


St Chad's CofE Nursery and Infant School
COVID-19 Full Opening Autumn 2020

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| Activity being assessed: | Full opening of St Chad's CofE Nursery and Infant School | Location(s) affected: | St Chad's CofE Nursery and Infant School |  |
| Person(s) completing assessment: | K. Leach | Date original assessment completed: | 17.07.2020 | |
| Date of review: | 22.07.20; 23.07.20; 01.09.20; 02.09.20; 10.09.20 | Review completed by: | K. Leach A. Thomas K. Gilson S. Lambert | |

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<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#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| Re-opening | Children, staff, | <i>Servicing of equipment to be completed in accordance</i> | <i>SLT to arrange meeting with SL and RT prior to</i> | KL, SL, RT: | Y |

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| after a lengthy closure/summer holiday | visitors, and the general public by unsafe equipment, systems, and premises | <p>with manufacturers requirements.</p> <p>Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.</p> <p>Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment.</p> <p>Air conditioning units which serve one room only pose minimal risk and can be used as required.</p> <p>Managing school premises guidance</p> <p>Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Deep clean the kitchen prior to reopening before food preparation resumes.</p> <p>Update key holder information.</p> | <p>breaking up to finalise procedures (21.07.20).</p> <p>Flushing of hot and cold-water outlets including non-mains drinking water sources in all rooms throughout school.</p> <p>SL to confirm additional cleaning arrangements with CleanSlate for 31.08.20 and 01.09.20.</p> | <p>21.07.20</p> <p>SL, CleanSlate (RT) W/C 24.08.20 and 31.08.20</p> | |
| Contracting COVID-19 from being in the school environment by contact with an infected person | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p>Staff, children or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 10 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, Children, and visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</p> <p>If a staff member or child has a positive COVID-19 test, the school must contact the local health protection team who will conduct a rapid risk assessment and will</p> | <p>Re-send clear guidance to all staff and parents/carers of children prior to school re-opening and put on school website/Class Dojo (letter; COVID-19 Pupil Checklist booklet; parent video.)</p> <p>Issue NR with attendance questions crib sheet to help clarify sickness details.</p> <p>Introduce attendance management spreadsheet (COVID and non COVID).</p> <p>SLT: arrange meeting with NR/SL to discuss attendance management procedures. Ensure</p> | <p>KL/KG – all communication to be sent to parents/carers by 21.07.20</p> <p>AT – in place prior to 24.07.20</p> <p>KG – 17.07.20</p> <p>KL/KG –</p> | Y |

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| | | <p>provide the school with a definitive advise on who must go home and any self-isolations required.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they can return to school.</p> <p>Government self-isolation guidance</p> | <p>daily absence monitoring meeting with KL and NR.</p> <p>Maintain the established procedures in place to isolate children/staff that appear symptomatic onsite until collected (Learning Zone)</p> <p>Communicate information regarding how to obtain a COVID-19 test (COVID-19 Pupil Checklist booklet)</p> <p>Update COVID-19 Safety Measures Staff Handbook</p> <p>Introduce weekly admin TLC meeting to over-see attendance figures/areas of support.</p> | <p>17.07.20</p> <p>KL - Staff training arranged for 02.09.20 (staff handbook to be sent out in advance)</p> <p>NR, SL – ongoing</p> | |
| Vulnerable staff or children contracting COVID-19 from being in school | Staff deemed vulnerable (see government list) are likely to experience worse symptoms and additional health issues if contract COVID-19 | <p>Staff and child survey undertaken to determine individuals that are clinically vulnerable/clinically extremely vulnerable – where identified in an at risk category an individual risk assessment will be put in place to provide adequate controls within school in line with Government guidance.</p> <p>Where children health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> | <p>Staff to be told of the need to inform SL if there have been any changes in medical needs/concerns. Update staff list and complete RA, where necessary (INSET 02.09.20)</p> <p>Parent letter to be shared W/C 1st Sep informing parents of need to inform school of any medical changes/concerns.</p> <p>Seek medical advice where needed.</p> <p>Ensure medical records on SIMS are kept 'live' and amend accordingly.</p> | <p>SL, KL – 02.09.20</p> <p>KL, AT – 02.09.20</p> <p>AT/NR – ongoing</p> | Y |
| Congestion when accessing or leaving school grounds – controlling mixing of | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p>Signage and road markings in operation along Gordon Road to support one-way system.</p> <p>Staff gate rota in operation.</p> <p>Start and finish times staggered for bubbles to reduce congestion.</p> <p>Parents/carers are not permitted onto the school grounds unless by prior appointment from SLT (KL, KG).</p> | <p>Clear plan to be documented detailing drop off and pick-up arrangements to staff, parents and children: letter; COVID-19 Pupil Checklist booklet; Staff Handbook parent video)</p> <p>Install large seating area under bus shelter.</p> <p>Children struggling to separate from parent will</p> | <p>KL/KG – all communication to be sent to parents/carers by 21.07.20</p> <p>Seating being installed over 6</p> | |

