

<b>Educational Setting</b>	<b>Isle of Ely Primary School</b>
<b>Activity / Task</b>	Coronavirus (COVID-19) Risk Management Assessment – School Full Re-Opening September 2020
<b>Completed by &amp; Date</b>	Bryony Surtees – September 2020
<b>Review Date</b>	<b>February 2021</b>

COVID-19 is a new respiratory illness. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been catering for only students that fell into the categories of ‘vulnerable’ and ‘children of key workers’ for some time.

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

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

This risk assessment template has been produced to assist ALT’s schools in making preparations for returning all students back to teaching and learning on the school site. It includes many points to consider but you will need to adapt this to your own context and school including adding further prevention measures and mitigations.

The completed risk assessment must be completed and returned to **caroline.driver@activelearningtrust.org** so that it can be confirmed with the Board of Trustees that a full risk assessment has taken place. They will then confirm authorisation for the school to open. The risk assessment should be kept ‘live’ and should be reviewed during the first few days of opening.

**CURRENT DfE, PHE, HSE and ACAS GUIDANCE – PLEASE ADD AS NEW GUIDANCE IS ISSUED**

**General Advice**

List of all general Coronavirus guidance: [Link](#)

General .GOV.UK Coronavirus guidance: [Link](#)

**DfE Advice**

List of all DfE Coronavirus guidance for schools: [Link](#)

Reopening of Schools in September 2020 guidance: [Link](#)

DfE advice for safe working in Education Settings, including PPE: [Link](#):

DfE Social Distancing in Education settings guidance: [Link](#)

DfE Primary-specific guidance: [Link](#)

DfE Second-specific guidance: [Link](#)

DfE Scientific Advice regarding COVID-19: [Link](#)

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: [Link](#)

**HSE Advice**

List of all HSE Coronavirus guidance: [Link](#)

Plus HSE documents: [Link](#) & [Link](#)

**ACAS Advice**

ACAS Mental Health at Work During Coronavirus guidance: [Link](#)

SCHOOL OPERATIONS			
SOCIAL DISTANCING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS  FROM SEPTEMBER 2020  Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
Access/Egress of school building	<p>Staggered start for groups A/B/C/D – 10 minute gaps between start and end times. Group A will start at 0830 and finish at 1415 etc.</p> <p>Reception children are entering through classroom doors during the staggered times.</p> <p>Head teacher to write a Letter to inform parents about start time.</p> <p>Hand sanitizer available and main entry/exit points.</p> <p>Children wash hands as soon as they enter the building</p> <p>The handles and touch plates will be cleaned at lunchtime.</p> <p>Staggered pick up times 10 minutes.</p> <p>Classroom doors are to be left open.</p>	<p>The different year group bubbles will have staggered start and finish times 10 minutes apart and arrive and all children (except nursery) arrive via one way entrance system (KS2 gate).</p> <p>Reception arrive @ 0830 and leave at 1500 whilst Year 1 arrive @ 0840 and leave at 1510.</p> <p>Main entrance: Little Elvers arrive at 0830 and leave at 1530.</p> <p>Year 3 arrive at 0830 and leave at 1500 whilst Year 4 arrive at 0840 and leave at 1510.</p> <p>Year 5 arrive at 0830 and leave at 1500 whilst Year 6 arrive at 0840 and leave at 1510.</p> <p>All parents will enter &amp; leave via the one way system, no parent will come within 2m of classroom doors</p> <p>Parents will wait 2 metres apart and follow a one way system whilst dropping off and picking up.</p> <p>Pupils arriving wearing face masks will be asked to take them off and give them to their parents. Staff will be asked to put them in</p>	<p><b>22.07.2020</b></p> <p><b>Head teacher</b></p>

