



Preventative Control	Key Actions	Review Date
<p>1) Ensure good hygiene for everyone.</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand sanitiser dispensers provided at entrance gates to the school, outside the House, Office, Creative Arts Block and each classroom. Bottles of hand sanitiser will be available in SLT and Site Manager Offices. • Hand washing facilities with soap and water in place in classrooms, and all toilets. • Guidance for effective hand washing shared with staff and pupils: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Stringent hand washing promoted by all staff to pupils regularly. • Paper towels provided to dry hands in all staff toilets with pedal bins provided to dispose of these safely. • Non-contact hand dryers provided in all pupil toilets. • Soap, paper towels and bins to be renewed/emptied daily by cleaners – monitored by the Site Manager. • Display posters in all toilets and by sinks to remind pupils/staff to wash hands in line with good practice (e.g. at least 20 seconds with running water and soap and dry them thoroughly; or use an alcohol hand rub/sanitiser ensuring that all parts of the hands are covered). • Frequent and thorough hand cleaning is regular practice. • Respiratory Hygiene <p>Sneezing, Coughing</p> <ul style="list-style-type: none"> • Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. • Boxes of tissues and lidded bins with bin bags provided in all rooms. • All staff to remind pupils to catch coughs and sneezes in tissues or their elbow. Hand washing should always follow. • ‘Catch it, Bin it, Kill it’ posters displayed around the school • All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands. • Pupils should be told to cover their mouth and nose with disposable tissues when they cough or sneeze. If not available then they should sneeze into the crook of their elbow, not into their hands. 	<p>Daily</p>



	<ul style="list-style-type: none"> • Bins to be emptied daily by cleaners, contents double bagged and replaced with new bin bag – monitored by Site Manager. <p>Use of PPE</p> <ul style="list-style-type: none"> • Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19. <p>Face Coverings</p> <ul style="list-style-type: none"> • All visitors will be required to wear a face covering. They will be required to put this on before coming onto the premises. Visitors without facemasks will be provided with one on the gate. • On occasions, it may be necessary for staff members working with particular children, or in particular areas, to wear face shields, these will be provided by the school. Face shields must always be cleaned appropriately. • When talking to parents, staff should attempt to maintain a 2 metre distance from parents/carers as much as they can. • It is recommended that staff wear face masks on the school gates at the beginning and end of the day. • Close face to face contact with pupils should be avoided and time spent within 1 metre of anyone must be minimised. • Face masks must be worn in the following areas: School Office and Leadership Wing. 	
<p>2) Maintain appropriate cleaning regimes, using standard products such as detergents.</p>	<ul style="list-style-type: none"> • Daily clean of entire building by cleaners after school from 17:30 (including all surfaces cleaned with anti-bacterial product, toilets disinfected, floors cleaned). • Cleaner to attend site from 11:30 to provide additional clean of toilets, door handles and other high contact areas. • Disposable mops and cloths should be used. • Anti-bacterial spray to be provided in each classroom so that any shared resources or surfaces can be cleaned more frequently. However, shared materials will be limited. • Site Manager to assess cleanliness of school building through the day and provide responsive cleaning if required. 	<p>Daily</p>

- Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.

The Staff Room

- All staff should bring their own safety cups to use on a daily basis. When food is brought in from home or local shops, then plates and cutlery must also be supplied from home. For those having school meals, utensils should be used and returned to the kitchen in the usual way.
- The water heater, kettles, microwave and fridges are all available for use. Surfaces must be wiped with anti-bacterial spray after each use.

The Sensory Room

- The Sensory Room will be timetabled for use. Cleaning will take place in the middle of the day and after school. A timetable will be set up and shared with staff. This will be reviewed on a weekly basis.
- Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed.

Incredible Years

- Learning areas should not contain unnecessary soft furnishings. Those that are in use a timetable for regular washing of covers should be in place.
- Dressing up clothes. These should be washed/steam cleaned in the middle and end of a regular week.
- Learning aids and small world play equipment should be cleaned on a daily basis - water and disinfectant and left overnight to dry.
- Malleable resources, such as play dough, should not be shared between groups.
- Outdoor equipment and toys should be cleaned at the end of each day. Jet wash and disinfectant to be used.
- A set of solid outdoor space dividers keep the Nursery and R/Year 1 Bubbles separate. This will remain in place for the first three weeks of the Autumn Term when it will be reviewed.



