Covid-19 – Risk Assessment Tool for September Opening of Schools
Adopted By WCPS

Introduction

Government guidance stipulated that, to prepare for wider opening from 1 June 2020, every setting must carry out a risk assessment before opening. Following the government guidance that schools should open to all pupils from September 2020 it was outlined that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed) to consider the additional risks and control measures to enable a return to full capacity in the autumn term and in line with the government's 'Guidance for full opening: schools' published on 2 July 2020. The government guidance clarifies that this is to inform school decisions and control measures - a risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help school leaders and employers decide whether they have done everything they need to.

Schools should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). The risk assessment has been updated to reflect the government guidance 08/07/2020.

This document is designed as a tool to meet this requirement, referencing the specific government guidance, and especially "Implementing protective measures in education and childcare settings". It covers, as far as possible, guidance issued by the DfE up to 22nd June 2020, and will need to be updated as new guidance is provided.

 The WCPS School leadership team will continue to review and amend following latest government guidance

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Updated 16th June 2020
https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

Guidance for full opening: schools Published 2 July 2020 and subsequent amendment up to 7 September 2020

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Coronavirus (COVID-19): Implementing protective measures in education and childcare settings Updated 1st June 2020
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Opening schools for more children and young people: initial planning framework for schools in England Updated 16th June 2020
https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england

Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak Updated 16 June 2020
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm_source=44bd7d85-a51f-49e1-9c45-34955547f19d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediatehttps://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm_source=44bd7d85-a51f-49e1-9c45-34955547f19d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Actions for schools during the coronavirus outbreak Updated 3rd June 2020
https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing

Safe working in education, childcare and children's social care settings, including the use of personal, protective equipment (PPE) Updated 16th June 2020
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care

Planning guide for primary schools 15 June 2020
https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools

Guidance for full opening - schools 28th August 2020
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

The 'Implementing protective measures' document clarifies that there are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus, dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. MINIMISE CONTACT WITH UNWELL INDIVIDUALS - minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
2. CLEANING HANDS - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. RESPIRATORY HYGIENE - ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. CLEANING REGIME - cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. ALTERING THE ENVIRONMENT AND ORGANISATION TO MINIMISE CONTACT - minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Please note with regards to the 'hazards and issues' many of these are taken directly from government guidance, but **all must be considered in the context of individual schools**.

This risk assessment tool therefore retains these measures, and then "other" measures such as staff and pupil wellbeing, and staff levels to provide a safe environment, but also updates to reflect the 2 July 2020 'Guidance for Full Opening' . This summarises the important requirements within the context of providing for the resumption of the full range of curriculum subjects and vulnerable children including those with special educational needs:

Essential measures include:
- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene

- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:
- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

It should be noted that this template incorporates the guidance from Merton LA, however is not in exactly the same format, as the school implemented the RA before receipt of the publication of an LA template. The LA template does not provide for the standard 'Likelihood x Severity' process. The expectation is that the government prescribed control measures will control the risk, but where this cannot be met there would be the need for a further more formal risk assessment. The WCPS risk assessment is unable to provide standard 'Likelihood x Severity. The HT has requested Merton LA audit the risk assessment to have visibility of the schools plans and comment, if additional actions/ considerations are required.

This is a protective measures risk assessment for WCPS which has been prepared in response to the Government's phased return plans.

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No

Awareness of and adherence to policies and procedures	● All staff, pupils and volunteers are aware of all relevant policies and procedures.
	  - Updated safeguarding Policy, First Aid (to include Covid 19), Health & Safety,
	● All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
	   - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
	   - The Health Protection (Notification) Regulations 2010
	   - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
	   - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
	● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (Updated FA Policy)
	● The school keeps up-to-date with advice issued by, but not limited to, the following:
	   - DfE; NHS; Department of Health and Social Care; PHE
	● Staff are made aware of the school's infection control procedures in relation to Coronavirus via email.
	● Parents are made aware of the school's infection control procedures in relation to coronavirus – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents should call the school to inform the school of this and that they will be following the national Stay at Home guidance. Staff have been informed of the Stay at home guidance and of the latest Government Guidance if they or a family member become unwell with Covid-19 symptoms. Parents and staff have also been advised they must engage with the test and trace programme.
	● Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.
	● The confidentiality sections in the Staff Code of Conduct Policy are followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.
	● Decide the physical and organisational structures needed to limit risks and keep groupings ('bubbles') while recognizing the need for the resumption of the full range of curriculum subjects and government expectations for teaching and learning. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.
		Yes
		
