

Educational Setting	Kingsfield Primary School
Activity / Task	Coronavirus (COVID-19) Risk Management Assessment
Completed by & Date	SLT, 26/02/2021 for the Lockdown – these changes are written in red. Where there is no assigned person, it will be the responsibility of the SLT and site / office team to complete.
Review Date	As guidance changes – Summer Term 2021

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

School Opening from 8 March 2021

- Attendance will be mandatory for all pupils (except those who are clinically extremely vulnerable or need to self-isolate). Normal attendance/absence procedures and recording should be re-introduced.
- Essential control measures must be in place to minimise COVID-19 transmission.
- Whilst overall teaching time should not be reduced, schools can stagger start and finish times to keep groups apart as they arrive and leave.
- Parents to be reminded not to gather outside the school entrance.

Asymptomatic testing for all school staff

- Primary school staff will be given kits for twice weekly testing at home.
- There will be no testing of primary pupils
- All testing carried out in school will use lateral flow devices (LFD) which provide a result in 30 minutes.
- Staff with a positive LFD result will need to follow self-isolation guidance and obtain a PCR test to confirm the result.
- Close contacts of anyone who tests positive must not attend school for ten days.
- It is not necessary for close contacts of anyone who is displaying symptoms to isolate – unless a positive test is confirmed.

- All testing is voluntary

After school activities

Can be resumed “the offer helps parents to attend work and/or supports pupils’ wider education”. School offer should be considered extremely carefully against the need to maintain bubbles – for pupils and staff.

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](#)

Actions for schools during the coronavirus outbreak [Link](#)

Mass testing for secondary pupils as all schools and colleges fully reopen from 8 March 2021 [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	Action by Whom/ When/ Done
Access/Egress of school building	<ul style="list-style-type: none"> Staggered start and end times of the day with 5 minute intervals - through individual doors into the classrooms There are three entrances/ exits to the school Staff will call the children into school one at a time One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Priority must be given to disabled users and those identified as having health related issues. Information is going out to parents in advance. There will be 2m notices put up. There are extra adults working with pupils who may need extra support to ensure their safe movement. Markings on ground at end of ramp on site entrance to allow social distancing. 	Children and staff attending school to have appropriate access routes to reduce contact. Children will be let in and out through their classroom door.	
Classrooms	<p>Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m² per person this would equate to a room size of 64m².</p> <p>Class sizes can only accommodate 9 children per room. As we are following guidelines and starting with early years and reception, we are going to accommodate 2 adults per classroom.</p> <p>All classes to be used need to have the furniture moved.</p>	<p>Classrooms to be set up to accommodate all the children with tables facing the front where possible and the children will be sat side to side at them.</p> <p>A 2m gap to be provided for the teacher if possible, if not, then 1m.</p> <p>Pre-school and Early Years rooms will be set up as normal.</p> <p>Classes will be put into year group bubbles which they will be allowed to mix within. The year groups will be kept apart from other year groups during the day.</p>	By 20/07/2020 – IHT to supervise