	<p><u>ICT Suites & Library</u></p> <ul style="list-style-type: none"> • Year groups from Year 2 – Year 6 will be allocated a one-hour ICT/Library slot every week. This can be organised according to curriculum planning. The Library will also have 6/8 PCs which can be used to support the key skills and learning. (e.g one week you may have half the class in the library and half in the ICT suite; the whole class in the ICT Suite with support staff taking a specific focus group to the library. There are many different options). • Keyboards, mice and screens must be cleaned at the end of each class session using the sprays and cloths in the ICT Suite. 	
<p>3) Keep occupied spaces well ventilated</p>	<ul style="list-style-type: none"> • All indoor areas used must be ventilated adequately, with windows opened. • When possible, internal doors should be opened to assist with creating a throughput of air. • High level windows should be opened in preference to low level, to prevent draughts. • Ventilation should be increased while spaces are unoccupied. • Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces. • Only classroom doors should be propped open to increase ventilation and reduce use of door handles. Doors to outside areas must remain closed for Site Security and Fire Safety. 	<p>Daily</p>
<p>4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p>	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • If anyone develops COVID-19 symptoms, however mild, they should be sent home and follow public health advice. • Everyone with symptoms, should avoid using public transport and, wherever possible, be collected by a member of their family or household. 	<p>Daily</p>



- If a pupil is awaiting collection, they should be left in the welfare room on their own if possible and safe to do so. Staff should remain close by. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. The Medical Room and other areas they have used should be cleaned after they have left.
- The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Asymptomatic testing

- Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, schools need to be prepared to step measures up or down in future depending on local circumstances.

Confirmatory PCR tests

- Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).
- Whilst awaiting the PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.
- Additional information [on PCR test kits for schools and further education providers](#) is available



OTHER CONSIDERATIONS		
School Workforce	<ul style="list-style-type: none"> • Whole-staff updates and INSET will to be provided through a balanced timetable of email, Zoom and face to face. • Face to face meetings will be conducted in large enough areas to ensure that social distancing can be respected. • Staggered breaks will remain in place to limit staff numbers in particular areas of the school. • Oxford Gardens car park is currently out of use and use of this area is under review. Staff can currently park in the carpark under the Westway free of charge whilst the site is being shared with Grenfell Nursery. Cars must be registered with Euro Parks to be able to use this facility. • Staff asked to arrive no earlier than 07:30am. • Staff asked to leave the premises by 17:30 to enable cleaning schedule to be implemented. • Staff working with younger children should monitor and regulate the time spent within 1 metre of anyone. • Staff should be aware of skin to skin contact between adults and between adults and children • Specialists, therapist, clinicians and other support staff for pupils with SEND will provide interventions as usual. When necessary, individual RA or sections of the main RA will be completed for this group. • Volunteers will be allocated to a year group; e.g. reading support. It is important that they are properly supported. • Staff organisation will be reviewed on a monthly basis. • Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed. 	Daily
PREVENTION Social Distancing of Pupils Minimising contact across the site.	<p><u>OUTDOOR</u></p> <ul style="list-style-type: none"> • Staggered break and lunch times will continue from September to minimise contact between year groups. • Parents/carers are asked not to gather at the school gates. • Years 6 to 4 will continue to have their break on the back sports pitch, which will be zoned. There will be a staff led circuit activity, ball skills and quiet area. In addition to this, the Adventure Area with play apparatus will also now be part of these Zones. Pupils will have a zone allocated to them on a daily basis. • Outdoor playground equipment and the Adventure apparatus should be cleaned at the end of lunch break. 	Daily