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		Yes
		
		Yes
		
		Yes
		
		Yes
		
		Yes
		
		Yes	

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No
Implementing social distancing (Altering the environment organisation to minimise contact)	☐ Small class groups, (bubbles of 30) are organised as described in the 'class or group sizes' in DfE guidelines. Children and adults remain within a year group to minimise contact. ☐ Classrooms and other learning environments are organised to maintain space between seats and desks where possible. The classrooms and corridors now include very clear signage. ☐	Yes Yes Yes	**PHOTO TO BE CHANGED - 5B**

		In place? Yes/No	Further RA required? Yes/No

	☐ The timetable is revised to implement where possible:
	   ○ Plan for lessons or activities which limit movement between areas;
	   ○ Maximum number of lessons or classroom activities which could take place outdoors
	   ○ Staggered assembly groups;
	   ○ Break times (including lunch) are staggered so that all children are not moving around the school at the same time (children separated by year groups);
	   ○ Drop-off and collection times are staggered;
	   ○ Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; Including a one way system through the playground, markings, one adult per household, parents not to enter school premises other than for emergency reasons. Correspondence promoted via telephone/email.
	   ○ Classes of children are together throughout the day and avoid mixing with larger groups of children other than their year group.
	☐ Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere.
	☐
	
	• All desks should be facing forwards, where possible.
	• Avoid large gatherings such as assemblies with more than one group/cohort
	• Encourage cohort to keep at least partially separate, minimising contact between children, as will still offer public health benefits.
	• The catering provider will resume the provision of hot meals.
	• Lunchtimes will be staggered to enable social distancing.
	• MDS will monitor that children do not share food
	• Year groups/phases will have allocated MDS to work within their bubble
		Yes	

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No

		In place? Yes/No	Further RA required? Yes/No
(Staff communal areas)	• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.	Yes	
	• Cohorts are kept together where possible and children are in the same small groups (bubbles) at all times each day, and different groups are not mixed during the day, or on subsequent days.	Yes	
	• The same teacher(s) and other staff are assigned to each cohort and, as far as possible, these stay the same during the day and on subsequent days.	Yes	
	• Children use the same classroom or area of school throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.	Yes	

	• Mixing within the education setting is minimised by:
	   o accessing rooms directly from outside where possible;
	   o considering one-way circulation (Parents drop off/collection), to keep groups apart as they move through the setting where spaces are accessed by corridors (corridors signed to keep to left and divided);
	   o staggering lunch breaks and children clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms; or outside, weather permitting
	   o The number of children using the toilet at any one time is limited. (2)
		Yes	

	• The use of shared space such as halls is limited and there is cleaning between use by different groups. (max of one year group in groups of 90 socially distanced)	Yes	
	• The use of staff rooms and offices is staggered to limit occupancy. Staff to wash hands at external sink before entry. 8 max in coffee area. 4 max computer area. Hands not to be washed at drinks/washing area. Sanitiser in staff room.	Yes	
	• Additional designated staff room areas have been put in place to limit numbers occupancy – small maths room/cookery room & Nursery (for EYFs staff) as well as the staff room.		
	• Staff will wear masks in communal areas around the school including corridors where 2m social distancing may be difficult to maintain.		
	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No
Hygiene practice (Respiratory hygiene)	• The COVID-19: cleaning of non-healthcare settings guidance is followed.	Yes	
	• Sufficient handwashing facilities are available. Where a sink is not nearby, there are hand sanitisers available.	Yes	
	• Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.	Yes	

