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| **COVID-19 Risk Management Plan: Full Re-Opening of Schools in September 2020/January 2021** | | | |
| Site / school name: | Garden City Academy | | |
| Name(s) of person(s) covered by this assessment: | * Staff * Catering staff * Cleaners * Pupils | | |
| Tasks and activities covered by this risk assessment: | * General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. * Cleaning and sanitisation * Food and catering services provision * Property maintenance and statutory compliance * General site occupancy and site movement * Personal hygiene | | |
| Equipment and materials used: | * General class and teaching materials * Cleaning materials and equipment * Catering equipment | | |
| Location(s) covered by this risk assessment: | * All school premises | | |
| Name of person completing this risk assessment: | Rachael Stevenson | Date of completion: | 8/7/2020 |
| Risk assessment approved by: | Black text on a white background  Description automatically generated | Date of approval: | 4.1.21 |
| Date risk assessment to be reviewed by: | Feb 2021 | Risk assessment no: | 1 |

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| **Record of Risk Assessment Reviews** | | | | | |
| Date of review: | 7/9/2020  23/9/2020 – ~~actions completed~~  2/11/2020  4/1/2021  03/03/2021 | Reviewed by: | Rachael Stevenson | Comments / date of next review: | * May 2021 |

**Risk Consideration Priority Matrix**

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|  | Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review. |
|  | Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review. |
|  | Risk consideration that do not present a significant risk but could form part of the school risk management review. |

|  | **Risk Consideration** | **School Management Arrangements** | **Further Actions Needed** | **Risks, Issues & RAG Rating** |
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| **Instructions for Using This Updated Template:**  This document is essentially an update to the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing of Government Guidance on Full Re-Opening of Schools from September 2020. Please click [**here**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks)to view the full guidance.  This new template essentially contains all of the sections found in the original version, however, and to take account of the new Government guidance:   * Sections highlighted in yellow will need to be reviewed / updated as necessary by the schools in light of the new Government guidance - please note that there will be some resultant changes to wording / content of the Risk Consideration descriptor in relation to these yellow sections. * Sections that are “greyed-out” are, in principle, unaffected by the new Government guidance and the management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, you must still consider their adequacy going forward for the purposes of this updated RMP in the event that those arrangements need revising or upscaling to account for the increased school population on full re-opening. Some updating may also be required to take account based on experience and “lessons learned” since partial re-opening in June * An Appendix (red section) has been incorporated at the end of this document in order to capture brand new issues presented by the new Government Guidance that schools must consider and address with satisfactory management arrangements, further actions and a RAG-Rating. – remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the lowest reasonably practicable level given a schools particular and individual circumstances. * Please read through the whole of this template including the new Appendix section prior to completing your updated RMP - any questions, please contact Estates. | | | | |
| **Social-Distancing & Minimising Contacts** | *Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:* | *Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.* | *Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.* | *Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.* |
| Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group); avoiding contact between separate bubbles and maximising social-distancing within bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate. | * Classroom layout – moving classes to largest rooms in school to enable tables to be spread as far as possible (see map) * ~~Form Year 6 bubble.~~ * ~~Form Year 4 bubble.~~ * Year 4 and Year 6 split into class bubbles * ~~Form KS1 bubble~~. – KS1 bubble split to Year 1 and Year 2 from 21/9/2020 * All ‘bubbles’ to be kept apart at all times of day through rotas. * Restart breakfast club – children in family or year group areas. Parents have to book for all week. Information letter sent to parents W/C 1/3/21 with link to form for completion to sign up * Rota for start/end day, break and lunchtimes, playground space. | * PPA Cover to be rearranged to minimise staff contact with each other and other classes.   + See updated PPA document   + Staff can move between groups however they should remain 2m apart | * 1 |
| Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social-distancing. Ideally, adults should maintain a 2m distance from each other, and from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised. | * Continue with reduced furniture in classrooms. LG/RS walked school 1/3/21 to see if more furniture could be removed where staff had concerns. * Year 2 to 6 pupils to face forwards, sat side by side ~~desks separated in room~~, where possible one child per desk in smaller classes. * Year 1 pupils to face forwards as much as possible for formal teaching. Groups to be kept small for child initiated learning. Where in a group encourage side by side and no face to face under 1m * EYFS to continue with fewer resources and spread these across learning areas to encourage children to learn through play apart. * ~~Teacher’s areas to be a minimum of 2m from children. Years 1-6 create teacher only zone (tape on floor). EYFS kitchen area for staff only.~~ * Time staff spend less than 1m from children should be under 5 minutes (marking/reading books/carpet time if required…) No face to face, always be to side of child. Staff may wear a visor in classroom teaching/supporting children * ~~Add additional desks to classrooms where required.~~ * ~~More chairs required in classrooms (currently 15 need number for whole class bubble)~~ * Staff training (Twilight Monday 1st March after school). | * ~~Teacher and TA only areas to be marked on floor for Years 2 and above~~ * Large corner book shelf and floor step unit to be removed in Year 3 classroom * Where staff have concerns (identified through individual risk assessments) a taped off adult only space can be created | * 2 * EYFS social distancing staff from children of 2m. |
|  | Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination. | * All areas of school in use – full opening * ~~Signage to be used to indicate where areas of the schools are out of use.~~ * Each group will be assigned own area for use whilst in school * Only staff allowed to move around school to essential areas. Children only to move to eat their lunch in the dining hall/hall, ICT room or the first aid room should they become ill (area to be set up in Art Therapy room with PPE equipment. Class staff to take and support child. ~~RS/GS/LG/BW/AB to support child)~~ * BW to check furniture and layouts daily when unlocking doors. Any concerns action or report immediately to RS/LG. | * ~~BW to put up signage as directed by RS.~~ * ~~RS to advise staff of where they are permitted to go whilst in school.~~ * ~~LG to inform cleaning company of areas not being used and passage areas that require cleaning.~~ * ~~BW to record daily checks.~~ * LG to inform cleaning company all areas of the school will be back in use from Monday 8th March 2021 | * 1 |
|  | Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop-off and pick-up arrangements. | * Only parents with disabled children permitted to park or drive in school car park. * Parents encouraged to walk their children to school but if they do park, to park on the local roads safely and observing social distancing guidance. * Staff are asked to adhere to social distancing when entering and exiting their vehicles. Monitor staff parking and consider staggering staff arriving\leaving times. Staff to use both car parks. * Parents advised only one person to drop off their child. Siblings to stay at home if possible, if not must stay with their parent and observe social distancing guidance. * SLT and BW on front gates/car park entrance at drop off and collection time to only allow access to those required, support parents and action any concerns around parking | * ~~Parents reminded regarding picking up and dropping off arrangements. RS to write to parents. Including who drops off.~~ * ~~RS to update rota for staff.~~ * Parents reminded only one adult in information letter sent 1/3/21 | * 1 * Parents not reading information sent. * Siblings having to come with their parent to drop off/collection. * Staff/parents/children not adhering to social distancing guidance. * Parents congregating outside school premises. |
