li> </ol>			

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24. Staff access full training on Risk assessment 1<sup>st</sup> and 2<sup>nd</sup> June and as RA is reviewed weekly staff and parent handbooks updated and shared.

**REVIEW 2**

**Ammend entry points to nearer our 'normal'**

**Ammend start and exit times**

**Use class dojo for parental agreements**

Remaining level of risk	<b>HIGH – Leadership Team and Trustees recognise that this is dependent on parents/children following the points above</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>2. LACK OF CLEAR ORGANISATION CAUSES INCREASED TRANSMISSION</b>			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS</b>			
<ol style="list-style-type: none"> <li>1. <b>TIMETABLE &amp; ARRANGEMENTS CAREFULLY PLANNED FOR AVAILABLE STAFF AND 26 CHILDREN</b></li> <li>2. Children will be split into groups and will be allocated a specific entrance/exit, classroom and members of staff.</li> <li>3. Children will be offered places Monday to Thursday. Groups will be allocated <b>staggered</b> times for drop off and collection between <b>9:00am - 3:00pm and 9:05am-2:40pm</b> to ensure safe social distancing (see timetable below). Adjusted timings of sessions so that pupils can be managed on and off site speedily.</li> <li>4. Before and After school provision (BASC) can be pre-booked at a cost for 'critical' key worker children <b>ONLY</b> from the hours of 8am until 5pm. These will be offered on a first come first served basis as numbers are capped at 12.</li> <li>5. Strict social distancing protocols will be in place. Parents must follow clearly marked entrances and adhere to identified pavement markers.</li> <li>6. Intense cleaning routines will be in place and staff on duty will ensure that equipment is cleaned regularly.</li> <li>7. Children will use designated toilets. Staff will be vigilant at all times and will supervise children in the toilets to ensure social distancing and hygiene expectations are adhered too. SIGNS displayed.</li> <li>8. 'Catch it, bin it, kill it' will be taught, modelled and encouraged. <b>The pedal bins currently being rolled out</b>) will be emptied regularly throughout the day.</li> <li>9. Parents asked to send in box of tissues per child <b>which are to be kept in their individual trays.</b></li> <li>10. <b>Bins and rubbish to be double bagged if there is a suspected or confirmed case of COVID-19. These will be kept in the courtyard for 72 hours before being disposed of.</b></li> <li>11. Children will not mix with other staff or children outside of their allocated bubble.</li> <li>12. If a child falls ill, they will be placed in isolation (and supervised from a safe distance). As a result of a child displaying symptoms their household should self-isolate for 14 days and the child for 7 days. <b>This has previously been the Tiggers' room but we will need an alternative if we are using this room for a new bubble – this will be in the Nursery building</b></li> <li>13. Children will access outdoor provision as much as possible.</li> <li>14. Learning activities will consist of wellbeing, access to the set online and home learning tasks, maths, reading, writing, exercise, PSHE including hygiene, story time, singing, outdoor games and creative tasks. It will be carefully planned by staff to ensure it meets the needs of the children.</li> <li>15. Children will not share resources. They will have access to their own 'bag of tricks' which will aid them in the classroom.</li> <li>16. A designated first aider will be available at all times. Each bubble will have access to their own first aid provision and treatment will be given within the classroom location. Parents/carers will be informed of any first aid following usual school procedures.</li> <li>17. A designated safeguarding officer will be available at all times.</li> <li>18. Lunch &amp; snacks &amp; playtimes. In class or outdoors in own bubble room (ice packs required by parents)</li> <li>19. Children must bring a water bottle to school each day. This must be a sports bottle with a spout or straw, which has a removable lid for filling.</li> <li>20. When the forecast is for good weather, suncream must be applied prior to entering school. They should also bring a sunhat and sun cream.</li> <li>21. If child has an inhaler, they should keep this with them in their bag at all times.</li> <li>22. Visits to the school should be by appointment only. All visitors to have temperature taken on arrival and complete health questionnaire. If</li> </ol>				

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admitted, social distancing to be adhered to. Usual visitor protocol adhered to and visitor collected from the entrance area to restrict contact

23. Site access is restricted and all gates locked during the school day

24. Staff are aware of the symptoms of COVID-19 and encouraged to keep up to date with latest Government guidance.

25. If a child or staff member of the bubble tests positive to Covid-19, the whole bubble (including the members of staff) will be asked to follow the government guidance and be sent home to isolate for 14 days. The household does not need to isolate however if symptoms arise then government guidance on self-isolation should be followed.