		<p>their lockers. All staff and pupils will be instructed not to touch the front of their face covering during use or when removing.</p> <p>Classroom doors and windows to be left open and only the higher windows in the event of extreme cold or wet weather.</p> <p>Avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care.</p> <p>Parents to be informed of the new procedures by letter from Head teacher.</p>	
Classrooms	<p>Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m<sup>2</sup> per person this would equate to a room size of 64m<sup>2</sup>.</p> <p>There will be four classes of Reception and four classes of Year 1 all in separate bases with no more than 15 children in each room.</p> <p>There will be a maximum of 15 children in Little Elvers</p> <p>Key workers and vulnerable children will be in groups of 15 in separate part of the school</p>	<p>The children will be organised into different Year group bubbles of no more than 60. For the majority of the time the children will be in separate class bubbles but may come together as a year group for phonics, assembly, lunch and break.</p> <p>There will be a consistent class teacher and at least an additional adult per class.</p> <p>There will be no more than 24 pupils in Little Elvers Nursery bubble and so if the staff or children cannot maintain distancing, particularly with younger children, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.</p> <p>Older children will be encouraged to keep their distance from each other and staff where possible.</p> <p>Children will be kept in their year group bubbles at all times.</p>	<p><b>22.07.2020</b></p> <p><b>Head teacher</b></p>

		<p>In years 2 – 6, the tables will be organised into rows so that the children are sitting side and side and facing forward. All unnecessary furniture will be taken out of the classes to make enough space.</p> <p>In Nursery, Reception and Year 1, the tables will be spread apart with chairs side by side so that when the children are working within the environment, they will not be facing each other.</p> <p>For those children self-isolating, our blended learning approach will continue using live lessons on Teams, Maths Whizz, Oak Academy and paper based learning activities.</p> <p>A Remote Learning Policy is now available on the website. For those children isolating, work is uploaded onto TEAMS daily.</p>	
<p>Corridors</p>	<p>Floor marking will be present to indicate 2 meters. Corridors are not wide enough for social distancing when passing children or adults - this can not be achieved.</p> <p>No additional mobility aids will be needed. One child will not be returning due to shielding.</p>	<p>The time spent in corridors will be kept to a minimum.</p> <p>The Reception and Key Stage 1 classes can use their classroom doors and will come to the hall via the playground through the library.</p> <p>The children and adults using the key stage 2 corridor will enter on the left and leave via the left – the corridor is over 2 metres wide. The timings for classes moving along the corridor will be adjusted so that only one class at a time should be moving along the corridor.</p> <p>One child has a mobility aid and she will be asked to use the corridor at least 5 minutes before the rest of the class/es</p>	<p>22.07.2020</p> <p>Head teacher</p>

School Reception	Visitors only allowed by permission.	<p>Parents and other people will be encouraged to either phone the office or email and only visit is no other alternative.</p> <p>Only one visitor per time will be allowed in the entrance lobby.</p> <p>All visitors will be asked to use the hand sanitizer, and to wear a face covering.</p> <p>The glass window will remain closed when the admin staff are talking to visitors.</p> <p>Surfaces touched by visitors will be cleaned regularly.</p>	Already in place
Unused rooms	All classrooms that are not in use will be locked. Clean and lock off library area.	All spaces that are not in use will be locked.	Already in place
Administration	Rota for admin for three members of staff – Business Manager to organise. One member of office staff working from home at all times with access to parent mail who can message out.	<p>There are three member of staff working in the office. Desks are at least 2 metres apart and one member of staff can work in the back office so that there are only 2 admin staff in the office at one time.</p> <p>Change the layout of the office so the staff are not facing one another and are side by side.</p> <p>Ensure that there are no more than two people in the back office at any one time.</p>	Already in place
Stairs	No Stairs	No Stairs	

Lift	No Lift.	No Lift	
Staff room	<p>Only 6 members of staff allowed in the staff room at one time. Chairs within the room to be moved to 2 metres apart. (staff not allowed to move the furniture)</p> <p>Only 1 person on the wooden floor at any one time.</p> <p>Anti-back spray to wipe down the staff room</p> <p>KC to put up posters</p>	<p>The staffroom is large enough to allow for a maximum of 6 members of staff in it at any one time. The chairs within the room are organised so that they are 2 metres apart.</p> <p>Staff encouraged to spend a maximum of 15 minutes in the staff room.</p> <p>There is a 2<sup>nd</sup> space which can be used as an additional staff room (Studio)</p>	Staff Informed
Playground areas	The outdoor play will not be used and all staff informed.	<p>The outdoor play equipment will be back in use on a rota system. One year group bubble can use it per day or alternatively at morning break or lunchtime – a rota will be organised.</p> <p>Children will be asked to sanitize their hands before and after using the play equipment.</p> <p>Caretaker to wipe down the play equipment at the end of each day.</p>	22.07.2020
Off Site visits	Suspended.	Local day trips will be organised to enhance the children’s learning as and when they are appropriate. An appropriate risk assessment will be carried out for each trip. EVC will sign off any organised trip and ensure that protective measures have been planned for.	22.07.2020