|  | Implement people-management at key times of the day to maintain social-distancing and to minimise contacts such as at pupil drop-off, break times, lunchtime and pupil pick-up. | * Each classroom/bubble area used to have its own exit and entry. Signage on doors so parents/children know which room is used for each group. * Children to go straight into classroom, no lining up. Leave as soon as adult collecting seen. Year 4,5 and 6 with permission to walk to be staggered when allowed to leave. * Create rota of support staff for front entrance and playground to advise parents of new systems and social distancing guidance. Staff to ensure parents drop off/collect their child and leave, no congregating. * Rota drop off and collection times for year groups. Updated and shared with staff and parents 1/3/21 * Classrooms to be staffed from 8:30am for breakfast club pupils ~~to allow siblings to arrive when oldest sibling due to arrive.~~ Due to the start of a time slot being the busiest, siblings now to be dropped off and collected at the latest time – letter to parents 1/3/21 * Staff to report any concerns regarding systems or parents/children/other staff following social distancing to SLT. SLT to carry out actions where necessary to ensure systems/guidelines are followed. Staff to all have and use radios at drop off and collection time to contact SLT/BW/SJ immediately so concerns can be dealt with at the time where possible * Parents to wear masks when on school site, staff to wear masks during drop off and collection times – many parents not keeping 2m apart even with reminders and being personally asked | * ~~Review drop off and collection times – reduce time frames.~~ * ~~Letter to advise parents of drop off/collection points/times and routes to be taken when on school site~~ * ~~RS create rota for main gate/playground at drop off and collection times.~~ * ~~SLT to record reports/concerns from staff and regarding behaviour/actions of others and keep a record of the actions they carry out. (E.g. speak to parent)~~ * ~~Parents reminded of timings for drop off and collection via email and Facebook~~ * ~~Member of SLT to ask each parent their child’s year group and not allow onsite to drop off/collect until their correct time~~ * ~~SLT member to only allow one adult per family onsite~~ * ~~Move Year 2 drop off and collection to top entrance at front of school~~ * Staff to take PPA/leadership time at home, where possible, to reduce social contact with other staff. (SLT 1 day per week max, staggered) – continue Jan 2021 and March 2021 | * 2 * Parents arriving earlier than expected or late at end of day. * Siblings having to come with their parent to drop off/collection. * Staff/parents/children not adhering to social distancing guidance. * Parents and upper KS2 children congregating outside school premises. * Parents not reading information sent. |
|  | Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social-distancing and minimise contacts. | * Banardo’s to be informed of dates for reopening once confirmed. * Request that Banardo’s staff email where contact required or telephone if urgent. * LG to share this risk assessment with Banardo’s staff to follow when using shared areas (car park/entrance gates). * Different entrance\exit already in place. * LG to create contract regarding school’s social distancing systems and guidelines for any top hall lettings to read and agree to follow by signing. (Holiday club) * Full risk assessment to be completed for any lettings. * LG to advise of one way system around school. * Following any use of areas used by school staff and children LG to instruct cleaners to carry out a deep clean. | * ~~LG to contact Banardo’s once dates confirmed.~~ * ~~LG to share RS with Banardo’s,~~ * ~~LG to create additional social distancing contract for any future external lettings of the top hall.~~ * ~~LG to complete risk assessments for any future lettings.~~ * ~~LG to advise Churchill (cleaners) of areas to be deep cleaned following a letting.~~ * LG to inform those using the top building staff and their visitors must where a face covering when on the school communal site (unless exempt) | * 1 * External staff not following procedures. |
|  | Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible. | * RS to sent letter to parents informing systems and procedures for ~~Sept 2020~~ 8/3/21 return on Monday 1st March (shared email, website and facebook) * All letters to be sent via email to all parents, put on GCA Facebook group, and on school website * Staff available on site at various points to assist with the new systems and guidance. SLT to provide additional support during first few days of reopening. * Any changes to parents to be communicated via letter and shared on all communication channels. * New starters – ensure all details are accurate and pack of information/welcome sent before ~~September~~ start date. * Signs displayed for parents and visitors regarding face coverings * Visitor risk assessment shared with new visitors and regular visitors (essential only at this time – to be assessed as we come out of current lockdown) | * ~~RS to compose letter with confirmed arrangements for September 2020.~~ * ~~RS create rota for staff for opening\close of school day to support parents.~~ * ~~Blank risk assessment uploaded to website for parents to see all considerations~~ * ~~RS to send out update/reminder letter following lockdown 2 announce once changes effecting schools is known~~ * ~~RS to send out Jan 2021 update to parents – remind laws and illness/getting tested in particular~~ | * 1 * Parents not updating email address or looking on website for information. * Parents not reading information. |
|  | Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary). | * Check all signage in place (see below) is checked and replaced/repainted where required. * Waterproof signage to be placed around outside of school highlighting social distancing and routes for entry\exit. * Painted arrows around school showing one way system, footprints and lines painted where queuing may be required. All ground markings re-sprayed W/C 22/2/21 * Staff available on site at various points to assist with the new entry\exit procedures, additional SLT available when year groups phase back in. * BW to check signage daily to ensure it is correct and not damaged/been removed. * RS to review procedures weekly or as issues arise and take effective actions. | * ~~Signs to be checked and updated where required.~~ * ~~Symbols on floor to be repainted.~~ * ~~BW/RS/RM to check signage daily.~~ * ~~Parents and staff to be informed of systems as detailed in this plan~~ * ~~Rota for staff for opening\close of school to support following of signage.~~ * ~~Drop off and collection signs to be displayed at entrance of school~~ * RS and LG to walk whole school in W/C 1st March to ensure all signage is in place and fit for purpose | * 1 |
|  | It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1st August 2020 as applicable) including those that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or those who may otherwise be at increased risk from COVID-19. Please contact HR with regard to any specific questions concerning staff in these categories. | * All staff notified they will need to be on work from ~~1/9/2020~~ 8/3/2021 as contracted. * All staff members have had an individual risk assessment meeting with SLT before return 8/3/21 * RS to continue sharing (discussing and reviewing) RMP and changes to working practice at weekly staff briefings where required | * Staff causing concern or raising issues to have a review meeting. * ~~All staff to be asked if they would like a review each half term.~~ * Half termly well-being meetings to continue with member of SLT * ~~Update meeting with staff to review risk assessments, COVID secure procedures and reinforce social distancing expectations to keep themselves safe.~~ | * 1 |
|  | Display signage prominently at site entrances to encourage social-distancing and minimising contacts (multiple-language signage where necessary). | * Check all signage in place (see below) is checked and replaced/repainted where required. All ground markings re-sprayed W/C 22/2/21 * Waterproof signage to be placed around outside of school highlighting social distancing and routes for entry\exit. * Painted arrows around school showing one way system, footprints and lines painted where queuing may be required. All ground markings re-sprayed W/C 22/2/21 * Staff available on site at various points to assist with the new entry\exit procedures, additional SLT available when year groups phase back in. * BW to check signage daily to ensure it is correct and not damaged/been removed. * RS to review procedures weekly or as issues arise and take effective actions. * Face covering signs added to site * Access to school by appointment only signs at front entrance. Staff reminded to ask parents to call and not just arrive at office (twilight training 1/3/21). | * Signs to be checked and updated where required. * Symbols on floor to be repainted when required. * BW/RS/RM to check signage daily. * ~~Parents and staff to be informed of systems as detailed in this plan~~ * ~~Rota for staff for opening\close of school to support following of signage.~~ * RS and LG to walk whole school in W/C 1st March to ensure all signage is in place and fit for purpose * Updated drop off and collection signs to be displayed by BW on front entrance | * 1 |
|  | Limit parent vehicular access to car parks to essential car-users only - this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking should be considered on an individual school basis. | * Only parents with disabled children permitted to park or drive in school car park. * Parents encouraged to walk their children to school but if they do park to park on the local roads safely and observing social distancing guidance. * Staff are asked to adhere to social distancing when entering and exiting their vehicles. Monitor staff parking and consider staggering staff arriving\leaving times. Staff to use both car parks. * Parents advised only one person to drop off their child. Siblings to stay at home if possible, if not must stay with their parent and observe social distancing guidance. * SLT and BW on front gates/car park entrance at drop off and collection time to only allow access to those required, support parents and action any concerns around parking | * ~~Parents reminded regarding picking up and dropping off arrangements. RS to write to parents. Including who drops off.~~ * ~~RS to update rota for staff.~~ | * 1 * Parents not reading information sent. * Siblings having to come with their parent to drop off/collection. * Staff/parents/children not adhering to social distancing guidance. * Parents congregating outside school premises. |