26. Gastro symptoms in children – school made aware that when children admitted to hospital, if suffering gastro symptoms then immediately tested for covid 19. Therefore have agreed any child presenting with gastro symptoms must not attend for 7 days.

### REVIEW 1

**Children's feedback regarding their understanding of safety at this time:**

#### Nursery

"We have to wash our hands"

"We bring the teachers our toys to be cleaned outside when we have finished"

"We have our own table and stuff to keep us safe"

"we clean our own things to keep us safe"

"We have to stay away from each other when playing"

"If you want to play with something else you have to take your toy to the cleaning station"

"We sit on a spot at home time"

#### Reception

Issac - We keep 2m apart even at the tables.

Amelia - We have our own things in our tray and don't pass things around.

Kio - We wash hands lots and Miss Stubbs shows us.

Lily - We had our own hoop outside.

#### Bubble 4/KS1

Do you feel safe at school?

-All said "Yes"

What makes you feel safe at school?

-"2metre distance... we did a fire drill... washing hands always...we have teachers to look after you...Mrs Lewis cleans everything..."

What could we do to help you to feel safer at school?

-We decided as a class that the only thing we could think of to improve things was to have bigger trays to store our things because coats, bags, lunchboxes and resources are a lot to fit in. However, I am speaking to parents about children not bringing in anything un-necessary such as a bag as well as their lunch box and we practised putting things into trays more neatly so that they fit better.