		There will be no overnight trips organised.	
Assemblies	Suspended.	<p>All Assemblies will be held virtually via TEAMS.</p> <p>There will be no singing, brass playing nor choirs.</p>	22.7.2020
Break and lunch times	<p>Each class will eat in their classrooms. The tables will wiped clean prior to lunch.</p> <p>Head teacher to organise staggered timetable for outside time for breaks and lunch.</p>	<p>Nursery children will eat their lunch in Little Elvers</p> <p>Reception, Year 1 and Year 2 all have universal free school meals.</p> <p>The Reception bubble will eat their meal in the small hall, whilst Year 1 and Year 2 will eat in the big hall, socially distanced between bubbles.</p> <p>Years 3 – 6 – those children having a packed lunch will eat their lunch in their classrooms. Those children having a hot lunch will be served in the area at the end of the corridor and take their lunch back to their bubble to eat. Each bubble will have a staggered time for lunch.</p> <p>Business manager to speak to Caterlink re the serving of lunches away from the main hatch.</p> <p>Nursery: Contained within Little Elvers environment  Reception: 1145 (Hall) 1215 outside (own environment)  Year 1: 1200 (Hall) 1230 outside (Key Stage 1 playground split into Year 1 &amp; Year 2)  Year 2: 1210 (Hall) 1240 outside (Key Stage 1 playground split into Year 1 &amp; Year 2)</p>	<p>Rota to be organised 22.07.2020</p> <p>Head teacher</p> <p>Business Manager</p>



		<p>Year 3: 1200 (Eating Inside) 1230 outside (Key Stage 2 playground split + the use of the field)</p> <p>Year 4: 1200 (outside) 1215 (Eating inside)</p> <p>Year 5: 1230 (Eating inside) 1300 (outside)</p> <p>Year 6: 1230 (outside) 1300 (Eating inside)</p>	
Toilets	<p>Girls KS2 toilet allocated by Troop Room pupils only. Year 6 allocated toilet is current KS2 boys toilet. Reception use their own: one section. Confirmed. One pupil at a time accessing toilets, cloakrooms supervised by staff member</p>	<p>Reception and Key Stage 1 classes have use of their own toilets. There are shared toilets for Year 3/4 and Year 5/6. Pupils are only to access the toilets one at a time and the cloakrooms will be supervised by a member of staff.</p>	Already in place
Fire Exits	<p>Fire exit routes are not compromised.</p>	<p>There are sufficient fire exits for the organisation of the bubbles</p>	Already in place
People in Shielded group	<p>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must not attend school as per the Government guidelines.</p> <p>Staff/pupils that meet the criteria as <a href="#">moderate risk of infection</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</p> <p>Clinically extremely vulnerable children and staff will not be on the school site. A risk assessment of any child or member of staff, who are classified as vulnerable wanting to return will be undertaken as appropriate. There are no informed pregnancies at this time.</p>	<p>Risk assessments will be carried out on all clinically extremely vulnerable group and staff will be encouraged to socially distance.</p> <p>These risk assessments will be reviewed prior to the Lockdown 2 coming into effect on 5<sup>th</sup> Nov.</p>	Already in place