|  | Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access. | * Each classroom used to have its own exit and entry. Signage on doors so parents/children know which room is used for each group. * Group lead to stand near door to support managing access and egress, giving verbal encouragements. * Children to go straight into classroom, no lining up. Leave as soon as adult collecting seen. Year 4, 5 and 6 with permission to walk to be staggered when allowed to leave. * Create rota of support staff for front entrance and playground to advise parents of new systems and social distancing guidance. Updated and shared with staff/parents 1/3/21 * Staff to ensure parents drop off/collect their child and leave, no congregating. * Rota for drop off/collection times. * Classrooms to be staffed from 8:30am for breakfast club ~~allow siblings to arrive when oldest sibling due to arrive.~~ Due to the start of a time slot being the busiest, siblings now to be dropped off and collected at the latest time – letter to parents 1/3/21 * Parents to wear masks when on school site, staff to wear masks during drop off and collection times – many parents not keeping 2m apart even with reminders and being personally asked | * ~~Group leads to explain procedures to children and give reminders when required. Offer rewards to encourage engagement.~~ * ~~BW to check signs for each entry/exit door for each classroom used.~~ * ~~RS to write letter to advise parents of drop off/collection points/times and routes to be taken when on school site~~ * ~~RS create rota for main gate/playground at drop off and collection times.~~ * ~~Parents reminded of timings for drop off and collection via email and Facebook~~ * ~~Member of SLT to ask each parent their child’s year group and not allow onsite to drop off/collect until their correct time~~ * ~~SLT member to only allow one adult per family onsite~~ * ~~Move Year 2 drop off and collection to top entrance at front of school~~ * ~~All staff to speak to parents not following systems and remind of process~~ | * 1 * Parents not reading information sent. * Siblings having to come with their parent to drop off/collection. * Staff/parents/children not adhering to social distancing guidance. * Parents and KS2 children congregating outside school premises. |
|  | Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social- distancing and minimise contacts - portable coat racks and cycle racks could be relocated. | * ~~Staff ladies toilets, cubicles to be restricted to 1~~~~st~~ ~~and 4~~~~th~~ ~~use only to ensure social distancing – signs on 2~~~~nd~~ ~~and 3~~~~rd~~~~.~~ * Staff room – removal of some chairs to discourage larger groups – furniture placed 2mtrs apart * Each area used for each bubble to have its own cloakroom and toilets. All in classrooms except Year 6 who will have their own access to the toilets in the corridor outside classroom, ~~toilet remain girl/boy~~ ~~as Year 6 in bubble.~~ Assign toilet to class? * Children to be encourage to go to the toilet when in class and not at playtimes/lunchtime. At playtime or lunchtime children to be escorted by a member of staff to use their bubbles own toilets. * Children to be staggered with toilet and cloakroom activity (~~1 at a time~~ Number dependant on space and ability for children to remain side by side – discussed staff twilight 1/3/21). * Bikes and scooters cannot be stored on site. Parents reminded to not bring or take home during the day if they do use them. RS updated parents on Facebook following questions. * ~~Coats and bags to be put onto back of chair to reduce use of cloakrooms.~~ Cloakrooms to be used safely to reduce coats/bags/drawers/equipment on floor causing safety risk. Staff to develop and monitor transitions for the safe use of these areas. Discussed staff twilight 1/3/21 | * ~~Guidance to be given to staff and children. Reminders where required. Individual discussion with SLT if required.~~ * ~~Toilets allocated to each group.~~ * ~~Children to return to their groups toilets when outside.~~ * ~~One child to use toilet/cloakroom at a time.~~ * ~~BW to move furniture as above in this risk assessment.~~ * ~~Staff to inform parents bikes/scoter cannot be stored on site.~~ * RS/LG to look at Year 6 toilets as now 2 separate bubbles – not possible due to urinals or sanity bins. Additional cleaning to be put into place and staff to check only one child using at a time. | * 1 * Children not following instructions. * Staff not following social distancing guidelines. |
|  | Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social-distancing and minimise contacts. | * Entry to site via gate closest to nursery. Exit via gate closest to children’s centre access road or back gate on playground. * Individual entrance/exit for each classroom * Waterproof signage to be placed around outside of school highlighting routes for entry\exit. * Staff on rota to support parents/children with understanding and following systems put in place. * BW to check signage daily to ensure it is correct and not damaged/been removed. * RS to review procedures regularly or as issues arise and take effective actions. * Outdoor floor markings re-sprayed W/C 22/2/21 | * Signs to be check and where required more made and displayed. * Repaint symbols on floor where required. * ~~Parents and staff to be informed of systems as detailed in this plan~~ * ~~Rota for staff for opening\close of school to support following of signage.~~ | * 1 * Parents not reading information sent. * Staff/parents/children not adhering to social distancing guidance. * Parents/upper KS2 children congregating outside school premises. |
|  | Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision. | * Entry to site via gate closest to nursery. Exit via gate closest to children’s centre access road or back gate on playground. * Waterproof signage to be placed around outside of school highlighting routes for entry\exit. * Barrier in place by exit gate to ensure one way system. * Staff on rota to support parents/children with understanding and following systems put in place. * Visitors to be escorted by staff member to place of work on first return or if new to site. | * Signs to be check and where required more made and displayed. * Repaint symbols on floor where required. * ~~Parents and staff to be informed of systems as detailed in this plan~~ * ~~Rota for staff for opening\close of school to support parents and children with system.~~ * Visitors to be briefed on processes on first visit to school. | * 1 * Parents not reading information sent. * Staff/parents/children not adhering to social distancing guidance. * Parents/upper KS2 children congregating outside school premises. |
|  | Designate one primary entrance to each building (and one, separate, primary exit). | * Each bubble to have own entrance to classrooms. * Staff to enter through main entrance. * Year 2 to use top hall entrance to reduce congestion by Year 1 and 3 drop off point (corner of playground/near ICT suite) * Parents notified Year 2 are using top hall entrance 1/3/21 | * ~~RS to notify parents and staff of entry points.~~ | * 1 |
|  | Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision. | * Movement around school to be clearly marked for both staff and children using signs and barriers ~~(floor marking if required~~). * The need for children to move around school will be limited to only if they were to become unwell, to eat lunch, access ICT room or needing to access office (part time timetables, dropped off late…). * SLT to ensure staff follow systems. SLT to address concerns with staff where required. * Children to be escorted by a member of staff if moving around inside school. * Stagger breaks and lunches to limit staff/children movement around the school. * Visitors to be escorted by staff member to place of work on first return or if new to site. * Children at risk of leaving classroom when emotional heightened to have an individual risk assessment or personalised provision put into place ~~before returning~~. | * Signs to be check and where required more made and displayed. * Repaint symbols on floor where required. Outdoor symbols re-painted W/C 22/2/21 * Visitors to be briefed on processes on first visit to school. * ~~RM to oversee completion of individual children’s risk assessments.~~ | * 1 * Staff or pupils not following system. * Visitors not following system. * Children leaving classrooms |
|  | All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. | * Key areas identified for each year group that is in school for their use only, there should be no movement around the school by children other than to go to outside areas, ICT room, eat lunch or go to isolation room. All movement supervised by staff at all times. * All movement between indoor area and outside will be supervised by staff at all times. * All movement for lunchtime to be on a rota and children supervised at all times. * ~~Pupils will only have to move for lunchtime (if required) indoors if they become ill and need to go to first aid area in Art Therapy room with identified adults.~~ * Children at risk of leaving classroom when emotional heightened to have an individual risk assessment or personalised provision put into place ~~before returning~~. * One way systems in corridors (roped off) | * ~~RS to inform staff of systems.~~ * ~~RS create lunchtime rota for use of halls where required.~~ * ~~Staff to inform and remind children in their group.~~ * ~~Risk assessments to be carried out between staff and parents of pupils identified as posing risk by not following systems.~~ * ~~RM to lead completion of individual risk assessments for children.~~ | * 1 |