<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>3. Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<p><b>YOUNG CHILDREN WILL NEED CONSTANT SUPPORT TO ADHERE TO SOCIAL DISTANCING</b> These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Reduce the number of children in the classroom to enable social distancing (no more than 15) school estimate 6 children in the first phase</li> <li>2. Remove excess furniture and resources to increase space if space to do so– to MEETING ROOM/ LIBRARY/ EP OFFICE / kitchen</li> <li>3. Social distancing charter created for and with the children – including how many children playing with resources and how</li> <li>4. Routines clearly detailed, instructions how to line up, physical contact use of toilet, moving around spaces</li> <li>5. Where groups share toilets, agree access times and cleaning arrangements Nursery to monitor children going to the toilet and add this to the timetable of the day – Divide Nursery toilets into 2 so children only entering from their own side. Check if children need to go to the toilet at intervals? Fit bathroom divider</li> <li>6. Water bottle re fill to be built into routine of day and refilled by one member of staff to reduce cross contamination</li> <li>7. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>8. Resources and activities planned to reduce shared contact and individual learning</li> <li>9. Use of outdoor space – same charter for outdoors</li> <li>10. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</li> <li>11. Interactions carried out where possible from a distance</li> <li>12. Children to use same desk if returning next day</li> <li>13. Children stay in their bubble in classroom and in designated outdoor space for majority of the day and not mix with other groups</li> <li>14. Children keep to their desks when in the room – YN to designated spaces</li> <li>15. Children isolated if cannot adhere to charter and spoken to re the need for social distancing – PARENTS SPOKEN TO AND PLACE REVIEWED IF IT PERSISTS</li> <li>16. Lessons planned for individual work (not pairings or group work)</li> <li>17. <b>All children</b> to have 'OWN' equipment</li> <li>18. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction</li> <li>19. Mark out an area for the teacher – 2m distancing at front of room as appropriate</li> <li>20. Teacher and TSA are assigned to these children and stay with these children throughout the day <i>(and on subsequent days)</i></li> <li>21. Bags, coats and lunchboxes kept under children's tables in a separate box for each child</li> </ol>			
	<p><b>REVIEW 2</b>            No <b>change – need to ensure all new returners have own box and resources</b></p>			
<b>Remaining level of risk</b>	<b>HIGH – Leadership Teams and Trustees believe this is dependent on staff/children following steps</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>4. Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. These control measures are to encourage space between children where possible.</b>			
	<ol style="list-style-type: none"> <li>1. Toilet routines ensure children are escorted to toilet and supervised – in the nursery middle sinks closed for handwashing – or one cubicle or at sink only</li> <li>2. Divide Key Stage 1 toilets in half using screen so boys and girls use the same toilets One cubicle to be used at each end of the toilet block – girls one end boys to use the other. Only the sink opposite the cubicle to be used.</li> <li>3. Extra soap ordered to ensure we do not run out</li> <li>4. One boy and one girl allowed to go to toilet at a time if necessary</li> <li>5. Allocated toilets for different groups of children Year 2 use the girls’ toilets, Year 1 use the boy’s toilets. To avoid walking through classroom bubbles – one Reception group in HS room and one in SH room and both use Reception toilets. Nursery to use nursery toilets.</li> <li>6. Soap dispensers topped up throughout day and hand washing supervised. Soap dispensers and taps cleaned after each group has used it. Member of staff to turn on the twist taps and hand towel dispensers.</li> <li>7. Extra Signs in toilet re washing hands</li> <li>8. Wedges for the toilet external toilet doors and classroom doors if not fire doors.</li> <li>9. Key code on staff toilet left off.</li> <li>10. Cleaning of staff toilets after use.</li> <li>11. In Reception classrooms, Bubble 3 is going to be increased in size. Pathway to be internally managed in SH room accessing the toilets via HS room</li> <li>12. Bubble 5, children will use boys’ toilets.</li> <li>13. As staff are reduced in Nursery, one member of staff to change the child in pull ups and the other member to do whole bubble boot camp with the rest of the bubble.</li> </ol>			
	<b>REVIEW 2</b>			
	Toilet access for new bubbles			
<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>5. Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>			<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b> These control measures are to encourage space between children where possible			
<ul style="list-style-type: none"> <li>1. Staggered playtimes and/or allocated play area in the first instance – Nursery and Reception in their own outside areas, Year 1 and Year 2 to alternate using the grass and the playground daily.</li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> <li>3. Games discussed which encourage social distancing – football passing, hoola hooping</li> <li>4. Staff supervision throughout – actively encouraging and insisting on social distancing</li> </ul>				
REVIEW 2 No change				
<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Risk</b>	<b>6. Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b> These control measures are to encourage space between children where possible.			
<p>Children eat in their classrooms</p> <ul style="list-style-type: none"> <li>1. Children sit at a table to eat their lunch – 2 metres apart if possible / Meals brought to their classroom–Catering staff to be mindful of social distancing when delivering food to classrooms</li> <li>2. Transporting lunch to nursery in cold, inclement weather, including lightening City Catering to use insulated bags to deliver food to Nursery building</li> <li>3. Role of City catering in RA to be established</li> <li>4. Children not eating school lunch to be given option of bringing sandwiches</li> </ul>				
REVIEW 2 Delivery of meals – consideration for inclement weather Meals – consideration of pupils likes and dislikes				
<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>7. Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. These control measures are to encourage space between children where possible.</b>			
