


COVID-19 Risk Management Plan: Full Re-Opening of Schools in September 2020

Site / school name:	The Palmer Academy		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Aaron Wanford, with input from Sam Knight (SBM), Libby Thomassen (AHT), Katherine Druce (AHT), Steph Harriss (AHT), Jac Chick (AHT), Angad Soares-Mistry (SLT)	Date of completion:	01-Mar-2021
Risk assessment approved by:		Date of approval:	3.1.21
Date risk assessment to be reviewed by:	April 2021	Risk assessment no:	V.4

Record of Risk Assessment Reviews

Date of review:	Reviewed by:	Comments / date of next review:	

Risk Consideration Priority Matrix

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

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Updated Template:</p> <p>This document is essentially an update to the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing of Government Guidance on Full Re-Opening of Schools from September 2020. Please click here to view the full guidance.</p> <p>This new template essentially contains all of the sections found in the original version, however, and to take account of the new Government guidance:</p> <ul style="list-style-type: none"> ➤ Sections highlighted in yellow will need to be reviewed / updated as necessary by the schools in light of the new Government guidance - please note that there will be some resultant changes to wording / content of the Risk Consideration descriptor in relation to these yellow sections. ➤ Sections that are “greyed-out” are, in principle, unaffected by the new Government guidance and the management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, you must still consider their adequacy going forward for the purposes of this updated RMP in the event that those arrangements need revising or upscaling to account for the increased school population on full re-opening. Some updating may also be required to take account based on experience and “lessons learned” since partial re-opening in June ➤ An Appendix (red section) has been incorporated at the end of this document in order to capture brand new issues presented by the new Government Guidance that schools must consider and address with satisfactory management arrangements, further actions and a RAG-Rating. – remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances</u>. ➤ Please read through the whole of this template including the new Appendix section prior to completing your updated RMP - any questions, please contact Estates. 				
Social-Distancing & Minimising Contacts	<i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:</i>	<i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i>	<i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i>	<i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i>
	Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has	<ul style="list-style-type: none"> ▪ Pupils will remain, unless by exception, within year group bubbles, or education bubbles. 	<ul style="list-style-type: none"> ▪ 	