|  | Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social-distancing and minimise contacts  with others - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks). | * Key areas identified for each bubble’s use only including own entry/exit door, access to their own toilets and cloakrooms, there should be no movement around the school by children other than to go to outside areas, office, ill or to eat lunch. * All pupil movement must be accompanied by a staff member (indoors and outdoors). * Children at risk of leaving classroom when emotional heightened to have an individual risk assessment or personalised provision put into place ~~before returning~~. * Cleaning of areas between group use in place (staff to carry out when leaving area) – ICT room, dining hall and main hall (lunchtime) | * ~~RS to inform staff of systems.~~ * ~~Staff to inform and remind children in their group.~~ * ~~RS to share system with parents in information letter.~~ * ~~Lunch in hall on a rota to keep bubbles separate.~~ * ~~Risk assessments to be carried out between staff and parents of pupils identified as posing risk by not following systems.~~ * ~~RM to lead completion of individual risk assessments for children.~~ | * 1 * Staff not enforcing systems/supervising effectively. * Children not following systems. |
|  | Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time. | * Caretaker to unlock school at start of day (NP if BW off) and Cleaners to ensure full lock up at end of day. * Classroom keys kept on site, accessible to all staff if required. * BW, RS, LG, CAB, NP key holders and cleaner supervisor. Two on site at all times. | * Daily checks on all doors to be carried out by BW at start of the day. * LG to inform cleaning company of this risk assessment and highlight their actions/ways of working. LG to ensure cleaning manager understands their roles to ensure their staff carry out actions effectively. * If in the event of BW not being able to work SLT will carry out daily checks directed by LG. | * 1 * BW unable to work. * Changes to cleaning staff due to illness. |
|  | Limit use of passenger lifts to essential users and only one at a time. | * N/A |  |  |
|  | Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in order to maintain social-distancing and minimise contacts. | * One way system in operation across school * Key areas identified for each bubble indoors for their use only. * Shared use of playground on a rota to keep bubbles separate. * All child internal movement to be supervised by a staff member. * Staff to exercise social distancing of 2m with all other adults when moving around site and ‘give way’ where required. * Move storage furniture to enable 1m+ gaps between staff in corridors. | * Limited need for staff to move about site, reinforced by HT * Rota for lunchtime eating. * RS to brief staff on ensuring 2m (1m+ short time) distancing and ‘giving way’ where required. | * 1 * Staff not following system and leaving 2m or ‘giving way’ |
|  | Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use. | * Barriers with rope and signs to clearly mark routes around school. | * BW to ensure barriers and signage still in correct place. | * 1 |
|  | Only one adult to accompany children to and from school - place notification signage outside the school entrances. | * RS to advise parents of guidelines. Reminder in letter to parents 1/3/21 * Staff to reinforce to parents at collection\drop off. * Signs to be created and displayed. | * ~~RS to send in information letter.~~ * ~~Group staff to remind parents.~~ * ~~Staff on duty to monitor – RS to create rota.~~ * More than one parent dropping off/collecting to be challenged by SLT and reminded of rule. * ~~RS to send information letter with reminders of key messages/changes to systems.~~ * SLT to enforce when on school gate | * 1 * Parents not reading letter or following advice |
|  | Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up; stagger breaks times / lunchtimes all to facilitate ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day and / or time extensions to both ends of the school day and not the implementation of rotas. | * Revised timetable for:   + Drop off/collections   + Break times   + Lunches (reduce time where required)   + Shared parents and staff 1/3/21 – signs outside main entrance to remind parents * Ensuring all ‘bubble’ are kept apart during the school day. | * ~~RS to create rota for staffing and use of areas with new timetabling~~ | * 1 |
|  | Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people. | * RS to write a letter informing parents. Sent 1/3/21 * Create rota of support staff for front entrance and playground to advise parents of new systems and social distancing guidance. Staff to ensure parents drop off/collect their child and leave, no congregating. * Siblings to be dropped off and collected at the earliest time slot. | * ~~BW to create signs for each entry/exit door for each classroom used.~~ * ~~RS to write letter to advise parents of drop off/collection points/times and routes to be taken when on school site~~ * ~~RS create rota for main gate/playground at drop off and collection times to support parents with process.~~ * ~~Parents reminded of timings for drop off and collection via email and Facebook~~ * ~~Member of SLT to ask each parent their child’s year group and not allow onsite to drop off/collect until their correct time~~ | * 1 * Parents not reading information sent. * Parents and upper KS2 children congregating outside school premises. * Parents arriving early |
|  | Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged. | * Children to go straight into classroom, no lining up. Leave as soon as adult collecting seen. Year 4, 5 and 6 with permission to walk to be staggered when allowed to leave. * Classrooms to be staffed from 8:30am for breakfast club pupils ~~to allow siblings to arrive when oldest sibling due to arrive.~~ Due to the start of a time slot being the busiest, siblings now to be dropped off and collected at the latest time – letter to parents 1/3/21 * Only child to come into room, parents to stay outside, if child upset parent to comfort them outside room until ready to come in. | * ~~RS to inform staff of procedures.~~ * ~~Staff to remind parents to go straight home.~~ * ~~RS to inform parents - letter~~ * Staff to move parents on who wait on school site | * 1 * Parents not reading information sent. * Children upset and parents not able to leave straight away. |
|  | Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social-distancing and minimise contacts. | * Staff on rota for drop off and collection times. * All child movement in school day to be supervised by a staff member. | * ~~RS to create rota.~~ * ~~RS inform staff.~~ | * 1 |
|  | Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene, social-distancing and minimise contacts in-line with guidance issued separately by Estates. | * All contractors will be only on site for essential H&S works and all to be booked through LG. * Other visitors will be kept to required visits only and managed by pre booking in advance. * Deliveries can be dropped in lobby area – no signing required at present due to COVID19. * Kitchen deliveries direct to kitchen, no entry to main school site. * Parents only to phone or email school. * Visitors to be encouraged to phone, email or meet with staff virtually where possible. * Visitors RA updated and shared with all regular visitors and shared with staff to send to any visitors prior to arrival. | * RS\LG\LG to manage visits. All visits to be booked in dairy. * Visitors to confirm they are symptom free and use hand gel upon entry * BW to regularly check lobby and remove and distribute deliveries as required. * If in the event of BW not being able to work SLT will carry out daily checks directed by LG. * Visitors to completed track and trace sign in form (non-regular) * Visitor risk assessment completed and given to all essential visitors before entering site * Visitors to wear face covering on school site, maybe removed when in working area if 2m distancing can be maintained | * 1 * Unannounced visitors. |
|  | With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates. | * No new areas being used that would not normally be open. * All exits to be unlocked at the start of the day. | * BW to check regularly that access/exits is still available daily. Report and action and issues arising. Log checks. * If in the event of BW not being able to work SLT will carry out daily checks directed by LG. | * 1 |
|  | All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety. | * For fire escape routes staff to exit with children at nearest exit and all groups line up on ~~field behind play equipment (new fire assembly point)~~ playground KS2 and nursery, top car park KS1 and reception * Lines to be 2m apart.(marked on field by BW) * Staff to stay 2m apart from each other. | * ~~RS to inform staff of new fire assembly point.~~ * ~~Staff to inform and remind children of new fire assembly point.~~ * Fire drill September to test procedure and practice for children. * Fire drill completed again Oct 20th * RS to arrange fire drill before Easter holidays | * 1 |