	<p>Inform those who are CEV not to attend work and to continue to work at home – Business Manager to organise Carry out risk assessments for those with moderate risk of infections – EF, JG, AG</p> <p>There is capacity for those vulnerable to work at home as those members of staff can organise planning, home learning, and other admin.</p>		
Isolation room	Library area is the designated area, if needed, to use to isolate/quarantine.	<p>The small interview room will be a designated area, if needed, to use to isolate/quarantine anyone with suspected covid-19 symptoms.</p> <p>A second space, if needed, will be the key stage 2 intervention room.</p>	Already in place

ATTENDANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
Usual rules		<p>Usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>• parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>• schools' responsibilities to record attendance and follow up absence</li> <li>• the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> <li>• Parents will be informed by letter prior to the start of term of the attendance expectations</li> </ul>	22.07.20 Head teacher
Shielding	<ul style="list-style-type: none"> <li>• Clinically extremely vulnerable children and staff will not be on the school site.</li> <li>• A risk assessment of any child or member of staff, who are classified as vulnerable wanting to return will be undertaken as appropriate.</li> <li>• There are no informed pregnancies at this time.</li> <li>• This will continually reviewed by senior leaders.</li> <li>• Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must not attend school as per the Government guidelines</li> </ul>	<p>Shielding advice for all adults and children will pause on 1 August. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>Risk assessments will be carried out for those who are vulnerable and socially distancing will be encouraged</p>	Already in place

	<ul style="list-style-type: none"> <li>Staff/pupils that meet the criteria as <a href="#">moderate risk of infection</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>	Those extremely clinically vulnerable should isolate for the whole of Lockdown 2	
Communication		<p>communicate clear and consistent expectations around school attendance to families before the end of the summer term 2020</p> <p>Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.</p>	22.07.2020
Staff Annual Leave		<p>School leaders will discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. Ensure staffing ratios are addressed and consider staff who may require quarantine arrangements for 14 days after travelling abroad over the summer holidays and potential adaptations to working practices.</p> <p>Government advice has changed for some countries <a href="#">-Link</a></p>	22.07.2020 Head teacher
Safeguarding Policy		We have revised our child protection policy (led by our Designated Safeguarding Lead) to reflect the return of more pupils	Already in place
DSLs		Designated safeguarding leads (and deputies) will be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.	Already in place

CATERING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS  FROM SEPTEMBER 2020  Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
New working procedures	All staff and pupils should bring a packed lunch in disposable packages or receive packed lunches from Caterlink.  The children and staff will have lunch in classrooms and the packed lunches will be put on trolley and delivered to outside the door of the classroom.	Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.  School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> . How can hot meals be delivered to children?	22.7.2020
Cupboards		Food Storage cupboards should be checked to ensure that all stored items are sanitary and edible.	
Breakfast Club	No before and after school provision in place.	Breakfast and after school club will operate. Reception, Year 1 and Year 2 will be offered breakfast club from 0730 – 0830 in their year group bubbles. One bubble will be in the small hall, two socially distanced bubbles in the large hall. Only cereal will be offered. After school club will run from 1530 – 1730 and the children will be given a cold tea. The time between 1730 – 1800 will be used for a deep clean.  Fireflies will operate 3 separate bubbles for Years 3 -5 again in year group bubbles as above.	22.07.2020  Head teacher & Business Manager

		<p>Business Manager to speak to All4Sports who organise Fireflies breakfast and after school club.</p> <p>Parents informed of our extended provision offer and asked to book places.</p>	
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CLEANING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS  FROM SEPTEMBER 2020  Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
Deep Clean	<p>KS2 has been cordoned off and received deep clean already. Unclear if KS1 will be used and deep clean required.</p> <p>The school will be closed on Wednesday for a deep clean.</p>	<p>All of the bubbles will be cleaned after school each day.</p> <p>On a Saturday morning, Service Master (cleaning contractor) will spray the surfaces with Zoonoo once a month. Zoonoo lasts up to 30 days on any treated surface. Then every 4 weeks, again on a Saturday morning Zoonoo will be reapplied to all surfaces.</p>	<p><b>22.07.2020</b></p> <p><b>Business Manager</b></p>
Frequent cleaning	<p>Online meeting with Service Master.</p> <p>Checklist given to cleaning staff and carried out at lunchtime and end of the day.</p> <p>All of the rooms will be cleaned at lunchtime as well as after school.</p> <p>More frequent cleaning procedures put in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats,</li> <li>○ Door handles and push plates especially entrance doors,</li> <li>○ Handrails on staircases and corridors,</li> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> </ul>	<div style="background-color: yellow; height: 20px; width: 100%;"></div> <p>Service Master will carry out usual cleaning at the end of the day.</p> <p>The hall will be cleaned, Library and small hall will be cleaned after breakfast club, by the assistant caretaker, as well as after lunch club (Service Master).</p> <p>More frequent cleaning procedures put in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats,</li> <li>○ Door handles and push plates especially entrance doors,</li> <li>○ Handrails on staircases and corridors,</li> </ul>	<p><b>Already in place</b></p>