		The work will be posted on line for those children self-isolating to continue to access.	
Corridors	<p>Floor marking will be present to indicate 2 meters. Corridors are not wide enough for social distancing when passing children or adults - this cannot be achieved.</p> <p>No additional mobility aids will be needed. One child will not be returning due to shielding.</p>	<p>There will be minimal movement through the corridors during the day with break and lunch times being staggered.</p> <p>All children to remain in class unless leaving for the toilet. Where possible, external classroom doors to be used for playtimes etc. like last term. No group sessions to take place outside of the classroom.</p> <p>No additional mobility aids will be needed.</p>	Ongoing from 07/09 – HT to monitor
School Reception	Visitors only allowed by permission.	<p>Visitors will not allowed to enter the school. Contractors may do so in emergency situations but preferably before or after the school day. There is a screen in the reception area which will protect the office staff. The foyer will now be unlocked again but visitors will be expected to wear a face mask when talking to the office staff.</p> <p>Face masks to be worn by adults when walking around the school or accessing communal spaces unless they have a health condition that prevents this.</p>	Ongoing – SBM to monitor
Unused rooms	Any rooms / facilities not required and / or not in use have been cleaned and “mothballed” any areas identified as not being needed for extended periods of time. This will reduce potential contamination Areas not in use not able to be accessed without a fob anyway.	<p>All rooms are likely to be used and will be back in the full cleaning rota.</p> <p>Areas that had been used for groups will remain out of use. However, they will continue to be cleaned properly on a daily basis.</p>	From 01.03.21 – interim caretaker and SBM to supervise cleaning
Administration	<p>No other staff allowed in the office. Admin staff working split shifts. Barriers in place for dealing with parents. DSL and HT working with staff on Monday for induction - in a room big enough to socially distance.</p> <p>One member of office staff working from home at all times with access to parent mail who can message out.</p>	<p>No other staff allowed in the office.</p> <p>Office staff to ensure that all fobs and visitor badges are sanitised.</p>	Office Manager to supervise. In place from 20/07

Staff room	SLT will be taking hot drinks round. SLT will be based in staff room to ensure social distancing in the staff room. Staggered times for break and lunch will be enforced.	The staffroom will be reopened with a maximum number of 6 staff allowed in at a time – this will be displayed in a prominent position. Dishwasher will be used. Face masks should be worn in this area. Posters to be displayed to remind staff about the rules.	From 03/09 – HT to monitor
Playground areas	2m lines painted on playground - different entrances and exits.	Staggered playtimes with clear areas. Each exit has a designated empty area demarcated in order to give distance between staff and parents. Play equipment to be out of use until further notice. Reminder of this to be sent to all staff and parents. Playgrounds should not be used before or after school – children need to remain standing beside their parent / carer / childminder.	From 07/09 – HT to monitor
Off Site visits	Suspended.	Off site visits will not take place following government guidance and will be fully risk assessed. We will be investigating virtual visits instead.	From 07/09 – AHT to monitor
Assemblies	Suspended.	Assemblies will run virtually. Singing can take place in class only.	From 05/01 - HT
Break and lunch times	Dining hall not being used – packed lunches being prepared at Cromwell and being taken to the classes. Staggered lunchtimes and staff breaks. Reducing the school day by ½ an hour to take into account no formal lunchtime.	Lunchtime arrangements have been amended and shared with staff. Staff to collect children from outside and use external pavements to take back to class. Children should be collected from their classroom door even if they are a sibling and / or under the care of a childminder – they should not exit the building unless to an appropriate adult.	From 08/03/21 - AHT to monitor
Toilets	Each bubble has been allocated their own toilet block which will be monitored by the 2 adults in the bubble.	Children using the toilet will be monitored carefully by staff to ensure thorough hand washing.	From 07/09 – all staff

		<p>Each class to only allow one child to the toilet at any given time to ensure low numbers in the toilet block.</p> <p>Year 1s have own toilet block. Year 2s to use library toilets. Year 3s have own toilet block. Year 4s to use breakout toilet block. Year 5 and 6 classes to share the UKS2 corridor toilets.</p> <p>Staggered breaktimes will mean that staff use of toilets will be minimised.</p>	
Fire Exits	Fire exit routes are not compromised.	<p>Fire exit routes are not compromised. Doors can be propped open during break / lunchtimes to reduce touching of handles.</p> <p>Next fire drill to be carried out during the week of 15.03.21</p>	SBM / interim caretaker to organise and record log
People in Shielded group	<p>Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines.</p> <p>Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, 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>	We are following government guidelines.	
Isolation room for suspected cases of Covid-19.	Office put to one side, PPE available	<p>Consider having more than one if one child falls ill.</p> <p>Currently the medical room will be used for this which has adjacent access.</p>	