| **Fire Safety** | For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority. | * Fire marshals recently appointed to complete flick learning. Completed * Updated roles in staff handbook. | * ~~Nic Carsens to reply to LG with which flic learning they should complete.~~ * Fire drill to test procedure and practice for staff new to role. * RS to arrange fire drill before Easter holidays – ensure staff complete role as required | * 1 |
| For staff or pupils that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social-distancing requirements may not be met, but life safety must be prioritised in the event of a fire.  **NOTE:** *It is recommended that those staff for pupils needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance.* *In the event of direct physical assistance, it must be understood that social-distancing is secondary to the life safety of occupants.* | * N/A |  |  |
| **Health & Medical Needs** | The requirement to provide suitable, appropriately qualified first aid cover to all staff and pupils has been assessed with suitable first aid and / or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries. | * First aider on site daily (all TAs and most teachers trained). * Paediatric first aider on site daily within nursery and reception area (also Year 6 TA, NP, JS, SJ and JP all completed training this term (Spring 2021)). * First aid area to be set up in Art Therapy room for children developing symptoms in school day. * Every classroom to have first aid bag. * Ensure adequate supply of first aid resources in storage (disabled toilet in main office area). | * ~~LL to ensure every class has first aid bag with appropriate resources and check regularly and refill as required.~~ * ~~LL to audit first aid resources and order where required to ensure adequate supply.~~ * ~~LG to arrange paediatric training for more staff and those due to renew training.~~ | * 1 * Paediatric staff being ill and unable to work. |
| Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs. | * Key children identified and ensure plans are up to date for intimate care or administration of medicine. * Set up first aid area/isolation area in Art Therapy room. To only be used should a child become unwell. Staff to wear PPE, staff member from bubble to take child up and stay with them until parent arrives ~~only identified staff to support child RS/GS/LG/BW/AB.~~ * Records of medication given to continue to be completed. | * ~~SJ to review all care plans.~~ * ~~GB/DK (CJ for Year 5 child) to review intimate care plans for children where required.~~ * PPE stock levels to be checked regularly by ~~BW~~ JP and to be purchased where required. * ~~PPE refresher training for staff at September INSET.~~ | * 1 * Difficulty in sourcing PPE * Child becoming ill when in school. |
| **Security** | Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation. | * Staff to use cupboards in classrooms where working to keep any personal belonging and lock cupboards when not in rooms. * Staff encouraged not to bring valuable items into school where possible. * Children with mobiles to turn off and ~~keep in their bags~~ Hand in to teacher after washing hands on arrival, staff to wash hands after contact with phone or before handing out. No unattended children allowed in classes. ~~Parents notified in letter that school staff are not responsible for lost/damaged phones.~~ Parents information letter asks for phones to be handed in to staff on arrival at school and for only those children walking on their own. | * ~~Staff to be reminded by LG of protocol regarding safety and security of personal belongings whilst in school.~~ * ~~Letter to parents regarding mobile phones.~~ | * 1 |
| For areas of the school which are not fully staffed; consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors. | * Gates on playground to be locked after drop off time and reopen for collection. * Magnetic doors in reception area to be kept closed during the day. Office staff to clean door handles in this area regularly. * Office to clean door handles/push buttons in reception area as per checklist/log. * Staff advised to go through hall rather than reception doors to move around school. Children must go this way with staff. * Signing in book next to hand sanitiser for those expected in school. Set up outside main office in holding area. * Parents asked to email or phone in to school with any questions. Reminder in letter 1/3/21 and notice on main office door. * No waiting in main reception area allowed. Waiting outside main entrance (outside) where required. Step symbols on floor to support queuing at 2m if required. | * ~~BW to be given times to lock and open gates.~~ * If in the event of BW not being able to work SLT will carry out daily checks/cleaning directed by LG. | * 1 * BW becomes unwell. * Cleaning not carried out sufficiently. |
| **Cleaning & Personal Hygiene** | The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc. | * External cleaners will continue to clean all areas in school on a daily basis. After 4:30pm when most staff off site. * Caretaker to open all doorways to ensure use of door handles limited to start and end of day (except three reception doors - magnetic) * All classes/staff to have spray and cloths as well as anti bac available. * Staff to spray every morning, before and after lunch in each classroom and end of day (as per checklist and log). * Children encouraged to clean their workspace regularly during the course of the day. * Staff to clean keyboards and telephones every morning, before leaving and during the day as required. * Staff and children to wash hand when arriving at school and throughout the day (hand sanitise for those though main entrance). Especially after using toilet, before and after eating and after sneezing/coughing. * Bins for tissues to have swing lids. * BW to clean toilets in bubbles daily while children are at lunch/lunch break. | * ~~GS to purchase additional cloths and anti bac for distribution in each class. Ensure stocks maintained.~~ * ~~RS to inform staff of cleaning requirements and provide simple tick charts to record cleaning during each day.~~ * ~~RS to direct staff to clean their own computer\desk\phone during the day.~~ * ~~LG/BW to check charts initially weekly to ensure cleaning is rigorously carried out.~~ * ~~Staff to remind children of hand washing effectively, ensure it is done regularly as detailed and catch it, bin it guidance followed.~~ * ~~Bins with swing lids in all classrooms.~~ * JP to collate completed checklists weekly and give to LG. JP to chase those not handed in. | * 1 * Staff and children not following expectations set. |
| Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning - **NOTE** that this guidance will be updated further when new information is released by the Government in late July 2020. | * Churchills (cleaning company) provide cleaning staff with PPE and equipment/cleaning chemicals. * BW and staff have access to any PPE deemed appropriate for their tasks. Children requiring intimate care or those who become ill during school day. * Training for staff needing to use PPE. * Cleaning company staff to wear face covering while on site. * Catering company staff to wear aprons, gloves and face covering while on site – provided by school * Staff cleaning lunch areas between groups to wear apron and gloves. | * PPE to be purchased and distributed by GS– stocks maintained. * ~~LG to ensure refresher training for staff requiring the use of PPE in September.~~ * ~~LG to ensure Churchill cleaning staff have adequate training and resources to complete their role effectively. LG to ask for records from cleaning company’s manager.~~ * After half term – LG to ensure new clearers have correct training and evidence ask for of their training * RS to stay late some days to ensure PPE being worn – speak to cleaners directly and report to LG if not being warn for LG to raise with company. | * 2 * Unable to purchase more disposable aprons at this time |
| Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles. | * All staff to try to leave site by 4:30pm to ensure minimal staff in school when ~~only~~ cleaners on site during Churchill’s contracted cleaning hours. * Staff to be in school 8:20am-3:45pm minimum. * Staff responsible for cleaning own working area during day. School to provide guidance checklists for bubbles with children and resources. * Cleaning in classrooms to be carried out while children on playtime. * Staff to hand class checklists to ~~LG~~ JP weekly. JP to chase where required.. * Staff advised to clean as often as required and follow checklist expectations daily (Jan INSET) | * ~~RS to inform staff to all leave by 4:30pm.~~ * ~~RS create and share checklists~~ * BW to ensure daily all areas have enough cleaning recourses for day/next day. | * 1 |
|  | The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil’s hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc. | * BW to check daily supplies in rooms and restock where required. * BW to ensure supply in storage is keep to a high level so there is no risk of running out. * Teachers will encourage children to regularly wash hands throughout as advised above and use hand sanitise. Insisting on times as per daily checklist. * Ever room in school to have a supply of hand sanitiser. * Ever group has access to their own toilets/sinks with warm water and soap. * Every room have access to cleaning spray and blue paper towel. * RS to create checklist for cleaning in lunch areas. Cleaning between groups – rota allows time for this. | * BW to check regularly during the course of the day that enough soap/sanitiser is available in each class and anti bac and top up where required. * BW/GS to re-order any stock when starts running low to ensure enough supplies. * ~~RS to check every room has own supplies as directed before reopening.~~ | * 1 |