	<ul style="list-style-type: none"> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>○ Telephone equipment</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul>	<ul style="list-style-type: none"> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>○ Telephone equipment</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> <p>Service Master have a check list of cleaning.</p> <p>The toilets will be cleaned before after school club starts.</p>	
Kitchen		A deep clean of the kitchen will take place by Caterlink staff on one of the PD days in September	<b>04.9.2020</b>
Outdoor play equipment	Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.	<p>The outdoor play equipment will be back in use on a rota system. One year group bubble can use it per day.</p> <p>Children will be asked to sanitize their hands before and after using the play equipment.</p> <p>Caretaker to wipe down the play equipment at the end of each day.</p>	<b>07.9.2020</b>
Emptying Bins	Bins emptied daily. Then use hand gel. Gloves available if requested.		<b>Already in place</b>
COVID 19 reported.	If the school has been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.		<b>Already in place</b>



<p>COSHH</p>	<p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>All chemicals ordered are under the COSHH Risk Assessment sheet.</p> <p>As Trust guidance, PPE is not being insisted upon but staff can access a visor, goggles, apron, gloves and paper face mask via school if they want.</p>		
<p>Resources</p>	<p>Each child got individual pack with their own equipment in.</p>	<p>Reduce the use of frequently shared items and parents will be informed in a letter</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupils to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Books that are brought back will be quarantined for 72 hours</p>	<p>22.07.20</p> <p>Head teacher</p>

Uniforms	Parents and staff will be informed that clean clothes should be worn every day. Uniform or non-uniform is perfectly acceptable.	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Children will be asked to wear their PE kits on the days that they have PE.</p>	
Lettings	None	<p>Lettings will not happen for at least the first two weeks but will be continually under review. Weekend lettings resumed from October 2020, hirers provide their own risk assessments and carry out their own cleaning.</p>	Already in place

CONTRACTORS AND PROPERTY MAINTENANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
Property Concerns	All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	Already in place
Regular Compliance Checks	Relevant property statutory compliance checks have been completed and records updated.  Check that the daily weekly checks are up-to-date.	Relevant property statutory compliance checks have been completed and records updated.  Check that the daily weekly checks are up-to-date.	Already in place
Risk Assessment	All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a> .  School requires all contractors to comply with its Health and Safety procedures and processes. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.  Business Manager to ask Caterlink and Service Master for their risk assessments.	Develop back up plans in case a key supplier/contractor fails to deliver at short notice as it cannot be predicted when COVID-19 might strike their workplace.	Already in place
Maintenance	Planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.		



FIRE SAFETY			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
PEEPS	School has identified there are no PEEPs impacting on returning pupils		Already in place
Emergency Escapes	Caretaker to check all of the emergency routes		Already in place
Fire Alarm	Reminders issued to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.	Reminders issued to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.	22.07.2020
Fire Drill	Within the first week hold a practice fire test practising social distancing.	There will be a fire drill within the first two weeks of school in September	07.09.2020 Caretaker
Guidance	Business Manager to send out reminder to staff about fire procedures including safer distancing	Check if the evacuation procedure needs to be changed and communicate the new procedure to students and staff. This may further change as you admit further cohorts of students and staff, and reopen parts of your site, assuming you are reopening in phases.	22.07.2020 Business Maanger