<p>Track and Trace</p>		<p>Based on 'Schools coronavirus (COVID-19) operational guidance' (February 2021) which can be found here:</p> <p><u>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school</u></p> <p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test. Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test. <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test). <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days 	
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		<ul style="list-style-type: none"> advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms</p>	
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ATTENDANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Usual rules		School will follow the government guidelines as they are issued.	By 07/09 - DSL
Shielding	<ul style="list-style-type: none"> 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. This will continually reviewed by senior leaders. Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Follow government guidance.	By 07/09 - DSL
Communication		DfE and government advice shared as appropriate. Weekly newsletters to continue.	Ongoing
Staff Annual Leave		Staff are aware of the guidance around annual leave.	IHT July 2020

CATERING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
New working procedures	All staff and pupils should bring a packed lunch	The kitchen will be open and serving a full hot lunch menu from the start. Children will all eat in the dining hall within their year group bubbles. Pre-school will eat in their rooms as normal.	Caterlink 08/03/21
Cupboards		Caterlink to ensure they are compliant.	Caterlink staff
Breakfast Club	No before and after school provision in place.	Wraparound care will restart and bubbles can be added to in the first instance as they will be deemed as 'new'.	Office manager to organise w/b 08/03/21

CLEANING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Deep Clean	Closing to children (apart from KW/ V children) to allow for a deep clean each week.	Deep clean will take place during the holidays.	
Cleaners		Cleaners will be assigned to same areas / bubbles to avoid cross contamination.	

	<p>Bubbles are responsible for cleaning during the day.</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"> ➤ Taps and washing facilities, ➤ Toilet flush and seats, ➤ Door handles and push plates especially entrance doors, ➤ Machinery and equipment controls, ➤ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ➤ Telephone equipment ➤ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>There will an increase in the frequency of cleaning given the increase in number of individuals in the school.</p> <p>Sink areas will be wiped down after children have after children have washed their hands.</p> <p>Cleaning of surfaces will happen if a child coughs or sneezes.</p> <p>Doors will be propped open to minimise the amount of contact with door handles.</p> <p>Staff toilets will be thoroughly cleaned at half past four.</p> <p>Children's toilets will be cleaned at the end of the day or as necessary during the day.</p> <p>PE equipment will be kept in year group bubbles and rotated half termly. Any spare hall equipment that is used must be sanitised and left for 72 hours.</p> <p>Adults must hand sanitise before and after using the photocopier.</p>	
Kitchen		School kitchen currently open so deep clean has taken place. Caterlink to organise another following their normal schedule.	Caterlink – by 07/09
Outdoor play equipment	Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.	Outdoor equipment will not be used except for Early Years.	Teaching staff – from 07/09
Emptying Bins	Bins emptied daily. Then use hand gel. Gloves available if requested.	As before.	Caretaker – from 07/09
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.	<p>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.</p> <p>Local Health Body should be contacted.</p>	HT from 07/09

COSHH	<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, googles, apron, gloves and paper face mask via school if they want.</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, googles, apron, gloves and paper face mask via school if they want.</p>	Caretaker from 03/09
Resources	Each child got individual pack with their own equipment in.	<p>Each child will get an individual pack with their own equipment in.</p> <p>Children will put their bags and coats on the back of their chair. They will not need to bring in resources from home.</p> <p>Sports equipment will be put on a rota by the PE co-ordinator.</p> <p>Other resources will not be shared between year groups.</p> <p>Lunch boxes will be kept in bubbles.</p> <p>Devices offered during lockdown now need to be returned to school by Monday 8th March.</p>	07/09 ongoing - HT
Uniforms	Own clean clothing is permitted.	<p>School uniform is a requirement but we understand that this might be difficult for critical workers to maintain on some occasions.</p> <p>P.E kits should be worn on the day of the week that PE takes place.</p>	HT from 07/09
Lettings	None	None	

CONTRACTORS AND PROPERTY MAINTENANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Property Concerns	All serious property concerns have been raised with the school's Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	All audits have been carried out but adhering to restrictions.	By 20/07 - IHT
Regular Compliance Checks	Relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed.	As above.	Caretaker ongoing from 01/09
Risk Assessment	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 . 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.	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.	Office manager form 07/09
Maintenance	Planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Planned maintenance has been planned for holiday periods.	Caretaker form 07/09
Water Check		If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease – and check will be undertaken.	