| **Property** | The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-opening checklist has been re-visited / completed prior to September re-opening. | * All checks are carried out in accordance with schedule and updated on parago. * RS and LG to regularly check compliance percentage. | * BW to continue with checks LG to monitor * BW to completed checklist for full opening from 8/3/21 following trust checklist provide to BW by LG | * 1 |
| All serious property concerns have been raised with the Estates Team and appropriate steps in place to ensure the safety of all building occupants. | * Leaks in roof have caused ceiling tile to fall down in staffroom. Concerns regarding leaking roofs around the school site have been raised with DDoE and Jon Collinson. To be raised on Risk doc too by RS/JR – on-going insurance claim for damage and investigation into hopper being reinstalled. | * LG raised concerns regarding water and having to run pipes in areas not used often at meeting with JR and estates 25/2/21 | * 1 |
| **Food Service** | The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus. | * School meals to be provided by HCL who have their own risk assessment in place (shared with school). * Forms link set to parents 1/3/2021 to select their lunch preference so kitchen can order food ready for W/C 8/3/21 | * HCL to review risk assessment regularly or where issues arise. | * 1 |
| Food serving areas have been reviewed and queuing and seating arranged to support good social-distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service. | * Rota for lunchtime to keep bubbles separate. * Limit children queuing and time built into rota for cleaning between groups * Cleaning between bubbles. * One way system to collect lunches. * Staff to stay 2m away from children while eating lunch. Tray to be moved 2m away if staff need to cut up food for a child. * KS1 eat in class, hot food served directly in class. * KS2 hot meals provided for each bubble in separated seating areas (new serving area created in hall) | * ~~RS to create rota for children eating times and cleaning.~~ | * 1 |
| Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service. | * Continue with current procedures that HCL have in place as well as signage in kitchen and in staff room to ensure all adults aware. | * SJ to ensure all medical records are up to date. | * 1 |
| **APPENDIX: NEW RISK CONSIDERATIONS** | Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work alongside their wider protective measures, e.g. keeping children within their bubbles or year groups where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. | * Breakfast club to start from Monday ~~7/9/2020~~ 8/3/21 * Sign up for the week (not different days) to keep consistent group. Forms link sent to parents to sign up. * Zone area used for different groups/bubbles. | * Letter to parents to sign up for breakfast club * Staff to zone areas (year group/family bubbles) * Only one staff member in kitchen area at a time * Ensure cleaning equipment in area used. | * 1 * Children staying in ‘zones’ |
| Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised whilst still allowing for a break of a reasonable length during the day. | * PPA desk spread out in staffroom 2m+. * Continue to reduce the number of seats/tables in staff room to ensure 2m+ apart. * Limit numbers in staffroom to 4 maximum for 15 minutes at most. * Set up additional working/staffroom spaces in hot desk room as per above for distances. * Continue to use outdoor staffroom in good weather (max. 6) * Staff to wear face coverings in communal areas * Staff to take PPA/leadership time at home, where possible, to reduce social contact with other staff. (SLT 1 day per week max, staggered) | * ~~Limit signs to be put up on areas.~~ * ~~Staff made aware spaces to use and number of staff limit.~~ | * 1 |
| Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding. | * Continue for all windows and doors to be opened in morning and throughout the day, except magnetic doors in entrance area. (gates on playground to be opened and locked by staff on duty). * Windows all open morning and break times * During lesson open enough to allow through flow of air (cold weather) * Children and staff allowed to wear additional layers where required * Staff training given 1/3/2021 | * ~~Staff update/reminder given 5/11/2020~~ | * 1 |
| Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school. | * Staff training (twilight 1/3/21) * Letter of information to parents (1/3/21 via email, website and Facebook) * Masks worn by children to be removed at classroom door and placed in sealed bag to go home or in a sealed bag then the bin for disposables. | * ~~RS to include in staff INSET~~ * ~~RS to include in letter to parents~~ | * 1 |
| Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach with enough tissues and bins available in the school to support pupils and staff to follow this routine. | * Signs around school. * Staff to remind children. * Bins with lids in classrooms for tissues. * Staff training given 1/3/2021 | * Reminders for children from teacher. * Staff reminded to enforce at Jan INSET | * 1 |
| Arrangements are in place for staff and pupils to bring in their own frequently-used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered. | * Each child and teacher to be issued with their own pack of frequently used resources to keep on their table space. * Reading books to be sent home weekly (develop fluency). Books to be stored for 72 hours before returning to book shelf. * Library books may be collect for class use – do not send home. Store for 72 hours before returning to library. * Each child to be issued with own plastic bottle to be kept in school and washed/sterilised each night. Children can bring bottle with water in from home and take home each evening. * Coats and bags to be ~~put onto back of chair to reduce use of cloakrooms.~~ Cloakrooms to be used safely to reduce coats/bags/drawers/equipment on floor causing safety risk. Staff to develop and monitor transitions for the safe use of these areas. Discussed staff twilight 1/3/21 | * ~~Purchase more equipment for September.~~ * ~~Staff to set up packs for children.~~ * ~~Staff to set up reading book box and process.~~ * ~~RS to inform at INSET day of processes.~~ * ~~LG to purchase more bottle, bottles from this year to go with child to new class.~~ | * 1 |
|  | Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols **and** the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers. | * Staff training 1/3/21 all staff emailed information after session. * Letter to parents with information. * Track and trace log in reception area from ‘non-regular visitors’ – all visitors to sign in using signing in book * Track and trace app scanning available for visitors at reception | * ~~RS inform staff at INSET.~~ * ~~Letter to parents.~~ * ~~Updated information emailed to staff and parents 7/9/2020 (also posted on Facebook and around the school)~~ * ~~Sign in track and trace paperwork in front office – kept 21 days~~ | * 1 |
|  | Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace or beyond in the case of a potential wider outbreak. | * Flow chart sent by local authority, copy of chart on RS wall. * New DfE – information and number to call on wall in RS office | * ~~SLT informed where flow chart is kept.~~ * ~~Flow chart in RS office shared with SLT~~ | * 1 |
|  | Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time. | * Kits to be given to staff member or parents of any child being sent home when developing symptoms during the school day who cannot get quick access to a test otherwise. | * ~~Brief discussion with staff member or parent on likelihood of access to a test. If required provide with a home testing kit.~~ * ~~RS booked to attend webinar training 11/9/2020~~ * ~~RS and RM attended training 11/9/2020 – shared SLT 14/9/2020~~ | * 1 * Testing kit availability in school |
|  | In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else. | * Continue with Art therapy room set up/used for isolation room. Toilet in top hall to be used if required. * PPE in staff toilet for easy access. * Staff escorting child to wear PPE * Parent to be contacted immediately and collected from top entrance |  | * 1 |
|  | Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g:   * Transport groups reflect school groupings. * Organised queuing. * Hand sanitiser on boarding / disembarking. * Cleaning of vehicles. * Social-distancing within vehicles. | * Ensure child using Taxi follows Taxi company risk assessment (provided by local authority). * One child drop off outside gate and collected outside gates as previous arrangement (Year 6) | * ~~Taxi driver informed of use actions from risk management plan~~ | * 1 |
|  | Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of “Walking Buses” etc. | * N/A |  |  |
|  | In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is maintained - this provision must also include, where necessary, a suitable separate “baby room” or suitable partitioned-off area. | * Staff ratios checked, compliant and in place from September 2020. |  | * 1 |

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| --- | --- | --- | --- |
| **Other Risks / Issues for School Leaders to Address:** | | | |