	<ul style="list-style-type: none"> • Year 2 and 3 will have their break in the following three areas – 1) front playground 2) behind the POD where there will be organised games 3) Adventure Area with play apparatus. The Year 2 & 3 children should be split into three groups which rotate on a daily basis. It is planned that Year 1 children will join them at some point in the Autumn Term. • Staff members assigned to each year group will take pupils for break. • Adventure area with play apparatus will be on offer as a zoned area with appropriate cleaning. <p><u>INDOOR</u></p> <ul style="list-style-type: none"> • Equipment allocated individually and left on individual pupil tables throughout the day. • Classroom based resources, such as books and games, can be used and shared. These should be cleaned regularly, along with all frequently touched surfaces. • One-way circulation system will continue to be implemented within the building to avoid creating busy corridors, entrances and exits. • Year 2/3 will have access to the side stairwell to use as an entrance and exit. Classrooms with exterior doors can also use these as both entrances and exits. • Pupils only allowed to leave the classroom and go to the toilet one at a time. All pupils are familiar with this system which works well. No more than two pupils should be waiting outside at any one time. Pupils should use the appropriately assigned year group cubicles. • Communal water fountains will be out of action. It will be necessary for the Site Manager to routinely flush water through to maintain the Legionella action plan. • Pupils to bring in their own water bottles or cup which should remain on their desks. • PE equipment that is shared between Year Groups should be cleaned meticulously on a daily basis. • Any pupils with separation anxiety when leaving parents will need to return home until pupil is comfortable and ready to return to school. • Some pupils with SEND will need specific help and support to enable them to manage the changes to their routines. The Inclusion Team will manage these plans. 	
<p>Behaviour</p>	<ul style="list-style-type: none"> • The behaviour policy includes adaptations to ensure the health and safety of all: <ul style="list-style-type: none"> • adhering to the new arrivals and departures routines; • following the hygiene and sanitation rules; • following instructions about moving around school; • following the set guidelines on socialising; • following the guidelines around the use of equipment; 	<p>Termly</p>



	<ul style="list-style-type: none"> • pupils not to bring any additional belongings (except packed lunch and a cup/water bottle) into school. • Pupils who are unable to follow our Behaviour Policy and subsequently pose a health and safety risk to others, will receive a timeout in their parallel class for the rest of the day. Year 2 – pupils will be supervised in the Year 2/3 additional classroom. Parents/Carers will be immediately informed. • A further review of the policy will take place in the Autumn Term 21. 									
Registration	<ul style="list-style-type: none"> • Registers will be completed in the usual way using SIMs. • School Absence Procedures will be adhered to. • School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. • Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). • For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance • Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return. • Pupils going for medical appointments will be readmitted. • Pupils must be collected on time at their designated gate – the school cannot supervise children who have not been collected on time. <table border="1" data-bbox="674 1123 1765 1326"> <thead> <tr> <th>Year Group</th> <th>Gate Allocation</th> </tr> </thead> <tbody> <tr> <td>Incredible Years and Nursery</td> <td>Gates along Crowthorne Road.</td> </tr> <tr> <td>Years 2/3 – Gnome, Giant, Troll.</td> <td>Oxford Gardens entrance shared with Grenfell Nursery.</td> </tr> <tr> <td>Years 4, 5 & 6</td> <td>Oxford Gardens double gates (old main entrance)</td> </tr> </tbody> </table>	Year Group	Gate Allocation	Incredible Years and Nursery	Gates along Crowthorne Road.	Years 2/3 – Gnome, Giant, Troll.	Oxford Gardens entrance shared with Grenfell Nursery.	Years 4, 5 & 6	Oxford Gardens double gates (old main entrance)	Weekly
Year Group	Gate Allocation									
Incredible Years and Nursery	Gates along Crowthorne Road.									
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		Year Group	Start time	Finish Time		
		Incredible Years	08:40	14:50 Friday finish at 13:00		
		Years 2 to 6	08:30	15:00 Friday finish at 13:15		
Lunch		<ul style="list-style-type: none"> Years 4, 5 and 6 will line up in the front playground. They will enter via the double gates and single gate next to the stairs. Staff will support pupils with this arrangement at the beginning and end of the day. Staff must sign in using the Inventory System. Should this not be working, then the member of Office Staff on duty that day will manually sign them in. Staff are able to leave the premises during the day, and use masks appropriately, but must follow the sanitation rules on their return. All staff must have vacated the premises by 17:30 to enable cleaning to commence. 				Daily
		<ul style="list-style-type: none"> All pupils in Reception, Years 1 and 2 will be offered a hot lunch, in line with entitlement to Universal Free School Meals – packed lunches from home will be actively discouraged except for some pupils with dietary needs or a Health Care Plan, where exceptions will be applied. Years 3 to 6 can bring in their own packed lunch, or request a school hot lunch. If they are bringing in food from home, then this will be stored safely in the allocated classroom. Packed lunch contents must be in line with our Healthy Packed Lunch Guidelines. Each Year Group will eat in the lunch hall. There are 9 circular tables in the lunch hall. Each table seats 8. Lunch hall – Waste left in bag in the hall and disposed of at end of service. Tables to be thoroughly cleaned after use. All staff working in the lunch hall must wear disposable gloves. Close face to face contact with pupils should be avoided and time spent within 1 metre of anyone must be minimised; 2 metre social distancing should be observed. Skin to skin contact between adults and between adults and children should still be avoided. Disposable gloves should be worn. Incredible Years – Gremlin, Unicorn and Elf classes all eat school lunches and packed lunches in the spare classroom with staggered timings. Pixie Class will eat in the Nursery learning space. The school has purchased hot boxes and all the necessary equipment to enable the food to be safely and 				