FIRE SAFETY			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
PEEPS	Personal Emergency Evacuation Plans (PEEPs) continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.	Not applicable at the current time.	SENDCo – ongoing from 07/09
Emergency Escapes	Not to be compromised.	Not to be compromised – no additional routes required.	Ongoing - caretaker
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.	HT and caretaker – from 07/09
Fire Drill	Confirmed for June.	To take place during the week of the 15/03/21	HT and caretaker
Guidance		Not required at this time.	

FIRST AID			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
First Aid Cover		First aid training organised for relevant staff for 04/09 and completed successfully.	Office Manager 04/09
First Aid Facilities	Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.	Staff need to undertake hygiene protocols before and after dealing with children. Staff to only deal with children within their bubble.	Office assistant ongoing from July 2020
Medical needs	Staff or pupils with medical needs have been assessed and relevant consents are in place.	Medical information to be shared within bubbles.	Office Manager 07/09
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.	As before.	SENDCo by 07/09
Policy	First Aid policy reviewed to include consideration of the risk of infection of covid-19.	As before.	SENDCo by 07/09

HYGIENE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	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"> All staff, children and visitors will use hand sanitizer before and entry to the school site. Children and staff to follow the government advice about handwashing. 	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus.	Caretaker form 03/09
Soap/Warm Water	<p>Supplies around the school are checked twice daily to ensure no shortage</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 requirement ((children, staff and disabled and visitor toilets)</p>	<p>There will be supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex need should continue to be held to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative.</p> <p>Cleaning / hygiene regimes will be built into the school's culture, supported by behaviour expectations and helping ensure younger children and those with complex needs, understand the need to follow them.</p>	Caretaker and teaching staff from 03/09

Sanitisation	<p>Supplies of anti-bac gel to be used where hand washing is not practical.</p> <p>Hygiene routines to be shared with children prior to returning to school and reinforced on their arrival and continually.</p>	<p>The school will 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.</p> <p>Staff will ensure that they sanitise before and after the use of communal equipment and seating.</p>	
Bins	<p>Lidded bins in place at strategic points in the school... All bins to be double lined. Bins to be emptied daily. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</p>	<p>The school will ensure that there are enough tissues and bins available in the premises to support pupils and staff.</p>	<p>Caretaker – from 03/09</p>

PPE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
PPE Need	<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>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>Normal PPE will be worn for changing nappies or when providing intimate care.</p> <p>All staff will be expected to wear face coverings in communal areas (staffroom) but not within their bubbles.</p>	Office Manager – from 07/09
Cleaning	Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	Office Manager – from 07/09
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.	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.	Office Manager – 07/09 ongoing

SCHOOL TRANSPORT			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
School mini bus/dedicated school transport - buses		N/A – the school encourages parents, staff and pupils to walk or cycle to school.	
Public transport		N/A	

CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT			
BEHAVIOUR AND WELLBEING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Prioritisation of subjects		We will be delivering a full broad, balanced curriculum where teachers will identify gaps and fill them as normal.	07/09 – AHT to monitor
Normal Curriculum		We will be delivering a full broad, balanced curriculum where teachers will identify gaps and fill them as normal.	07/09 – AHT to monitor
EYFS – Nursery and Reception		Children will have access to the full curriculum including outdoor provision.	
Key Stages 1 & 2		Children will have access to a full, broad, balanced curriculum.	
Pupil Starting Points		We will be delivering a full broad, balanced curriculum where teachers will identify gaps and fill them as normal.	07/09 – AHT to monitor
Practical lessons	None. Ipads will be allocated to individual children but also cleaned before and after each use. Library books will be sanitised but will also not be used.	Practical lessons will take place with designated equipment and appropriate lengths of time left between different year groups usage. Lessons to be risk assessed and signed off by AHT	From 07/09 – AHT to monitor