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group); avoiding contact between separate bubbles and maximising social-distancing within bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate.</p>	<ul style="list-style-type: none"> ▪ All year groups will have a timetable and entry, exit, breaks, lunch and movement will be staggered. ▪ Wraparound care (Go Beanies) will have use of the hall and community room. Pupils will sit/play within year group tables/zones and maintain distance from pupils in other bubbles as much as reasonably possible. 		
	<p>Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social distancing. Ideally, adults should maintain a 2m distance from each other, and from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised.</p>	<ul style="list-style-type: none"> ▪ Years 1-6: tables will be arranged facing forward; if required, children in Year 1 will sit in table groups of up to 4 children which are consistent. ▪ Early Years: when seated, pupils will face forwards. Independent learning areas will be arranged so that pupils stand/sit side by side. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</p>	<ul style="list-style-type: none"> ▪ Isolation room is designated to the sensory room. This room is ventilated, is near toilets and is small enough to allow for deep cleaning, should it be required to be used. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop-off and pick-up arrangements.</p>	<ul style="list-style-type: none"> ▪ All staff will park in the rear car park, unless staff need to enter/exit regularly in the day. ▪ Cones and the portable barrier will be used at the start and end of day to prevent vehicular use during these times and to protect users of the front exit path. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Implement people-management at key times of the day to maintain social-distancing and to minimise contacts such as at pupil drop-off, break times, lunchtime and pupil pick-up.	<ul style="list-style-type: none"> ▪ Pedestrian one ways systems remain in place on site with social distancing arrows. ▪ Front: enter via pedestrian path and exit via vehicular gate ▪ Rear: enter via Surrey Road gate and exit via Scholar's place. ▪ Entry and exit times will be staggered. ▪ Each year group timetable will be staggered. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ This Risk Management Plan will be shared with Go Beansies. ▪ Go Beansies will be required to share their risk management plan/assessment with the school. ▪ Abacus Cleaning and Chartwells will be asked to provide an updated risk assessment. 	<ul style="list-style-type: none"> ▪ SBM to review the risk management plan with Go Beansies to ensure that they are happy with the management plan. 	<ul style="list-style-type: none"> ▪
	Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	<ul style="list-style-type: none"> ▪ Parents/carers had access to the video tutorial. ▪ This was updated and communicated prior to returning on 1/9/2020. ▪ All parents have been sent letters with information around the school day and arrangements on 25/02/21. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).	<ul style="list-style-type: none"> ▪ Signage is in place, including arrows and markers on the ground both outside and inside the building. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1 st August 2020 as applicable) including those	<ul style="list-style-type: none"> ▪ It is expected that the vast majority of staff will return on 08/03/21. There are three staff 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or those who may otherwise be at increased risk from COVID-19. Please contact HR with regard to any specific questions concerning staff in these categories.	<p>who are shielding who provision has been made for to work remotely.</p> <ul style="list-style-type: none"> ▪ Those staff not allocated to a year group already (cross school staff), will be allocated as few bubbles to work with during the week, as far as practically possible in order to keep the timetable and teaching operational. 		
	Display signage prominently at site entrances to encourage social-distancing and minimising contacts (multiple-language signage where necessary).	<ul style="list-style-type: none"> ▪ Signage is in place, including arrows and markers on the ground both outside and inside the building. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Limit parent vehicular access to car parks to essential car-users only - this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking should be considered on an individual school basis.	<ul style="list-style-type: none"> ▪ It is standard practice to not allow vehicular access to parents/carers unless there are exceptional circumstances. ▪ Cones and the portable barrier will be used at the start and end of day to prevent vehicular use during these times and to protect users of the front exit path. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access.	<ul style="list-style-type: none"> ▪ This is already in place. There will be an updated schedule of staff and senior leaders to welcome and reinforce social distancing. ▪ Office Manager, SLT and pastoral staff to be outside 8.40-9.10am; 3.10-3.40pm each day. ▪ Caretaker can cover the front entrance gate between 8.30-9.00am and 3.00-3.30pm 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social-distancing and minimise contacts - portable coat racks and cycle racks could be relocated.	<ul style="list-style-type: none"> ▪ Years N-3 have dedicated toilets. ▪ Years 4-6 will have use of shared toilet facilities. These will be cleaned during the day, shortly after lunchtime. Dedicated toilet cubicles and sinks are designed for different year groups. ▪ Cloakrooms are either dedicated to classes or year groups. ▪ Staff may not congregate in the staffroom, but may continue to make drinks/prepare food in this area and eat it within their dedicated 'bubble' area, wherever possible. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ Pedestrian one ways systems remain in place on site with social distancing arrows. ▪ Front: enter via pedestrian path and exit via vehicular gate ▪ Rear: enter via Surrey Road gate and exit via Scholar's place. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.	<ul style="list-style-type: none"> ▪ This is supported by signs, cones and barriers in addition to rota of staff at the busiest time. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Designate one primary entrance to each building (and one, separate, primary exit).	<ul style="list-style-type: none"> ▪ Years N-3 enter and exit straight into classes. ▪ Year 4 and 5 will enter & exit through the playground door under the clock at different times. ▪ Year 6 will enter via the front door and be dismissed via the yellow hashed area at the front of the school. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ Entry to the school will be a soft start 8.45-8.55 or 9:00-9:10 depending on the year group. 		
	Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision.	<ul style="list-style-type: none"> ▪ The school has wide corridors and year groups will use different staircases at the mass movement points. ▪ The timetable staggers mass movement. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.	<ul style="list-style-type: none"> ▪ Mass movement will be supervised as is usual practice. E.g. exit/entry for break and lunch. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social-distancing and minimise contacts with others - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).	<ul style="list-style-type: none"> ▪ Classes will remain within class and year group areas. ▪ Intervention rooms and spaces will be allocated to year groups. ▪ Packed lunches will be eaten in classrooms. ▪ Lunch tables in the hall will be allocated to year groups and each year group will have a specific slot. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.	<ul style="list-style-type: none"> ▪ Control doors are either accessed via ID or code. ▪ Keyholders: Libby, S Knight, R Shore, T Binks 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Limit use of passenger lifts to essential users and only one at a time.	<ul style="list-style-type: none"> ▪ No planned use needed. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in order to maintain social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ The school employs a ‘walk on the left’ policy. Corridors are wide throughout the school. ▪ The pedestrian gate adjacent to the kitchen will be staffed at busy times with a ‘give way to those leaving’ policy. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.	<ul style="list-style-type: none"> ▪ This remains in place. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Only one adult to accompany children to and from school - place notification signage outside the school entrances.	<ul style="list-style-type: none"> ▪ Parents will be reminded of this at during the briefing video. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up; stagger breaks times / lunchtimes all to facilitate ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day and / or time extensions to both ends of the school day and not the implementation of rotas.	<ul style="list-style-type: none"> ▪ All year groups will have a soft start in place. ▪ All year groups will have a staggered timetable to allow for social distancing between bubbles. ▪ Late pick up: pupils not collected in each year group will be ‘pooled’ and one member of staff will make relevant calls OR communicate with the office to call parent/carer. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.	<ul style="list-style-type: none"> ▪ This will be done in advance, along with a briefing video. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.	<ul style="list-style-type: none"> ▪ A soft start will be in place with staff visible to ensure there isn’t a backlog or congregation. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ A rota system will be in place at the busiest times. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene, social-distancing and minimise contacts in-line with guidance issued separately by Estates.	<ul style="list-style-type: none"> Visitors will be kept to a minimum. The briefing sheet to be updated to include infection control. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.	<ul style="list-style-type: none"> No amendments to escape routes required. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.	<ul style="list-style-type: none"> All year groups receive induction briefings at the start. A fire drill will be carried out in the 3 weeks of the return to school. Year groups to gather more than 2 metres from each other. Bubbles would line up with 2m distancing between them. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Fire Safety	For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority.	<ul style="list-style-type: none"> Fire marshal training is up-to-date. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	For staff or pupils that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social-distancing	<ul style="list-style-type: none"> PEEPs are already completed. Updated versions are signed by all stakeholders. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>requirements may not be met, but life safety must be prioritised in the event of a fire.</p> <p>NOTE: <i>It is recommended that those staff for pupils needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance. In the event of direct physical assistance, it must be understood that social-distancing is secondary to the life safety of occupants.</i></p>			
Health & Medical Needs	<p>The requirement to provide suitable, appropriately qualified first aid cover to all staff and pupils has been assessed with suitable first aid and / or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.</p>	<ul style="list-style-type: none"> Each class has dedicated first aid equipment (including PPE). All staff are first aid trained and paediatric first aiders are situated in Early Years and KS1. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	<p>Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.</p>	<ul style="list-style-type: none"> Medical Care Plans and Intimate Care Plans are being updated in advance of the start of the year. These will be signed by all stakeholders. Staff carrying out intimate care or first aid have access to PPE and have received training about its use. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Security	<p>Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.</p>	<ul style="list-style-type: none"> All rooms have secure cupboards for staff and there are secure lockers in the staff room. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	<p>For areas of the school which are not fully staffed; consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.</p>	<ul style="list-style-type: none"> All exit doors are manned while the gates are open. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Cleaning & Personal Hygiene	The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> Copiers, laptops, communal spaces will be wiped between use. A member of staff is tasked with cleaning Y4-6 toilets during the day (lunchtime controller). If PE equipment is used, it is isolated or cleaned between shared use. Staff laptops will be wiped before use in the building (staff). 	<ul style="list-style-type: none"> SBM to ensure a schedule of midday cleaning for LSAs to undertake if there is staff absence with lunchtime controllers to distribute cleaning duties between phases. 	<ul style="list-style-type: none">
	Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning - NOTE that this guidance will be updated further when new information is released by the Government in late July 2020.	<ul style="list-style-type: none"> The cleaning contractor has provided a suitable risk assessment for adaptation of protocols (cleaners will enter the building after most pupils have left). 	<p>Opportunities for children's handwashing:</p> <ul style="list-style-type: none"> Arrival at school – sanitise Before break - wash After break – sanitise Before lunch - wash After lunch – sanitise Before home – sanitise 	<ul style="list-style-type: none">
	Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles.	<ul style="list-style-type: none"> Cleaning will start when the majority of pupils have left the building. Cleaners will maintain suitable social distancing with Palmer staff and pupils. Surfaces and Y4-6 toilets will be cleaned during the day (lunchtime controllers). If cleaners come into a room where other staff are, staff should put on a mask 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	The school has maintained good supply of soap and access to warm water for washing hands.	<ul style="list-style-type: none"> All classes have water, soap and/or sanitiser. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.	<ul style="list-style-type: none"> All pupils and staff will wash hands on entry to the class (including at arrival, after break, after lunch, after PE and before going home). Visitors will sanitise and wash hands in the visitor's toilet on arrival. 		
Property	The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-opening checklist has been re-visited / completed prior to September re-opening.	<ul style="list-style-type: none"> Property statutory compliance checks are up-to-date and completed. This is ongoing throughout the year. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	All serious property concerns have been raised with the Estates Team and appropriate steps in place to ensure the safety of all building occupants.	<ul style="list-style-type: none"> Property concerns have been raised with the estates team, including: addressing the disruption to the playground surface. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Food Service	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus.	<ul style="list-style-type: none"> Pupils with packed lunches will eat in their year group and then go to their outdoor zone. Each year group will have a dedicated table space and slot in the hall for lunch. Adequate time will be given to allow for one-year group to exit and the next to enter. Chartwells have supplied a risk assessment for continuity of business with Coronavirus. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Food serving areas have been reviewed and queuing and seating arranged to support good social-distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.	<ul style="list-style-type: none"> Each year group will have their own dedicated table and slot. Lunches will be further staggered to allow for one year group to exit before the next enters. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	<ul style="list-style-type: none"> This is standard practice. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
APPENDIX: NEW RISK CONSIDERATIONS	Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work alongside their wider protective measures, e.g. keeping children within their bubbles or year groups where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.	<ul style="list-style-type: none"> Go Beanies will provide breakfast and afterschool club with the following changes: The club will have use of the community room for food preparation and the hall for zoning into different year groups/tables. Pupils will eat with year groups and maintaining social distance from other year groups. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised whilst still allowing for a break of a reasonable length during the day.	<ul style="list-style-type: none"> Currently, the school is not using shared staff spaces (such as the staffroom), with the exception of making drinks or preparing food. Staff are required to stay within their bubbles, wherever possible, and only use the staffroom for eating/drinking or PPA if there is no other reasonable alternative. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.	<ul style="list-style-type: none"> Windows will be opened in the morning. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school.	<ul style="list-style-type: none"> Staff and pupils have been briefed that face coverings used during transport should be either disposed of or put in a sealed bag. This will be reiterated again. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ Training was delivered to all staff about the correct donning and doffing of face masks. 		
	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.</p>	<ul style="list-style-type: none"> ▪ This will be further reinforced in briefings and via the posters. ▪ Signage around the school 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Arrangements are in place for staff and pupils to bring in their own frequently-used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered.</p>	<ul style="list-style-type: none"> ▪ A consistent set of equipment will be on each table. ▪ Pupils will bring their lunch and their reading book and reading record. ▪ Water bottles will be named and kept in the building for the week 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.</p>	<ul style="list-style-type: none"> ▪ All suspected COVID-19 cases will be reported to the EHT and DDoE. ▪ All pupils and staff will receive updated information/flow charts. ▪ Letter has been sent to all parents and staff to complete an electronic form to disclose a positive COVID-19 test result. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace or beyond in the case of a potential wider outbreak.</p>	<ul style="list-style-type: none"> ▪ The school will update the COVID-19 contact sheet and ensure steps are followed. ▪ The school has access to two contact numbers and addresses for all pupils. 	<ul style="list-style-type: none"> ▪ Office Manager to undergo data collection sheets for all pupils to ensure most up-to-date telephone numbers and e-mail addresses for families. 	<ul style="list-style-type: none"> ▪
	<p>Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time.</p>	<ul style="list-style-type: none"> ▪ The school has addresses for all staff and pupils. Home testing kits will be sent home with suspected cases. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable</p>	<ul style="list-style-type: none"> ▪ The sensory room will be the allocated isolation room. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> ▪ PPE and first aid equipment is available should it be required. 		
	<p>Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g:</p> <ul style="list-style-type: none"> • Transport groups reflect school groupings. • Organised queuing. • Hand sanitiser on boarding / disembarking. • Cleaning of vehicles. • Social-distancing within vehicles. 	<ul style="list-style-type: none"> ▪ None. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of “Walking Buses” etc.</p>	<ul style="list-style-type: none"> ▪ None. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is maintained - this provision must also include, where necessary, a suitable separate “baby room” or suitable partitioned-off area.</p>	<ul style="list-style-type: none"> ▪ EYFS staff ratios are in place. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