<b>FIRST AID</b>			
	<b>CURRENT PREVENTION MEASURES</b>	<b>ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020</b>  Please enter new or amended prevention measures under the text below	<b>Action by Whom/ When/ Done</b>
First Aid Cover	Identified that there is adequate first aid provision in terms the amount of qualified staff to provide care on site during reopening. AA earmarked for First Aid training on 4th 5th June (extended cover applies if cannot attend course)		<b>Already in place</b>
First Aid Facilities	BW to carry out audit of first aid kits in classrooms.		<b>Already in place</b>
Medical needs	Identified those pupils with medical care plans will not be on site during reopening		
Use of medications	Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.		<b>Already in place</b>
Policy	Deputy Head to review first aid policy to add the risk of infection of covid-19.		<b>Already in place</b>

HYGIENE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
Access/Egress of school building	<p>Wipes and sanitiser available at both sides of doors.</p> <ul style="list-style-type: none"> <li>All staff, children and visitors will use hand sanitizer before and entry to the school site.</li> <li>Children and staff to follow the government advice about handwashing.</li> </ul>	<p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus</p> <p>Pupils will wash or sanitise their hands when they arrive at school and regularly throughout the day</p>	14.7.2020
Soap/Warm Water	<p>Soap dispensers will be checked daily by caretaker and filled where appropriate.</p> <p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets</p> <p>Tissues – supply - Cleaners will check in an evening, adults will check regularly during the day.</p> <p>Children will be taught and reminded of good handwashing practice. Trust's comment on the last page of the risk assessment is that people should wash their hands with soap and water often – do this for at least 20 seconds. The 20 second washing rule will be applied, supervised and monitored - and posters displayed of this</p>	<p>The school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly?</p> <p>Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>Build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	14.7.2020

	requirement (children, staff and disabled and visitor toilets)		
Sanitisation	Supplies of anti-bac gel to be used where hand washing is not practical.  Hygiene routines to be shared with children prior to returning to school and reinforced on their arrival and continually.	Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	14.7.2020
Bins	Lidded bins on order, to be emptied daily by cleaners. All bins to be double lined. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Ensure there are enough tissues and bins available in the school to support pupils and staff	Already in place



PPE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
PPE Need	<p>All staff will be issued with eye protection glasses and will have responsibility to maintain them.</p> <p>Gloves and antibacterial wipes will be placed in every classroom and social space.</p> <p>Face masks and aprons will be available at the main office.</p> <p>Full PPE will be used, including visors when changing nappies or when providing intimate care.</p> <p>Senior Leaders will be present for all intimate care requirements with the allocated adult.</p>	<p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools.</p>	Already in place
Cleaning	Re-usable PPE should be thoroughly cleaned after use and not shared between staff.		
Supplies	Order PPE for staff that will need it when helping to change a child who has suspected covid or needs to be changed due to wetting accident or nappy change.		



SCHOOL TRANSPORT			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
School mini bus/dedicated school transport - buses		Encourage parents, staff and pupils to walk or cycle to school if at all possible. Schools may want to consider using 'walking buses'	22.07.2020 Head teacher
Public transport		The school has a few children who arrive at school by Taxi and procedures will be discussed with those families to ensure they are safe.	22.07.2020 Head teacher

<b>CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT</b>			
<b>BEHAVIOUR AND WELLBEING</b>			
	<b>CURRENT PREVENTION MEASURES</b>	<b>ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020</b>  Please enter new or amended prevention measures under the text below	<b>Action by Whom/ When/ Done</b>
		<p>Ambitious and broad curriculum in all subject areas will be implemented with the introduction of our new Core Knowledge Curriculum.</p> <p>The first two weeks will see a focus on PSHE, mental health and wellbeing and a recap on prior learning. No new learning will take place during the settling in period.</p> <p>There will be a focus on reading, with the implementation of whole class reading, ERIC time and class story session.</p> <p>Baseline assessments will take place within the first two weeks and then the teachers will plan appropriate lessons to teach the children from their starting points. Teachers will identify any gaps and support and teach to the needs of the individual pupils.</p> <p>We will use the Great Teaching Toolkit to further enhance and develop our provision and to identify any necessary CPD.</p>	<p><b>22.07.2020</b></p> <p><b>Head teacher</b></p> <p><b>Curriculum Lead</b></p> <p><b>PHSE Lead</b></p>