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside by walking down the corridor 2m apart. Markings needed on the floors. Arrows and signage.</li> <li>2. Class room in Key Stage 1 will be mixed aged but will use the same toilets.</li> <li>3. Second member of staff to get messages to office.</li> <li>4. Staff use empty classrooms and alcoves to maximise the distance between each other.</li> <li>5. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained and ensuring children are not touching hand rails – regular practise of this in the first few days.</li> <li>6. One bubble to move down the corridor at a time. Time slots to be given for moving to playtime and toilets.</li> <li>7. Fire evacuation to be practiced in the first week and reviewed in light of any risks identified.</li> <li>8. Limit adults on site to avoid breaching 2m social distancing.</li> <li>9. Hall doors to be wedged open by bubble lead to maintain social distancing and reduce touch points.</li> <li>10. Furniture storage – should refrain from moving furniture from room to room as we open up bubbles. Possibly the best storage area is the library – still lots of room in there</li> </ol>				
<b>REVIEW 2</b>				
<b>Remaining level of risk</b>	<b>HIGH –Leadership Teams and Trustees believe this is dependent on staff/children following steps</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>8.Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS</b>			
	<ol style="list-style-type: none"> <li>1. Resources washed in detergent each night and left to dry if not same person using them the next day</li> <li>2. Tables, door handles and other surfaces cleaned with detergent every night</li> <li>3. Resources on tables ready for lesson and children have restricted choice of resources</li> <li>4. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>5. Outdoor resources restricted each day and outdoor area separated between 2 classes (physical barrier so no mixing)</li> <li>6. List of indoor and outdoor equipment to be used to be given to site manager each week so resources can be cleaned everyday using detergent</li> <li>7. Soft toys and furnishes including bean bags removed from the classroom before opening</li> <li>8. Books available split into separate sets one for each different group of children and rotated each week giving time for de-contamination – not taken home or brought in</li> <li>9. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day</li> <li>10. Children wipe down own resources and tables at end of each day, a pack of wipes will be in each tray for this purpose</li> <li>11. Children should only bring in the resources that they need and will fit in their tray, lunch, cap, suncream.</li> <li>12. Deep clean of all areas on a Friday</li> <li>13. Deep clean of Tiggers room and the Boy's toilets on a Tuesday evening.</li> <li>14. All fabric and soft resources removed</li> </ol>			
	<b>REVIEW 2</b>			
	<b>Cleaning amendments</b>			
<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>9. Emotional distress of the children</b>			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>We are aware children are likely to return to school affected in some way by the trauma of the recent crisis</b>			
	<ol style="list-style-type: none"> <li>1. Meet and greet smile and hello by every member of staff on the gate and their classroom door they enter.</li> <li>2. Children to have class teacher and TSA (if possible under vulnerable staff guidance) in the first instance.</li> <li>3. Small numbers of children to support their emotional need.</li> <li>4. Reduced time in school to ensure transition is successful from home to school.</li> <li>5. Emotional health curriculum to be delivered for first two weeks to support children’s well-being – slowly increasing the cognitive load.</li> <li>6. Comfort given from a distance – at adult height. If a child is crying support and persuasion attempted and parent given a second opportunity to join the back of the line and attempt transfer again. If this is not successful child must be taken home by parent.</li> </ol>			
	<b>REVIEW 2</b>			
<b>Remaining level of risk</b>	<b>HIGH – under the circumstances there is probably no comprehensive actions that can be taken</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>10. Increased risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>We are aware some children may have vulnerabilities which prevent them from conforming to the new safety measures</b>			
<ol style="list-style-type: none"> <li>1. Seek expert guidance re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</li> <li>2. Conduct vulnerable child risk assessments.</li> <li>3. Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals</li> <li>4. Extra disposable aprons ordered</li> <li>5. Extra gloves ordered</li> <li>6. Some visors also ordered if needed</li> <li style="background-color: yellow;">7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk – <b>any conversations with parents would take place via class dojo and be recorded on CPOMs.</b></li> <li>8. PPE offered to staff for those working close with children</li> <li>9. Weekly stock check of PPE equipment to be undertaken and re-ordered where needed</li> <li>10. Staff to wear PPE gloves when supporting children into school and remove gloves if contact with a child is made</li> <li>11. Reminder to parents that children must not access school wearing earrings</li> </ol> <p>Please note the Government guidance states “Wearing face coverings or face masks is not recommended”  The minimum <b>PPE</b> to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.  If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.  Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people’s potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments</p> <p style="background-color: yellow;"><b>REVIEW 2</b></p> <p>If any staff member starts to show signs of Coronavirus, High Temperature, a new or continuous cough, change in taste or ability to smell they will need to:</p> <ol style="list-style-type: none"> <li>1. Inform SLT on site immediately</li> <li>2. Access a Covid 19 Test</li> <li>3. Self-Isolate and follow NHS advice regarding household isolation until results are known.</li> <li>4. The SLT member of staff will decide on the following depending of staff availability <ol style="list-style-type: none"> <li>a. Is there a staff member who can cover the bubble – who has not worked in another bubble for past 14 days?</li> <li>b. If Yes – allocate that staff member to the bubble (Teachers can only be replaced with Senior TSA or other teacher.</li> </ol> </li> </ol>				