Other Risks / Issues for School Leaders to Address:

List identified issues e.g. local community, organisational issues etc.	▪	▪	▪
Staff meetings and INSETS	▪ These will be conducted over Teams/Zoom with staff remaining within their bubble ▪ Friday briefings will be recorded or live.	▪	▪

Overall Risk / RAG Rating Matrix

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

Appendix 1 – New Risk Considerations January 2021

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done as a matter of course on a monthly basis from September 2020; weekly going forward from January 2021) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 and on 7th January 2021. ➤ Accordingly, this appendix replaces the recently issued one entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021” ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Note that sections that are “greyed out” have not changed in this new iteration and can be copied / pasted across from the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” Sections highlighted in yellow have changed somewhat in light of the latest Government guidance - schools will need to review / update these sections appropriately. ➤ Copy and paste this completed 9th January Appendix to the end of your current / reviewed Risk Management Plan. ➤ Delete the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” 			

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>➤ Any questions; please contact Estates.</p>			
	<p>Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half-term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:</p> <ul style="list-style-type: none"> ▪ Full opening of nursery provision (wef 18-1-2021). ▪ Face-to-face provision for vulnerable children as priority 1. ▪ Face-to-face provision for critical worker children as priority 2. ▪ Remote learning for all other pupils. ▪ Availability of staff for face-to-face delivery. ▪ Availability of staff for remote learning. ▪ Staff who are absent / shielding. 	<ul style="list-style-type: none"> ▪ See separate school assessment. ▪ Maximum occupancy figures are 59% overall, with current uptake of places at around 13%, so well within the maximum occupancy numbers. ▪ Ideally looking to have no more than 12 pupils per room for social distancing, although this may be extended up to 15, if additional classroom and breakout space is available. Should numbers to above 15, we will consider splitting bubbles into two smaller bubbles, if staffing permits, or 	<ul style="list-style-type: none"> ▪ Review the Maximum occupancy figures per room, to see if this makes any difference to how many children we admit, and whether there would be a need to split bubbles (if staffing capacity allowed) or downsize numbers in the group to make it work. ▪ Capacity workings as follows (from estates team): YN: 23 YR/Y1/Y2/Y3/Y4: 11 Y5/Y6: 12 Ensure that numbers do not exceed these capacity assessments, and if they do, additional space is used to support this (e.g. breakout rooms) 	<ul style="list-style-type: none"> ▪ Low risk - currently

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> ▪ Timetabling and adjustments to the school day (including rotas where necessary / appropriate). ▪ Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care. ▪ Safeguarding requirements / limitations. ▪ Social distancing and minimising contacts (individuals and groups). ▪ Space availability and utilisation. ▪ Wraparound care provision. ▪ Bubble groups that are, as far as possible: <ul style="list-style-type: none"> ○ Manageable ○ Effective ○ Small (as possible) ○ Consistent ○ Exclusive from other groups ○ Safe ○ Aimed at not exceeding individual room occupancy capacities / figures (May 2020). ▪ HS&W requirements of staff and pupils generally and in the context of COVID-19. ▪ Provision for regular review / update weekly and / or as circumstances change. 	<p>else introduce a rota system for pupils.</p> <ul style="list-style-type: none"> ▪ In a typical year group (2FE), there are four members of staff (2 x teachers, 2 x support staff), meaning 1 x teacher and 1 x support staff are in school delivering face-to-face education, whilst the other teacher and support staff are providing remote education and undertaking weekly welfare calls and checks. This means that there is limited capacity to have different bubbles for face-face education within a year group, unless year groups are mixed where there are low numbers (which is avoided). ▪ We have good availability of staff without detrimental effect on education provided, meaning we can operate bubbles in each year group which are consistent and small. 	<p>but ensuring that overall capacity is not compromised across the school).</p>	<p></p>
	<p>Over and above the risks assessed in the section "Social-Distancing & Minimising Contacts" (see above); suitable arrangements are in place to enable clinically extremely vulnerable pupils to not be in school / can access remote learning.</p>	<ul style="list-style-type: none"> ▪ Staff who are deemed to be clinically extremely vulnerable will not attend school and will work from home, along with any staff who are requested to by the 	<ul style="list-style-type: none"> ▪ SLT to ensure that any staff who are clinically extremely vulnerable or unable to attend school due to their health/shielding are provided with sufficient resource to work 	<ul style="list-style-type: none"> ▪ Low risk