Normal Curriculum		<p>We aim to return to the school's normal curriculum in all subjects by Spring term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time will be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</p> <p>The school day will be extended for ½ hour for those children who need additional support for interventions with their class teacher.</p>	<p><b>22.07.2020</b></p> <p><b>Head teacher</b></p> <p><b>Curriculum Lead</b></p> <p><b>PHSE Lead</b></p>
Pupils Starting Points		<p>We will plan on according to the educational needs of pupils: Curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.</p>	<p><b>22.07.2020</b></p> <p><b>Head teacher</b></p> <p><b>Curriculum Lead</b></p> <p><b>PHSE Lead</b></p>
Practical lessons	None.	<p>Re-risk assess practical lessons and arrange for these to be signed off by members of SLT.</p>	<p><b>Already in place</b></p>
Music Lessons		<p>We use Charanga for our music curriculum. Any singing, chanting or instrument playing can be outside with groups of 15 children.</p>	<p><b>22.07.2020</b></p>
PE Lessons		<p>All contact sport will be avoided.</p>	<p><b>Already in place</b></p>

		<p>Children will be taught in their class bubbles. One PE lesson will be taught by their class teacher with another taught by a consistent member of staff for All4Sports.</p> <p>PE should be done outside. Maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Children will arrive at school in their PE kit on their PE days.</p> <p>Ensure equipment is cleaned or quarantined between use by different bubbles.</p>	
Remote Education		As above	<b>Already in place</b>
Suspension of subjects		There will be no suspension of any subject	
RSHE		Teachers will begin planning and teaching this from the beginning of term, following the settling in period.	
Sports		Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible.	
School Fixtures		School fixtures will not take place but this will be consistently under review.	

Behaviour	<p>Current policies to be adhered to. Updates and arrangements to be fed to staff at staff briefing on 19/5/2020.</p> <p>Pupils will be informed of amendments to behaviour policy on the first day.</p> <p>Inform staff when the contract tracing APP becomes available.</p>	<p>New behaviour policy to be introduced in September. This will be discussed with the pupils and parents. It already includes Covid-19 procedures and consequences.</p>	<p><b>Already in place</b></p>
Pastoral Care	<p>FSW and 3 x DPs available. Each room has 2 adults allocated to ensure support there if required.</p>	<p>The school has a Thrive Practitioner who will be used to support those children who have high anxiety about returning to school.</p> <p>A Pastoral Support assistant is also joining us in September and she will be trained in Thrive to support all of the children.</p> <p>There is a new mental health lead too.</p>	<p><b>Already in place</b></p>
Mental Health Issues		<p>The school has trained staff in place or access to support quickly from other sources. Consider the impact of the wide nature of the lockdown period and COVID-19 crisis in general on students – for example isolation, being gung ho at being ‘let out’, emotional or sexual abuse which may have occurred.</p> <p>The school will buy into a wellbeing package helpful for those teacher who may need support, as part of the School Absence Insurance</p> <p>Adjustments will be made following assessments of pupils’ learning needs to enable support for learning with the use of the Thrive practitioner and mental health lead.</p>	<p><b>22.07.2020</b></p>

		Outdoor extra curricular clubs will be able to take place from the second week in year group bubbles with one adult.	
Safeguarding Policy		Schools has revised our child protection policy (led by our Designated Safeguarding Lead) to reflect the return of more pupils	14.7.2020
DSLs		Designated safeguarding leads (and deputies) will be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.	14.7.2020
Concerns when children not at school		The DSL to follow up any issues that might emerge from safeguarding concerns that may have arisen for individual children whilst they have not been attending school and are not known to the school. The DSL to also follow up non-attendance of vulnerable children, including those defined as 'vulnerable' by the school.	14.7.2020
Refresher training		Staff will receive need refresher training to enable them to be alert for any changes in presentation or behaviours of children since they were last in school and seen by staff that might indicate a safeguarding concern on 4 <sup>th</sup> September 2020.	04.09.2020