**NORTHWOOD BROOM HEALTH & SAFETY**

- c. If No – Is the bubble a KEY WORKER bubble?
- d. If Yes – seek support from MAT or LA for alternative available staff / arrange supply staff cover (MUST not have worked at any other school setting for 14 days)
- e. If No – Close bubble until staff available (Up to 7 days).

The SLT member must also follow the Local outbreak control plan

[..\..\SOT Outbreak overview and process for educational settings \(shorter version\).pptx](#)

Informing Stoke on Trent Council’s Covid Response team on 01782 231222 or via email address [Tracecovid19@stoke.gov.uk](mailto:Tracecovid19@stoke.gov.uk)

Add – staff training on PPE and handwashing

Conversations with parents via class dojo

Consistency of touch point cleaning

<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>11. Well being of the staff – including anxiety</b>			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<b>We are aware staff are likely to return to school affected in some way by the trauma of the recent crisis</b>			
	<ol style="list-style-type: none"> <li>1. Staff to contribute to risk assessment process – input into hazard identification and control measures</li> <li>2. Online coaching and support from SLT</li> <li>3. Staff meeting – virtually – to discuss concerns and shared control measures</li> <li>4. Sharing of support helplines</li> <li>5. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>7. Separate risk assessment for the office area</li> <li>8. Designated “staff areas” areas to gain fresh air for different groups of staff – maybe rota for same area if needed</li> <li>9. Planned time for planning and preparation within the week offsite 1 day per week on a Friday</li> <li>10. Preparation time to open</li> <li>11. PPE masks / face coverings / visors offered to staff working with children needing personal care</li> <li>12. PPA time on a Friday to allow staff to plan for home learning and school provision.</li> <li>13. Subject responsibilities removed re key worker provision</li> <li>14. Staff use wipes, hand washing and social distancing when using designated lunch areas clean kettle, dishwasher, microwave and fridge handles and every item touched after use, SLT to monitor this regularly.</li> <li>15. Staff to keep lunchboxes in own working area or bubble in their own tray (model to children)</li> <li>16. Staff only to bring in what will fit in their tray.</li> <li>17. Staff directed to resources to support this ie health shield and website</li> <li>18. Surveys to be completed on staff well-being at every formal review <b>Staff surveys to be reviewed and new questions to be implemented</b></li> <li>19. Tea towels to be disposed of and staff to use paper towels, to be briefed</li> <li>20. <b>Staff room could now be opened up – 4 staff can be accommodated with social distancing. Seating is easy-clean and should be wiped down by staff as they leave (touch point)</b></li> </ol>			
	<b>REVIEW 2</b>			
	<b>Open staff room up to maximum of four staff with strict cleaning regime and expectations to limit socialising</b>			
<b>Remaining level of risk</b>	<b>HIGH – this may change once staff have returned to school</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



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<b>Risk</b>	<b>12. Risk of spreading virus due to poor daily cleaning routines</b>			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
	<ol style="list-style-type: none"> <li>1. Hand gel dispenser in main reception area</li> <li>2. Hand gel order in large quantities</li> <li>3. If anyone signs in manually need to wipe the screen after use</li> <li>4. Handwashing PHSE lessons, songs and rhymes</li> <li>5. Extra soap dispensers and re-fills in each classroom</li> <li>6. Extra hand washing bowls in each classroom</li> <li>7. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>8. Washing hands posters replaced in all washing areas</li> <li>9. Reminders how to wash hands properly – videos and posters</li> <li>10. Procedure agreed for children to wash hands so thorough hand washing</li> <li>11. All surfaces, handles, toilets and shared equipment will be cleaned each day using detergent</li> <li>12. PPE will be worn by all cleaning staff</li> <li>13. Some resources will be rotated and left to de-contaminate for 4 days after cleaning to reduce the risk of indirect transmission</li> <li>14. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>15. Resources on each day list given to site manager to ensure these resources are cleaned at the end of the day</li> <li>16. Reduction of classrooms used – Year R classrooms and toilets, Year 1 classrooms and toilets</li> <li>17. Each bubble need their own red and blue buckets, cloths to be disposed of daily</li> <li>18. Every office space to have own supply of PPE, soap, tissues and PPE equipment</li> <li>19. Soap dispenser needed in meeting room as this is being used as an office space</li> <li>20. Where offices are shared staff to have designated spaces and chairs and clean own space when departing</li> <li>21. COSHH risk assessment available to hand sanitiser, milton and bactericidal disinfectant spray in the corona virus file in dropbox, under Risk Assessments.</li> </ol>			
<b>REVIEW 2</b>	COSHH information added			
<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>13. Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
	<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home .</li> <li>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>4. BME staff are strongly advised to social distance in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>5. Leaders have been in consultation with all staff regarding the Risk Assessment and staff who fall into any of the above categories have been asked to recommend any further measures needed and agreed what has been put into place.</li> <li>6. Staff only to use PPE if undertaking touch point cleaning, dealing with intimate care and/or a child is unwell.</li> <li>7. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute.</li> <li>8. Separate risk assessment for staff who are clinically vulnerable.</li> <li>9. HR advice to be sought where needed and all policies to be applied as necessary</li> <li>10. If you have, or are showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell -anosmia), or have someone in your household who is, you should not be in a childcare setting, school</li> </ol>			
	<b>REVIEW 2</b> Explicit consultation with BME staff Explicit consultation with staff who are vulnerable living with extremely vulnerable			
<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**NORTHWOOD BROOM HEALTH & SAFETY**