	<p>efficiently served. The food will be collected at 11:20 and carried down the kitchen stairs by three school members of staff. Wipeable table coverings will be used to enable spillages to be quickly removed. The dishwasher in the staff room will be used as a temporary measure to limit the amount of plates being washed in the main kitchen. This system will be closely monitored to ensure that the service functions well. It will be reviewed in September with the intention that Year 1 and Reception pupils will be able to move towards eating in the lunch hall.</p>	
<p>Music Provision</p>	<ul style="list-style-type: none"> • Violin and Cello lessons will start in September. • Peripatetic teachers will be expected to comply with arrangements for managing and minimising risk, including taking care to maintain distance from other staff and pupils. • To reduce the number of groups taught, violin and cello lessons will continue to be provided for a specified Year Group on a half termly rotation. This Year Group may be different for violin and cello. This system will be reviewed on a half termly basis. • For the Autumn Term, the year groups have yet to be confirmed. • Distancing requirements with each group taught, must be maintained. • The maximum number of pupils in the music room is six. These pupils must be from the same Year Group; the staff member must manage distancing appropriately and safely. • Sharing of instruments should be avoided. • If instruments and equipment need to be shared, then they will need to be disinfected after each individual use. This includes packing cases, handles, props, chairs, microphones and music stands. • The handling of music scores, parts and scripts must be limited to the individual using them. • The music room should be fully ventilated at all times. • The orchestra will start again in the Autumn Term. There will be two groups: Years 3&4 and Years 5&6. Each group will start with a maximum of 10 children. These sessions will take place in the Art Block. • Singing can now take place in larger well ventilated spaces, such as the hall. Classes should be back to back or side singing. Social distancing should be implemented between singers. 	<p>Termly</p>
<p>Extended School Day / Enrichment Activities.</p>	<ul style="list-style-type: none"> • Breakfast Club operates on a daily basis. Pupils are organised in Year Groups. • Parents/Carers need to book places on Friday to attend the following week. • Payment is to be made when booking. Charges are £2:00 per day. • Pupils will enter the school via the allocated Year Group gates. 	<p>Monthly</p>



	<ul style="list-style-type: none"> • Cereal bars, cereal (individual boxes), fruit and yoghurt will be available and staff will wear gloves and masks when serving food. • From September, a range of clubs will be offered from 3:00-4:00 p.m. Monday to Thursday. These will initially be prioritised for the following children: 1) Children whose parents are working and children with an EHCP 2) Children whose parents are in further education. • Information regarding these will be circulated at the beginning of September. • From 4:00 -6:00 p.m. Monday-Thursday Fit For Sport will be running after school provision. Places should be booked through them for that provision. They will run after school provision from 3:00-6:00 p.m. on a Friday. • On Fridays, the learning mentors run sports provision for children from 1:15-3:00 p.m. The same prioritisation applies; with working parents, children with EHCPs and children of parents in further education being given the opportunity to sign up first. 	
Off-Site Sports Activities	<ul style="list-style-type: none"> • A range of off-site sports activities will be arranged throughout the Autumn Term. • Separate Risk Assessments are completed for these by the Sports Learning Mentor and reviewed by the Head Teacher. • Sports equipment must be thoroughly cleaned between each use by different individual groups. • Disinfectant, cloths and hand sanitiser to be taken by SLM to all sessions. • All pupils must take water bottles with them. Spare water to be transported using 5L bottle • SLM to take radio, mobile phone and first aid kit. 	Monthly
Educational Day Visits	<ul style="list-style-type: none"> • Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. • Full and thorough risk assessments will be completed in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. 	Weekly
First Aid	<ul style="list-style-type: none"> • First aid equipment (including inhalers and epi-pens) distributed to each classroom to ensure that pupils can receive basic first aid without needing to leave their classroom. • Accident forms in each classroom to be completed in event of any first aid • In case of emergency, staff member to use radio to call the school office or a member of SLT and await advice. 	Daily