| (Cleaning hands) | • All adults and children are told to:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
  - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; Going to the toilet, after each break. Hand sanitiser to be available in classrooms and offices/staffroom/dining hall. Children to sanitize hands on returning to class after toilet as an additional measure.
  - are encouraged not to touch their mouth, eyes and nose;
  - use a tissue or elbow to cough or sneeze and use lidded flip top bins for tissue waste ('catch it, bin it, kill it').
• Help is available for children who have trouble cleaning their hands independently. Chid/ren to sanitise hands on entry to the classroom after the toilet.
• Young children are encouraged to learn and practise these habits through games, songs and repetition. Posters to encourage and remind.
• Lidded bins for tissues are emptied throughout the day.
• The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid.
• Play equipment is cleaned between uses and not used simultaneously by different groups.
• The amount of shared resources that are taken and brought in from home is limited.
• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible.
• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
• Door handles cleaned regularly throughout day
• Reminders to children invirtual assemblies, through games and songs about how to wash hands thoroughly and to not touch mouth, eyes and nose, the use of tissues, use of elbow to cough or sneeze. This has become part of the school culture. | Yes

Yes

Yes
Yes

Yes
Yes
Yes

Yes

Yes
Yes | |

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No
(Clear Signage)	• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.	Yes	
	• Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.	Yes	
	• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.	Yes	
	• Anti-bacterial wipes will be issued to staff	Yes	
	• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.	Yes	
	• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Yes	
	• Where possible, pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils also sanitise hands on re entry to classroom after toilet.	Yes	
(Dining area)	• Pupils do not share cutlery, cups or food. Children and adults can eat in class/outside/lunch hall in staggered sittings. No more than 90 pupils from one cohort to access the dining area at one time. Children enter the dining hall in their year group bubble – each year group will sit at specified tables: year groups do not sit together. When each year group finishes, tables are sanitised by staff before the next year group eats. Year groups return to specified play area and are supervised by the same midday supervisors	Yes Yes	
	• Where possible, chairs are socially distanced with visual markings (ticks) so children can see where to sit	Yes	
(Cleaning the environment)	• All utensils are thoroughly cleaned before and after use. (Staffroom utensils to be cleaned in dishwasher)	Yes	
	• Cleaners are employed by the school to carry out daily, thorough, enhanced cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Yes	
	• The school will arrange enhanced cleaning to be undertaken where required including how equipment will be cleaned (e.g. desks, photocopier, and keyboards.)	Yes	
	• Parents are encouraged to wash pupils' school uniform regularly and PE kit weekly,		
	• Revise cleaning protocols for cleaning contractors and premises staff that ensures cleaning is generally enhanced, including considering how equipment will be cleaned (e.g. desks / chairs / keyboards / photocopiers / musical instruments / kitchens / specialist equipment).		
	• Identify common touch areas in the school (eg desks, chairs, doors, sinks, toilets, light switches, bannisters etc).		
	• Clean frequently touched surfaces more often than normal, using standard products.		
	• Use of anti-bacterial wipes for staff to use themselves at key points.		
	• During the day (when contracted cleaners are not on site) arrange for cleaning of frequently		

		In place? Yes/No	Further RA required? Yes/No
	touched objects as appropriate and according to timetable children are in school. • Establish routine for cleaning of resources shared between more than one group, and for more regular cleaning of outside resources.		
	Recommended controls/Mitigation and Protective Measures		

Personal Protective Equipment (PPE)	• Wearing a face covering or face mask in classrooms is not recommended. Staff to discuss/risk assess individually with HT if this is required .
	• Staff should wear face coverings when moving around the school; in corridors and communal areas. Staff do not need to wear face coverings when teaching or working in the classroom in their bubble.
	