<b>Risk</b>	<b>14. Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
	<ol style="list-style-type: none"> <li>1. Children who are clinically extremely vulnerable – those being shielded should not attend school</li> <li>2. Children living with some who is clinically extremely vulnerable should not attend school</li> <li>3. Children who are clinically vulnerable parents should seek medical advice concerning the children returning to school</li> <li>4. Children living with someone who is clinically vulnerable can attend school – parents will be given the choice</li> <li>5. If one sibling needs to isolate, ensure that all siblings within the MAT and beyond (where reasonable or practical) are also isolating for 14 days</li> <li>6. If a child becomes ill they must be sent home immediately, all children who are sent home must then either have a coronavirus test or remain off for seven days</li> <li>7. If a child receives a positive result the entire bubble must then be sent home for fourteen days self isolation</li> <li>8. A daily text home and weekly survey reminders about self isolation will be completed</li> </ol>			
<b>REVIEW 2</b>				
<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Risk</b>	<b>15. Risk of transmission from visitors to the site</b>			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
	<ol style="list-style-type: none"> <li>1. Unlocking and closing of internal gates – <b>Office staff</b></li> <li>2. Staff to arrive through the main office between 8.15 – 8.30am (BASC staff to arrive between 7.30 and 7.45)</li> <li>3. Postman arrangements – office telephone number is displayed on external railings and access given as needed.</li> <li>4. <b>Collection of goods, via prior arrangement – Enter via pedestrian gate and exit via the upper car park gate.</b></li> <li>5. Regular handwashing by staff, on arrival, before eating, after lunch, before leaving.</li> <li>6. Access to academy reception will be via arranged appointment only.</li> <li>7. 2 persons maximum in the office at any one time ensuring 2m social distancing.</li> <li>8. Parents and carers are asked to communicate via email or phone calls, the academy office is open by appointment only</li> <li>9. Telephone to be answered on when office in use</li> <li>10. Windows to be opened for good ventilation and blinds to remain pulled back when the office is in use.</li> <li>11. Staff visiting the office must remain at the internal office door which will be wedged open and wait to be assisted.</li> <li>12. Anti-bacterial wipes and gel to be placed upon reception and used each time after accessing inventory system (if fob is not used) and before entering school. Wipes to be used to wipe door handle after accessing main corridor.</li> <li>13. Dismissal – pupils will only be dismissed daily to an adult and who confirm known password.</li> <li>14. Late pupils to be returned to bubble. <b>Pastoral</b> to phone home to ask if parents on their way.</li> </ol>			

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15. Late arrivals will be refused entry at the gate and advised to gain entry via the office.
16. Limited access to photocopiers where possible and wiped with antibacterial after every use. Where possible, any printing required by the bubble, please email the office directly and office staff will respond to say it is ready to collect from the copier.
17. Pupils will not be granted access back into academy grounds if something is left behind at the end of the school day.
18. Staff lunches to be eaten within office environment or outside. Staff must not go off site.
19. Pupils who are ill are to be collected from the designated exits and to remain in the Isolation Room identified prior to collection.
20. Staff illness, staff are asked to follow the usual Supporting Attendance Policy
21. Fire alarm to leave the premises via closest escape route following normal procedures. Excel registers to be sent to office. Office to submit to DFE and print paper registers for fire drill.