ASSESSMENT AND ACCOUNTABILITY – PLANS FOR INSPECTION			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020  Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
Ofsted Inspection	Ofsted Inspections suspended.	Ofsted Inspections suspended. Inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, taking into account the curriculum and remote education expectations set out in this document, and will not result in a judgement. A brief letter will be published following the visit. The insights that inspectors gather will also be aggregated nationally to share learning with the sector, the government and the wider public. In addition, Ofsted has the power to inspect a school in response to any significant concerns, such as safeguarding.  It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review.	
Governance		Governors meetings held online and updated when necessary. Communications with parents shared with Governors  Biweekly meeting between Head and CoG?	
Primary Assessment		Statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory	

		<p>key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:</p> <ul style="list-style-type: none"> <li>• the phonics screening check</li> <li>• key stage 1 tests and teacher assessment</li> <li>• the year 4 multiplication tables check</li> <li>• key stage 2 tests and teacher assessment</li> <li>• statutory trialling</li> </ul> <p>The statutory rollout of the reception baseline assessment has been postponed until September 2021, however, the school has signed up to be an early adopter.</p> <p>The Standards and Testing Agency (STA) are reviewing requirements for the phonics screening check in year 2 (following the cancellation of the 2020 assessment) and also arrangements for implementation of the engagement model (for the assessment of pupils working below the national curriculum and not engaged in subject specific study) and will provide an update to schools before the end of the summer term.</p>	
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CONTINGENCY PLANNING – SELF ISOLATION OF MULTIPLE PUPILS /STAFF OR LOCAL OUTBREAKS			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS  FROM SEPTEMBER 2020  Please enter new or amended prevention measures under the text below	Action by <b>Whom/ When/ Done</b>
Guidance – Suspected Covid	<p>If A child/ staff member has suspected COVID symptoms, the school will follow H&amp;S’s <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <p>All SLT to be aware of the information</p>		Already in place
Contact Tracing	Encouraged staff to cooperate with government plans for contact tracing.	<p>We will ensure that all staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. We will must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p><a href="#">Book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p>	Already in place

		<p>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p><u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	
<p>System in place for isolating children who develop symptoms during the day, while they wait to be picked up</p>	<p>Will remain supervised from a distance and parents will collect.</p>	<p>If a child is awaiting collection, they should be moved, if possible, to a the front interview room where they will be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. One of the doors should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>	<p><b>Already in place</b></p>

Stay away	Pupils, staff and other adults MUST not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 7 days		
Remote Education		<p>For individuals or groups of self-isolating pupils, remote education plans will be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on <a href="#">remote education support</a>.</p> <ul style="list-style-type: none"> <li>• use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations</li> <li>• give access to high quality remote education resources</li> <li>• select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use</li> <li>• provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access</li> <li>• recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.</li> <li>• set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</li> <li>• teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject</li> </ul>	<p><b>Already in place</b></p>

		<ul style="list-style-type: none"> <li>• provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos</li> <li>• gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work</li> <li>• enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</li> <li>• plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</li> </ul>	
Local Outbreak		<p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Our contingency plan will involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>	<p><b>07.09.2020</b> <b>Head teacher</b></p>
Multiple Staff Ill		<p>We can safely staff school with a minimum of 20/41 adults. The discretionary leave of absence policy will be applied. If teachers are off, supply teachers can be drafted into cover a bubble and if TAs are away, they won't be covered unless they are 1:1 with a pupil. All staff are first aid trained and there are 4 DSLs. There are four members of SLT and so if the Head teacher is off, one of the deputies will make the key decisions and vice versa.</p>	<p><b>07.09.2020</b></p>

		We will draw up a list of parent/volunteers (DBS checked) who could be used to supervise children in times of significant absence.	
Awareness		Parents will be informed of the reporting requirements in the letter.	
EHC Plans		EHC plans be delivered within the normal classroom environment. if a particular member of staff becomes unavailable for any reason at short notice, there are enough support staff to redeploy to any child with a 1:1.	