	• The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
	• PPE is only needed in a very small number of cases including:
	   - children whose care routinely already involves the use of PPE due to their intimate care needs.
	   - if a child becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid- resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
	   - Dispose of PPE in a double bag.
		Yes
		
		Yes
		
		Yes	

| Ill Health

(Unwell/ suspected unwell individuals)	• Plan for the school level response should someone fall ill on site (following 'Implementing Protective Measures' additional questions guidance).	Yes	
	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a continuous cough, difficulty in breathing and high temperature, loss of smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Yes	
	• Parents and staff informed not to attend school if staff/child/parent unwell. In order to reduce the risk of the infection spreading, parents, children and staff must not attend school if they are unwell or if they are displaying Covid-19 symptoms. They must not come to school if any member of the household has COVID-19 symptoms and should follow the Stay at Home guidance. Parents /children and staff informed not to attend school if displaying Covid-19 symptoms. Advised how to self- refer for testing. A pupil will be given a home testing kit from school, if it is believed that they would otherwise not get or use one.	Yes Yes Yes	
	• Any pupil who displays signs of being unwell is immediately referred to staff in the school office/first aid room.	Yes	
	• Staff ensure that any unwell pupils are moved to an empty room(Library) whilst they wait for their parent to collect them.	Yes	
	• Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.	Yes	
	• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.	Yes	
	• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Yes	
	• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.	Yes	
	• Unwell pupils who are waiting to go home are kept in an isolated area where they can be at least two metres away from others. (ventilated Library)		
	• Refer to flow chart for schools from LA – version 4 [appendix]		
	• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, or have tested positive in the last 10 days, do not attend school, and ensuring anyone developing those symptoms during the school day is sent home.		

	● Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.	Yes		
	● If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Toilets closed until additional deep cleaned.	Yes Yes		
	● Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.			
	● Parents advised for children eligible to attend school, and members of their households, they will have access to testing if they display symptoms of coronavirus (COVID-19). To access testing parents should use the 119 online coronavirus service if their child is 5 or over. Parents advised to telephone 119 if their child is under 5. This will enable children and staff to get back into childcare and education, and parents to get back to work, if the test proves to be negative. In the event of a child or member of staff testing positive for COVID-19, the bubble in which the child or adult has been learning will be sent home and advised to self isolate for 14 days. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local protection teams will conduct a rapid investigation and will advise school on the most appropriate action to take.	Yes Yes		
	● A Defibrillator has been ordered and will be placed in the main school reception area near the front door. Signage has been ordered.			
Spread of infection	● Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with Cleaning in non-healthcare settings guidance.	Yes		
	● Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.	Yes		
	● Pupils clean their hands after they have coughed or sneezed.	Yes		
	● Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	Yes		
	● Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.	Yes		
Taking swift action to contact the local health protection team, and use of NHS Test and	**Swift action to report and work with local health protection team and NHS Test and Trace along with the Covid-19 early outbreak management action cards.** Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19), as per the Local Authority's flow chart. Schools must ensure they understand the flowchart and the NHS Test and Trace process			

Trace	School will engage with the NHS track and Trace process. School will ensure that staff members and parents/carers understand that they will need to be ready and willing to: • <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) School will ask parents and staff to inform them immediately of the results of a test. School will contact the local health protection team as soon as they become aware of a positive test and follow their guidance. School will send home any person who has been in close contact with the infected individual, asking them to self isolate for 14 days. Close contact is defined as: • face to face contact for any length of time, within 1 metre, being coughed on, face to face conversation or physical contact (skin to skin) • proximity contacts - extended close contact (1-2 meters for more than 15 minutes) • travelling in a car with an infected person If school has two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may be an outbreak, and we will continue to work with the local health protection team who will be able to advise if additional action is required. • School will maintain a record of who is in which group/bubble to support Track and Trace. • School to have an allocation of home testing kits and follow the guidance regarding how and when these are given out – 3 members of staff to attend webinar Track and Trace training.		
	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No
Manage	● Staff are vigilant and report concerns about a pupil's symptoms to the designated		