**REVIEW 2**

**Arrangements for late arrival**

<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Risk</b>	<b>16. Packed lunches being inedible due to incorrect storage (packed lunches to be sent home for FSM children on identified days)</b>			
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<p><b>WE HAVE TO ACCEPT THAT WE CANNOT CONTROL WHAT PARENTS DO WITH FOOD ONCE IT IS OFF THE PREMISES</b></p> <p><b>These measures are to ensure that food is kept fresh whilst on the premises</b></p>			
<ol style="list-style-type: none"> <li>1. City Catering RA shared and agreed. City Catering staff are familiar with NBA Action Plan and NBA Risk Assessment will be shared with City Catering Supervisor to share with her team.</li> <li>2. Suggestion: City catering bring food to just outside bubble room on trolley whilst children being toileted. Bubble staff to collect food from trolley and serve onto children's tables Yes, meals will be left outside of the bubble for collection by bubble staff to prevent City Catering staff entering the bubble</li> <li>3. Whilst one member of staff in the bubble toilets the children, another member of staff will serve the food to support social distancing. Agreed</li> <li>4. Food to be labelled for children with dietary requirements so that these can be handed out first. City Catering staff to be provided with a list of pupils requiring a lunch and any dietary requirements in order that such lunches can be clearly labelled</li> <li>5. Lunch to be eaten from disposable containers which will be thrown away after use. Bin bags to be provided and then these bags are to be fastened in the bubble area</li> <li>6. Waste to be placed outside of each bubble room to be collected and disposed of by cleaning staff Touch point cleaner (CD) to collect all bin bags from outside bubbles and place by the outside commercial bins to be disposed of by the contract cleaners (GA ensured each aware of their role)</li> <li>7. Catering supervisor to take packed lunches to Nursery for those FSM pupils who will be leaving at 12:45pm These will be placed in the currently empty fridge in room adjacent to SM Office</li> </ol>				

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- 8. For rest of pupils, catering supervisor to place packed lunches into the large pupil milk fridge (located in KS1 corridor of main building) These are to be collected by a bubble assistant and (wearing disposable gloves/apron) and handed to pupils as they are dismissed
- 9. Children with dietary requirements to be given a labelled lunch (to be monitored by adult as children leave)
- 10. Parent handbook to be updated to request that parents store packed lunches in the fridge on return from school (Thursday pm)
- 11. Lunches that are taken to the nursery building will be transported in insulated bags.

Review 2  
Lunch delivery arrangements

<b>Remaining level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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Name of Manager	Signature of Manager	Date
Stephanie Moran	S. Moran	22.05.20
Stephanie Moran	S. Moran	11.06.20
Stephanie Moran	S. Moran	18.06.20

<b>Trust Board comments via Trust Board meeting</b>	22/05/20
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The concept of safety in the current circumstances is beyond the control of Teachers, Schools, Leaders and the Trust or Trustees. As we discussed there are a wide range of behavioural and other factors beyond the control of the school that come into play. Yes we can inform and even influence behaviour outside of school but we cannot control it or assure it. Social distancing is a difficult enough concept for adults to grasp; it must be wholly alien for young children.

*'The School is able to operate effectively with the proposed number of children for a limited period of time. The School has adopted and followed all of the specific schools related and general guidance issued by the Government and the DfE. All reasonable measures and mitigating actions have been put in place to ensure the safety of children, staff and visitors during this period. This will remain under continuous review with staff, leadership and trustees.' [If during this period of operation there is an adverse change in the risks either at a local or national level then the Trust will place the safety of children and staff foremost in considering whether to close the School.]*

<b>Review Committee</b>	11/06/20
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**SCHOOL**

The school is requesting that Trustees approve school extending offer to 6 more pupils and offer lunches cooked on site We are aware risk has been left as medium or high, this is because despite all mitigating actions being put into place, coronavirus remains a new and little

**NORTHWOOD BROOM HEALTH & SAFETY**

understood virus. At our next review if we continue to have no cases we will reduce risk levels

**TRUSTEES**

We have reviewed risk assessment and very confident that the school has all matters in hand so that pupils, parents, carers and staff are safe. This is reviewed on an ongoing basis. We would like to see risk level reduced in future reviews but understand that coronavirus remains a little understood virus.

**Review Committee**

18/06/20

**SCHOOL**

The school is requesting that Trustees approve school moving to phase 2 to accommodate 20 more children. We are targeting vulnerable children in Y1, YR and YN and expanding the size of our bubbles.

**TRUSTEES**

We have reviewed the risk assessment and very confident that the school has all matters in hand so that pupils, parents, carers and staff are safe. This is reviewed on an ongoing basis. We are pleased to see the risk level reduced but understand that coronavirus remains a little understood virus and we need to remain cautious. Huge thanks to all staff

<b>Chair of Trustees</b>	<b>Signature of Chair</b>	<b>Date</b>
Jane Gaffney	<i>E. Jane Gaffney</i>	22-05-20
Jane Gaffney	<i>E. Jane Gaffney</i>	11.06.20
Jane Gaffney	<i>E. Jane Gaffney</i>	18.06.20