| *Staff Wellbeing* | * RS to continue send out updates to all staff as required. * Staff meetings on a Wednesday 3:30pm via zoom, reduced to ~~30/~~45 minutes. * Review risk assessment meetings for those staff who have concerns, require further support. * Staffroom areas to remain open for staff to have limited contact with each other (staff mental health), furniture reduced to ensure social distancing. All staff to wash hands/use hand sanitiser when entering room. * BW to clean surfaces and refreshment facilities each hour when doing doors in entrance area. * Computers for staff to use. Staff to clean before and after use. * ~~Consider allow PPA to be taken at home?~~ PPA to be taken from home * Reviewed marking policy to reduce marking work load. * LG to send out wellbeing questionnaire to gauge feelings to inform next steps. | * BW to ensure hand sanitiser and hand washing facilities in staff room daily. * JP/Office rota to clean staffroom and simple checklist log * ~~Equipment available for staff to clean area before and after eating/use. Including wipes for computers and phone.~~ * ~~SLT to arrange risk assessment meetings where required.~~ * ~~RS to create staff meeting calendar.~~ * AB to review marking policy and staff training on INSET day. Moved update to 12/4/21 * Monitoring carried out and further guidance shared with staff –moved to Spring Term * Staff meetings to return to zoom * Staff briefing: staff to wear coverings and stand 2m+ apart, meetings to be less than 10 minutes * Visors purchased to be worn in class by staff – optional/staff preference | * 1 |
| *Communication for accessing support when in classroom* | * All staff to have a walkie talkie in their group’s area or access to phones. * Head/Deputy and office to have walkie talkie and phone to support staff where required. | * SJ to ensure all staff have a walkie talkie. Purchase 2 more walkie talkies to replace those lost * ~~HT/GS to ensure walkie talkie in office area.~~ | * 1 * Staff forgetting to charge or collect walkie talkie – all classrooms also have phone |
| *Children unable to regulate emotions and follow instructions (behaviour)* | * Individual risk assessments to be completed ~~before child coming onto site.~~ Where required/individual provision put into place. * Lessons/activities to be planned around children’s interests and do not place excessive demands on children.Focus on praqctical, fun/play based learning. * Update behaviour policy. | * ~~RM to lead completion of individual risk assessments for children with staff and parents.~~ * RS to update behaviour policy focusing on rewards to motivate children to engage/follow. | * 2 * Parents not in agreement with plan * Children not able to follow plan |
| *Education and Resources (EYFS)* | * All soft furnishings, soft toys or those with intricate parts removed. * Split resources between groups and each group only to use resources. * Resources to be cleaned at the end of each day. * Resources to be thoroughly cleaned between group use or left for 48 (72 plastics) hours. | * ~~BW to remove additional furniture and soft furnishings.~~ * ~~Staff to set up learning area with only required resources.~~ * Staff to clean resources daily. * Sand can now be used and children to wash hands before and after use. | * 1 * Time to clean resources each day |
| *School uniform/clean clothes daily for staff and children* | * ~~Clean clothes daily for all staff and children.~~ * Relaxed uniform rules (white or green t-shirt/shirt/jumper, dark grey/dark blue/black trousers/shirts/skirts, trainers or suitable footwear for indoor and outside activities). Review after Autumn half term. * Packs of clean clothing for those not able to provide clean clothes daily. * Uniform bank referrals to support parents where required. | * ~~RS to communication with parents in information letter.~~ * CJ to create packs of spare uniform for staff to give to children if required. * Staff to remind parents and discuss concerns with parents as they arise. | * 1 * Parents not able to provide clean clothing daily |
| *Child showing symptoms start of day or during school day*  *Adults showing symptoms*  *Any member of household showing symptoms* | * Isolate and send child home immediately. If coughing, high temperature, loss of taste/smell or parent tells staff their child is not feeling well they must self-isolate for 10 days and book a test. Recommend parents calls 119 for advice following any reported illness. Information taken from guidance and shared with parents in letter 1/3/2021 * PPE should be used by staff working with any child showing symptoms. * Staff can take temperature of children should they have concerns. * Should a positive result be received send home bubble and contact PHE following flow chart provided by Herts LA on RS wall. * RS/RM/LG to log incident on parago – covid19 risk management report all suspected cases and communicable diseases for those that have a positive result. * If any member of household develops symptoms whole household to isolate for 10 days.. * If a school community member (and/or those who have had contact with positive case) are sent home to isolate they should isolate for 10 days regardless of test result. | * ~~RS to arrange PPE refresher training.~~ * ~~RS to inform all staff and parents of process for feeling unwell/showing symptoms.~~ Sending updates and information as guidance develops or parents need support. * LG to inform cleaning company when deep cleaning of Art Therapy room required. * RS/LG/RM to inform DDOE of any children/staff showing symptoms and complete incident report on parago. * Staff/children to be directed to call 119 and if advised to test, test within 24/48 hours of first symptoms. Or issued with kit from school. * RS/RM/LG to contact PHE if positive cases confirmed and complete communicable disease on parago. * Parents to be called individually to share information and letter sent following contact with each parent in the event of a confirmed positive case and any further actions advised by DfE. * ~~RS to write to parents to remind that any one of the three symptoms to be tested and any illness to call 111/119 to see if test required~~ | * 2 * Children/staff not showing symptoms * Parents sending unwell children in to school * Children/parents not adhering to social distancing guidance |
| *Playground equipment* | * Each group to have their own pack of playground equipment to use outside. Clean after use. * Rota for tyres and wooden climbing frame each day per group.. * Staff/children to clean before and after use where required. | * ~~Group staff to create pack of resources.~~ * ~~RS to create rota for play areas on field. Different area per group each week.~~ | * 1 |

**Appendix 1 – New Risk Considerations January 2021**

| **APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021** | | | | |
| --- | --- | --- | --- | --- |
|  | **Risk Consideration** | **School Management Arrangements** | **Further Actions Needed** | **Risks, Issues & RAG Rating** |
| **Instructions for Using This Appendix:**   * This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 * Firstly, undertake a review of your current Risk Management Plan (this should have been done on a monthly basis from September 2020) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. * Consider and complete the five risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the lowest reasonably practicable level given a schools particular and individual circumstances. * Copy and paste this completed Appendix to the end of your current / reviewed Risk Management Plan. * Any questions, please contact Estates. | | | | |
|  | In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations. | * Staff and visitors all been wearing face coverings when on site since 2/11/2020 – in communal areas * Staff issued with visors to teach in if they wish – 5/1/2021 * Staff to bring a seal bag to place their mask in when not being used. * Spares should be bought as mask should be changed if it becomes damp – school supply of disposable masks for staff to use if required |  | * **1** |
|  | Suitable arrangements are in place to protect pupils who are considered clinically extremely vulnerable.  **NOTE:** *In tier 4 areas, all children still deemed clinically extremely vulnerable are advised not to attend school. In tiers 1 to 3 those who remain in the clinically extremely vulnerable group should continue to attend school unless they are under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.* | * Individual discussions and arrangements – currently no children CEV on role * One child on medication who has been agreed authorised absence to be reviewed 18/1/2021 | * Review child shielding due to medical needs | * **1** |
|  | In Tier 4 areas, and over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home. | * One staff member working from home due to health anxiety – under GP – returning 8/3/21 * No CEV staff |  | * **1** |
|  | Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.  **NOTE:** *Pregnant women should not be required to continue working if this is not supported by the risk assessment.* | * Currently know pregnant staff known about |  | * **1** |
|  | PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.  **NOTE:** *In planning their arrangements, schools should refer to and take account of the following guidance:*   * [Grassroots Sports Guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers) * [Guidance for Providers of Sports Facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities) * [Sport England - Coronavirus](https://www.sportengland.org/how-we-can-help/coronavirus) * [Association for Physical Education - Coronavirus](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) * [Youth Sport Trust - Coronavirus](https://www.youthsporttrust.org/coronavirus-support-schools) * [Returning to Pools - Guidance](https://www.swimming.org/swimengland/pool-return-guidance-documents/) * [Using Changing Rooms Safely](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4) | * All lessons timetable to use outdoor space as much as possible * Those not possible to be outside due to weather use indoor hall spaces – room ventilated, children all face same way and apart 2m at least (e.g. Zumba) * Equipment isolated after use for 48 hours (72 plastics) or staff have a set for their topic then isolate over holiday |  | * **1** |