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No
ment of infectiou s diseases	member of staff. ● The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the latest Government /PHE Guidance. ● Social distancing measures are implemented as much as possible. ● There are plans in place for the movement of children around the school. ● The timetable is adapted to stagger play and lunch times. ● The school monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. ● It is a requirement that all people who are ill should stay at home and not enter the school site	Yes Yes Yes Yes Yes Yes	
Parental communic ation (Receptio n area)	Stagger start times for groups of pupils. Advise parents of the children's drop off/collection times and procedure. w/c 25th May, 17 June, 03 September, 05 September 2020 and FAQ's on school website. ● Identify exit/entry points for children, minimizing contact with other children and families; if possible these points should be through an outside door directly to classrooms. Advise parents of one way system of main gate to enter / back gate to exit to keep one flow of parent/pupil traffic. ● Place two metre markings at entry points to support social distancing on arrival. ● Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. ● Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). ● Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). ● Reception area to be fitted with screen/chairs removed. Request parents do not enter school building unless an emergency or for a scheduled meeting, where 2m distancing can be adhered. Parents to wear face covering entering the school building. Parents advised to wear a face covering on school grounds if they feel they cannot maintain social distancing. ● Behaviour policy is updated to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations. Reference Annex A of the Planning Guide.	 Yes Yes Yes Yes Yes Yes Yes	

Communica tion	● Children, parents or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection.</u>	Yes	
	● Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.	Yes	
	● The headteacher contacts the Local Authority / Department of Education Schools helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.	Yes	
	● Schools contact the Local Authority if there are any specific recommendations for their school.	Yes	
	● Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. These are regularly reviewed.	Yes	

Contractors	● Clear guidance for visitors regarding the school's processes for social distancing and hygiene.	Yes	
	● Keep a record of visitor contact information.	Yes	
	● Organise visitors outside school hours where possible.		
	● There is early communication with contractors and suppliers to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.	Yes	
	● Contractors are scheduled and briefed regarding the control measures in school.	Yes	
	● Building/maintenance work is scheduled/planned using the social distancing guidance, minimising numbers on school site	Yes Yes	
	● Cleaning contractors are briefed on the additional cleaning requirements and agree additional hours to allow for this.	Yes	
Staff Well-being	● HT ongoing audit of staff health/ill health		
	● HT communicates with SLT daily and every other day via weekly video meetings	Yes	
	● HT maintains regular contact with all staff via video conferencing Phase meetings weekly	Yes	
	● HT holds weekly safeguarding meetings and any concerns flagged/actioned and monitored on 'My Concern' Communication to required staff and DSLs. Parental contact and external multi agency working when/where required.	Yes	
	● HT communicates and maintains regular communication with whole staff via email weekly	Yes	
	● HT monitors shielded/self-isolating/ill staff and follows DFE/HR guidance for staff within these categories. Staff/HT within these groups to have individual risk assessments in place before any return to work.		
	● Staff are expected to be able to return to work, implementing the advice stated in this risk assessment. Staff with individual risk assessments will have them updated in line with present guidelines.		
	● Staffs' Well-being is monitored including pastoral support is in place.		

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Further RA required? Yes/No
Pupil Well-being	● Referral or guidance to external services promoted. ● Staff safeguarding monitored re remote working, considerations of workload, personal family circumstances, expectations with ICT, lesson planning incl safeguarding re telephone/lesson delivery/communication from own home. ● Children taught social distancing in school ● The curriculum is adapted to support well-being first. The Curriculum is adapted to support children's return to school. Resources to include a recovery curriculum. ● If staff have any concerns regarding a child they will communicate with parents ● Additional services including Elsa/Mentoring/external services will be sign posted/ promoted ● Staff are encouraged to promote outdoor learning for pupils where possible. ● School will ask parents to advise staff on 3rd or 8th June of any incidents or issues affecting their child. This would include any illness involving themselves or family members, any incidents of a safeguarding nature or the death of a family member especially involving Covid-19. If through the first few days of return to school staff have any concerns, direct contact with parents will be made. This will include pupils returning w.e.f 24th June as part of the school wider re-opening.	Yes Yes Yes Yes Yes Yes Yes Yes	
Partial school closure/Lockdown	● The school communicates with parents via letter/email/website regarding any updates to school procedures which are affected by the coronavirus pandemic. ● Pupils working from home are assigned work to complete set by their teacher. ● The headteacher maintains the plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning. ● The Behaviour Policy (Amended) and Staff Code of Conduct are adhered to at all times, even while working in school or remotely. ● The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home. (Materials and work dispatched and posted/personally delivered from school.	Yes Yes Yes Yes	