Music Lessons		Music lessons will not involved singing and equipment will be wiped down afterwards.	
PE /Sport Lessons		<p>Consider how sport/P.E. can be taught safely according to the guidance. N.B. contact sports are to be 'avoided'.</p> <p>Consider how 'consistent' groups need to be created in order to deliver sport/P.E. safely.</p> <p>Consider locations of sports/P.E. lessons. The advice states: 'Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, 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>Equipment will be kept in bubbles and rotated on a half termly basis.</p> <p>PE lead to organise in the first ½ term.</p>	PSHE lead by at least summer term
Remote Education		The staff have been put onto a rota so that there is a 50% team in school at any one time. Those working from home will create the online learning and this will be uploaded to the website daily.	From 07/01/21 – AHT to monitor
Suspension of subjects		We are not suspending subjects.	From 07/09 – AHT to monitor
RHE		Policy approved by governors.	PSHE lead by at least summer term

School Fixtures		Not doing yet.	
Behaviour	All staff to be in on Monday June 1 st to go through the expectations and arrangements prior to the children starting on Tuesday 2 nd June.	Behaviour training to all staff at training days around updated behaviour policy. STEPS training undertaken and will supplement the behaviour policy.	04/01/21 Headteacher / SENDCo
Pastoral Care	FSW and 3 x DPs available. Each room has 2 adults allocated to ensure support there if required.	FSW and 2 x DPs available. Each room has 2 adults allocated to ensure support if required.	
Mental Health Issues		FSW and 2 x DPs available. Each room has 2 adults allocated to ensure support there if required. Intervention teacher has been appointed to provide extra support for staff and pupils as appropriate.	
Catch Up Funding		The school will use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.	
Social Workers		The school will work closely with other professionals as appropriate to support the return to the school, including continuing to notify the child's social worker, if they have one, of non-attendance.	
Safeguarding Policy		DSL updating as new guidance comes out.	DSL from June 2020 ongoing
DSLs		DSL and DPs all non-classed based so have the time.	From 04/01/21 onwards – DSL and SENDCo to monitor

Concerns when children not at school		DSL has been monitoring issues over the time children have been at home. DSL non-class based so has time for the children when they return. DSL is also the attendance lead so would follow up any non-attendance anyway.	DSL 04/09 ongoing
Refresher training		Refresher training completed. All new staff to have training within first week of induction.	DSL 03/09

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.	School will be fully prepared for when Ofsted resumes.	HT June 2020 ongoing
Governance		IEB meetings will continue to take place as planned.	GoG 15/07/2020
Primary Assessment		All assessments will be administered following the statutory requirements.	HT - ongoing

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 Whom/ When/ Done
Guidance – Suspected Covid	<p>If A child/ staff member has suspected COVID symptoms, the school will follow H&S's the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 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>	Full guidance will be followed.	HT - ongoing
Contact Tracing	Encouraged staff to cooperate with government plans for contact tracing.	Staff to be reminded of guidance on training day.	HT – 03/09
System in place for isolating children who develop symptoms during the day, while they wait to be picked up	Will remain supervised from a distance and parents will collect.	<p>If a child is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision, if required. Ideally a window should be opened for ventilation. If it is not possible, to isolate them, they will be moved 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 should use a separate bathroom if possible. The bathroom must 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 can't be maintained.</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.	
Stay away	Pupils, staff and other adults MUST not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days	We will follow the latest guidance.	
Remote Education		Package of support will be offered to those children self-isolating.	
Local Outbreak		Guidance will be followed at all times.	
Multiple Staff Ill		The school will consider how it will operate if multiple staff are ill.	
Awareness		All staff will receive a copy of this risk assessment prior to schools re-opening fully. Parents / carers will have access to this risk assessment via the school website.	As appropriate
EHC Plans		We have enough staff to cover at this point, however, a further risk assessment would need to be undertaken to ensure safety of the child and others.	07/09