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<p>Health Secretary. This is currently 2 staff.</p> <ul style="list-style-type: none"> Arrangements already in place for those pupils who are extremely clinically vulnerable. 	<p>from home until safe to return. This is currently 2 staff.</p>	
	<p>Over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home. NOTE: <i>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</i></p>	<ul style="list-style-type: none"> Where staff are clinically vulnerable, suitable adjustments are made so that they can continue to attend work in a safe way, and this is risk assessed with individuals. 	<ul style="list-style-type: none"> Ensure ongoing review of staff risk assessments for those clinically vulnerable staff and make adjustments as necessary. 	<ul style="list-style-type: none"> Risk is that there could be implications for clinically vulnerable staff (a very small number) and their health if not managed safely. Currently managed safely but could increase if risk not managed.
	<p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19. NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<ul style="list-style-type: none"> Risk assessments are in place for any members of staff who may be pregnant. 	<ul style="list-style-type: none"> School Business Manager to review and update any risk assessments which may be relevant to staff who are pregnant. 	<ul style="list-style-type: none"> Risk is that staff who are pregnant could reach their 28-week period during the late spring/summer term and are at an increased risk. We do not yet know if further adaptations will be needed or whether they may be required to shield.
	<p>In terms of COVID-prevention; provide confirmation that essential measures are in place for minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	<ul style="list-style-type: none"> All absences are managed by the welfare support leader who oversees and advises parents about whether their child should or should not attend school, depending on illness or symptoms. This ensures that nobody attends who may potentially have the virus. 	<ul style="list-style-type: none"> Update parents/carers with information that they should not send their child to school if they have someone in the household with symptoms. 	<ul style="list-style-type: none"> Low risk

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ Regular communication with parents/carers to highlight that their child should not attend the setting if someone in their household has tested positive. 		
	<p>What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups?</p>	<ul style="list-style-type: none"> ▪ Staff are instructed not to have close contact with any member of staff or pupil outside of their group/bubble. 	<ul style="list-style-type: none"> ▪ Alert staff that if they do have 'close contact' with someone outside of their group/bubble, they must record this individually in case it should be required to identify a link. 	<ul style="list-style-type: none"> ▪ Low risk – it is rare to mix pupils or staff (other than those that are required to) between groups, unless in an emergency.
	<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> ▪ All staff and visitors are required to wear face coverings in communal areas (such as corridors) and when outside of their own bubble (e.g. when stepping into another classroom temporarily). 	<ul style="list-style-type: none"> ▪ Remind all staff and visitors of the need to keep face coverings on in communal areas and where social distancing is not possible and visiting other classrooms/bubble areas. 	<ul style="list-style-type: none"> ▪ Low risk
	<p>Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions.</p>	<ul style="list-style-type: none"> ▪ Disposal face masks should be safely disposed of by placing in the bin ▪ Face coverings that staff wear in school must be taken home and washed every day. ▪ Face shields are available for staff and it is the staff member's responsibility to wear, clean and look after on a daily basis. ▪ The school is aware of the government exemptions for face coverings which includes, but not limited to: <ul style="list-style-type: none"> ▪ children under the age of 11 	<ul style="list-style-type: none"> ▪ Remind that staff can wear their own face coverings and must take home and wash daily. ▪ Remind staff can wear a shield around school and must be kept clean and good condition by staff member on a daily basis. 	<ul style="list-style-type: none"> ▪ Low risk

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability ▪ where putting on, wearing or removing a face covering will cause you severe distress ▪ if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate 		
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ PE lessons will take place outdoors wherever possible, where staff can remain socially distanced. ▪ If PE lessons cannot take place externally, they will take place in the main hall where the space is large, well-ventilated with air vents and has doors which can remain open. In this situation, the adult delivering the lesson will maintain safe social distancing, wherever possible. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Low risk
	<p>In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1's); provide confirmation of the arrangements</p>	<ul style="list-style-type: none"> ▪ No peripatetic music teaching taking place in small or individual groups etc. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ Low risk

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	in place to maintain social-distancing and minimise transmission of COVID-19. NOTE: <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i>	<ul style="list-style-type: none"> ▪ Music taught as a group/bubble can still adhere to social distancing, without compromising safety (e.g. no singing for increased transmission) ▪ Drama activities limited/stopped where possible 		
	Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as: <ul style="list-style-type: none"> ▪ Alarm systems ▪ Fire doors ▪ Emergency lighting ▪ Fire drills (socially-distanced) 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module.

Record of Weekly Risk Management Plan Reviews

Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪

Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