	● to a number of vulnerable families, where children not attending the setting)	Yes	
	● A remote learning strategy will be published and plans in place and implemented to support the continuation of new learning for pupils in self isolation/or class year group self-isolating/a local lockdown.	Yes	
	● The headteacher works to ensure that technology used is accessible to all pupils. (4 Laptops secured from voluntary charity and allocated to families)		
	● The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and the Data Retention Schedule, e.g. collecting emails to send schoolwork to pupils. (normally via LGFL site and website)	Yes	
	● The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close. (Close liaison with other cluster schools) Not required to date as school has remained open.	Yes	
	● School will work with the local public health protection team – London corona virus, where decisions to close year groups/school may be necessary.	Yes	
Protective Measures for the wider reopening of school	● Start and finish times will be staggered 8:25am-3:10pm ● Siblings (and childminders) to drop/ pick up at allotted times. ● Break and lunchtimes will be staggered ● Where possible, the children will be supported by their class teacher and familiar adults. ● Continue to review our 'parent' and 'child communication in light of a wider re-opening. ● Children stay within their class of 30 other than playtimes and lunchtimes when they are with their year group of up to 90. ● Some staff will need to cross bubbles; this will be kept to the minimum where necessary.	Yes Yes Yes Yes Yes Yes Yes	
Emergencies	● All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. ● Pupils' parents are contacted as soon as practicable in the event of an emergency. ● Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. ● The school has an up-to-date Medical Needs Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. The school has updated the First Aid Policy in line with Covid 19 updated guidance.	Yes Yes Yes Yes	
Managing School Transport	● Parents and children are encouraged to walk or cycle to their education setting where possible and not to use public transport. If public transport is required, parents encouraged to use during not busy times (Further DFE guidance to be published) ● Inclusion lead to liaise with LA re pupils who require to be transported in. Arrangement of key	Yes	

	times to minimalise cars/adults onto school site.	Yes	
	● Staff encouraged to walk/cycle/drive to school. Discouragement of car shares if cannot 2m. Staff who require to use public transport adjust hours, to do so at non peak times.	Yes	
	● Staff work remotely where feasible.	Yes	

Recommended controls/Mitigation and Protective Measures September Update Additions			
SEND	All educational settings have a statutory duty to make reasonable adjustments for SEND children. We accept that children with complex needs may not be able to socially distance and it is acceptable for them not to distance within their bubble. Where possible, children with less complex needs should be supported to maintain distance and not touch others. Ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups) ● SEND provision (ARK & Study) will form one bubble, staff and pupils will be able to move throughout the bubble. Children will not access other bubbles. ● Extra and robust hand and respiratory hygiene measures will be in place, especially for children who may have sensory needs ● Enhanced cleaning of equipment (such as wheelchair handles) where there is a change of user/support. ● Children who are 'critically vulnerable' have individual risk assessments. ● Children with complex needs such as those who spit of use saliva as a sensory stimulant have individual risk assessments Therapists ● Contact details will be kept for needs of the Track and Trace system. ● Hand hygiene facilities will be available. ● Storage area for personal belongings will be available. ● Therapists should minimise their contact and maintain social distance from other staff, where possible. ● Shared equipment used for therapy will be cleaned between users. Transport: ● Use of hand sanitiser upon arrival/leaving on the transport. ● Drivers/ passenger escorts will wear masks.		

Breakfast Club After School Club Extra-curricular Clubs	• Club providers will complete a risk assessment applicable to their provision • Children will be encouraged and supported to thoroughly wash their hands before and leaving any session/activity • Social distancing will be encouraged where possible • Club providers will maintain records of groups to facilitate Track and Trace • Year/phase bubbles will be implemented wherever possible - SLT will allocate extra space for provision where needed		