	<ul style="list-style-type: none"> • It is accepted that 2m distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Gloves must be worn. 	
Social Distancing of Parents	<ul style="list-style-type: none"> • Parents/Carers encouraged to arrive no more than 5-minutes before allocated drop-off and pick-up time, and to leave the school gate immediately to reduce the risk of any gatherings. • Only one parent/carer can be at the allocated gate at pick up/drop off times. • For safeguarding reasons, Parents/ Carers will not be permitted on the school site at both the beginning and end of the school day, which will include later timings for those who attend extended provision and enrichment activities. • From September, Parents/Carers will be invited on site for events such as: Learning Celebrations, Parent Groups, Assemblies and Community events. • Where possible parents are encouraged to travel to school by foot, scooter or bicycle, and avoid using cars or public transport. • Gathering at the school entrance and otherwise coming onto the site is not allowed. • Cones put on school zig-zags to reduce parking and encourage active travel. • Parents updated by email on guidelines, with posters and verbal reminders used to reinforce the message. 	Weekly
School Operations	<p>Transport</p> <ul style="list-style-type: none"> • Parents, staff and pupils are encouraged to walk or cycle to school if at all possible. • Staff/Parents must wear a face covering on public transport. The following guidance should be used. safer travel guidance for passengers. • The Traveller ‘walking bus’ will operate on a daily basis from 08:15. On route, pupils should maintain a 1 metre distance. Once they arrive on site, hand washing will be compulsory. Pupils should then immediately attend their year group bubbles. The Traveller Learning Mentor will need to maintain a 2 metre distance. • Staff and pupils who arrive at school wearing face coverings should wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin, or place reusable face coverings in a plastic bag. Hands should be washed again before heading to their classroom. <p>Contingency Planning for Remote Education</p> <ul style="list-style-type: none"> • Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, immediate remote education will be offered via Seesaw. 	



	<ul style="list-style-type: none"> • Remote education is high quality and safe, and aligns as closely as possible with in-school provision. • All pupils not physically unwell with coronavirus (COVID-19) but who are at home as a result of coronavirus (COVID-19) should have access to remote education by the next school day. • Full details of the educational offer are provided in the Remote Education Policy and on our website. 	
Visitors	<ul style="list-style-type: none"> • All visitors will be required to wear a face covering. • Any unexpected visitors attending the building will be kept in the contained Office area until the school has confirmed their visit is essential. • All visitors advised of health and safety procedures and made aware of hand-washing, sanitising and areas which should not be entered. • Screens installed on Office Reception Desk to protect office staff. • Any visitors will be signed-in manually by office staff. • A record should be kept of all visitors. • Contractors will be asked to share their risk assessment with the school before accessing the site. • Parents not permitted to drop off items during the day – school will provide a checklist of essential items for all children. 	Weekly
Catering Staff & Cleaners	<ul style="list-style-type: none"> • Catering & Cleaners have provided their risk assessment with the school before accessing the site, appropriate social distances measures are in place. 	Weekly
Safeguarding	<ul style="list-style-type: none"> • Updated safeguarding policy incorporates impact of Covid-19 pandemic. • Staff made aware of updated safeguarding protocols for pupils and staff both in school and outside school. • Any safeguarding concerns should be reported using the set school procedures. • Emergency mobile number shared with staff in case of urgent safeguarding concerns. • Allocated Designated Safeguarding Lead or Deputy (DSL) on site each day. 	Daily
Fire Evacuation	<ul style="list-style-type: none"> • In event of a fire alarm, school follows normal evacuation procedure. • School to assemble at assembly point in year groups, avoiding any mixing if at all possible. 	



Mental Health	<ul style="list-style-type: none">• Staff will be given resources and signposted to local services which are available to support mental health.• Staff should immediately speak to a member of SLT if they have any concerns.• Staff who are anxious about returning to school will be provided with additional support.• Planning of sessions for pupils incorporates PSHE sessions which will address the potential impact of Covid-19 pandemic.• No member of staff should be on site before 7:30 a.m.• All Staff are expected to be off site by 5:30 p.m.• All staff will have their PPA on a Friday afternoon from 13:00 / 13:15 onwards.	Daily
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***This risk assessment will be reviewed regularly to ensure it is current and effective
During term time, an incident log is kept on a weekly basis.***