**Overall Risk / RAG Rating Matrix**

|  |  |  |
| --- | --- | --- |
| **Likelihood** | **Description** | **Score** |
| **Low** | No significant risk or low risk item that are well managed with no impact on school opening. | **1** |
| **Medium** | Some minor risk issues identified but management process in place within the school or trust to manage them. | **2** |
| **High** | Significant risk items identified that require rectification, or risk items beyond the school capability to manage. | **3** |

| **APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN’ 2021** | | | | |
| --- | --- | --- | --- | --- |
|  | **Risk Consideration** | **School Management Arrangements** | **Further Actions Needed** | **Risks, Issues & RAG Rating** |
| **Instructions for Using This Appendix:**   * Firstly, undertake a review of your current Risk Management Plan (this should have been done as a matter of course on a monthly basis from September 2020; weekly going forward from January 2021) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. * This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the **latest Government Guidance issued on 30th December 2020 and on 7th January 2021.** * Accordingly, this appendix **replaces** the recently issued one entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021” * Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the lowest reasonably practicable level given a schools particular and individual circumstances. * Note that sections that are “greyed out” have not changed in this new iteration and can be copied / pasted across from the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” Sections highlighted in yellow have changed somewhat in light of the latest Government guidance - schools will need to review / update these sections appropriately. * Copy and paste this completed 9th January Appendix to the end of your current / reviewed Risk Management Plan. * Delete the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” * Any questions; please contact Estates. | | | | |
|  | ~~Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half-term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:~~   * ~~Full opening of nursery provision (wef 18-1-2021).~~ * ~~Face-to-face provision for vulnerable children as priority 1.~~ * ~~Face-to-face provision for critical worker children as priority 2.~~ * ~~Remote learning for all other pupils.~~ * ~~Availability of staff for face-to-face delivery.~~ * ~~Availability of staff for remote learning.~~ * ~~Staff who are absent / shielding.~~ * ~~Timetabling and adjustments to the school day (including rotas where necessary / appropriate).~~ * ~~Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care.~~ * ~~Safeguarding requirements / limitations.~~ * ~~Social distancing and minimising contacts (individuals and groups).~~ * ~~Space availability and utilisation.~~ * ~~Wraparound care provision.~~ * ~~Bubble groups that are, as far as possible:~~ * ~~Manageable~~ * ~~Effective~~ * ~~Small (as possible)~~ * ~~Consistent~~ * ~~Exclusive from other groups~~ * ~~Safe~~ * ~~Aimed at not exceeding individual room occupancy capacities / figures (May 2020).~~ * ~~HS&W requirements of staff and pupils generally and in the context of COVID-19.~~ * ~~Provision for regular review / update weekly and / or as circumstances change.~~ | * ~~See separate school assessment.~~ * ~~Nursery maximum capacity 12 children – waiting list to be kept if required (remote learning for all to continue)~~ * ~~All vulnerable and critical keyworker children offered a place and accepted where needed/wanted.~~   ~~No further issues regarding pupil numbers in school with capacity in school or capacity to ensure good quality remote learning offer.~~ | * ~~Contact parents requesting return to nursery to confirm details~~ | * **1** |
|  | Over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable pupils to not be in school / can access remote learning. | * No children on role fall into clinically extremely vulnerable * One child on medication/treatment advised to be at home. Staff monitoring following engagement checklist and calling if none in 48 hours. All parents called to assess access to wifi/data/devices and these are being allocated on a priority basis as they arrive in school. |  | * **N/A** |
|  | Over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.  **NOTE:** *Clinically vulnerable staff can continue to attend school where it is not possible to work from home.* | * No clinically extremely vulnerable staff |  | * **N/A** |
|  | Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.  **NOTE:** *Pregnant women should not be required to continue working if this is not supported by the risk assessment.* | * No known pregnant staff |  | * **N/A** |
|  | In terms of COVID-prevention; provide confirmation that essential measures are in place for minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. | * No child allowed in to school if unwell (including sore throats, headaches…). Letter sent to parents around symptoms associate with new variant 4.1.2021 informing parents of possible symptoms and we would not allow children into school until 119 called to confirm if a test is required. * Admin staff log on Arbor when child isolating/symptoms/positive result to enable staff to track return date * RS to inform JR of any positive cases – JR collating for spread sheet * Welfare calls to families isolating to support with food, learning and anything else they may need. Staff to drop anything needed off on doorstep following a call to confirm time ensuring no contact with family. | * Staff to be reminded in briefing 21.1.2021 | * **1** |
|  | What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups? | * Daily register kept on Arbor * Daily/weekly rota of staff in school and working from home (SLT Whatsapp to communicate changes e.g. staff member called in to cover and RS hold master copy from information shared) * All bubbles split during day and no close contact between bubbles * Staff to keep 2m+ from all staff – constant reminders |  |  |
|  | In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations. | * Staff have been wearing face coverings since November lockdown |  |  |
|  | Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions. | * No staff with exemptions * Normal waste bin for face coverings can be and additional nappy bags to put in bin * Staff training regarding use of PPE given and refresher offered where required |  |  |
|  | PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.  **NOTE:** *In planning their arrangements, schools should refer to and take account of the following guidance:*   * [Grassroots Sports Guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers) * [Guidance for Providers of Sports Facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities) * [Sport England - Coronavirus](https://www.sportengland.org/how-we-can-help/coronavirus) * [Association for Physical Education - Coronavirus](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) * [Youth Sport Trust - Coronavirus](https://www.youthsporttrust.org/coronavirus-support-schools) * [Returning to Pools - Guidance](https://www.swimming.org/swimengland/pool-return-guidance-documents/) * [Using Changing Rooms Safely](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4) | * PE spaces allocated outside * If weather poor main hall to be used with doors open and Kids Yoga type activities where all children are spread out facing the same direction. * RM and GB sharing ideas as found/received from external support regarding COVID safer practices/teaching ideas | * Staff to be reminded in briefing 21.1.2021 * Continue to share ideas for staff when found |  |
|  | In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1’s); provide confirmation of the arrangements in place to maintain social-distancing and minimise transmission of COVID-19.  **NOTE:** *Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.* | * ~~No 1:1 lessons at this time (Herts providing remotely where requested by parents)~~ * ~~Only to be within small, consistent bubble~~ * ~~No face to face (children to sit next to each other facing same way or around large table) and children encouraged to social distance as much as possible (age dependant)~~ * Lesson to continue from 15/3/2021 following sight of risk assessments, sharing of GCA visitor risk assessment and discussion to agree systems of working | * ~~Staff to be reminded in briefing 21.1.2021~~ | * **1** |
|  | Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as:   * Alarm systems * Fire doors * Emergency lighting * Fire drills (socially-distanced) | * See Parago Compliance Module. | * See Parago Compliance Module. | * See Parago Compliance Module. |

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| **Record of Weekly Risk Management Plan Reviews** | | | | | |
| Review Date: | 15/1/2021 | Reviewed by: | Rachael Stevenson | Comments / Notes: |  |
| Review Date: | 03/03/2021 | Reviewed by: | Rachael Stevenson | Comments / Notes: | * Full review of plan completed |
| Review Date: |  | Reviewed by: |  | Comments / Notes: |  |
| Review Date: |  | Reviewed by: |  | Comments / Notes: |  |
| Review Date: |  | Reviewed by: |  | Comments / Notes: |  |
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