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| <i>bubbles</i> | | <p>Families requested to only send one adult per family group to reduce overcrowding.</p> <p>Classes/phases given clear information about timings and gate procedures for drop off and collection arrangements.</p> <p>Parents to be encouraged to drop off and leave as quickly as possible. Staff stewards will be in operation along Gordon Road to support movement of parents.</p> <p>'Reminder' signage in place.</p> <p>Parents to say good-bye to their child outside the main school gate. Bubble machine and mini disco set-up in the mornings to support with separation anxiety.</p> <p>Parents to be informed to telephone school or use Class Dojo if they need to make contact with a staff member.</p> <p>End of day: children to be dismissed via school hall (KS1) and bubble classrooms (FS). Walkie Talkies in use.</p> <p>Parent/carer requested to leave site immediately.</p> <p>All staff to enter and exit by the main school entrance ensuring that they maintain appropriate social distancing with all other staff and children.</p> <p>Where possible all staff will arrive at in school prior to the bulk of children arriving (contracts permitting).</p> | <p>be invited to sit on 'good-bye' bench.</p> <p>Daily monitoring of procedures (KL, KG, AT): strengthen practice where needed. Consider target phone calls for parents requiring additional support.</p> <p>Ongoing review meetings with staff: strengthen practice, where needed.</p> <p>System to be in place to manage children who arrive late or are not collected on time.</p> <p>All parents encouraged to wear a face covering when dropping off/collecting.</p> <p>All staff on gate duty along Gordon Road to wear a face visor.</p> <p>Send parent reminder via Class Dojo prior to starting back at school: 02.09.20. Target phone calls by teachers to help with reminders/preparations.</p> | <p>weeks holiday-KL</p> <p>KL - Staff training arranged for 02.09.20 (staff handbook to be sent out in</p> <p>Class teachers-02.09.20</p> | |
| Congestion or inability to adequately manage children accessing or leaving school building or moving around during class changes | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p>Bubble staff to walk their designated bubble children to and from the playground in a controlled manner after every break time.</p> <p>Bubble staff to accompany children to and from the toilets.</p> <p>Children are given clear instruction regarding maintaining a suitable social distance from each other and staff (our SAFE Promise).</p> <p>Staggered toilet, playtime and lunchtime rota in operation</p> <p>Sufficient staff will be on duty to supervise children at the beginning and end of the day and during class</p> | <p>Maintain our established 'SAFE Promise' protocol.</p> <p>Maintain 'inside'/'outside' bubble staff allocation (however, both staff members will be now working within their bubble classroom) to support with incidental toilet breaks. Continue with each bubble group having access to a WalkieTalkie.</p> <p>Re-send clear guidance to all staff and parents/carers of children prior to school re-opening and put on school website/Class Dojo (letter; COVID-19 Child Checklist; parent video).</p> | <p>KL - Staff training arranged for 02.09.20 (staff handbook to be sent out in advance)</p> <p>KL-meet with RT and middays to discuss lunchtime</p> | Y |

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| | | <p><i>changes and break times/playtimes.</i></p> <p><i>Timetables to be planned so as far as possible so that children stay in set classroom/areas of the building and staff move around instead.</i></p> <p><i>One-way systems and clear signage to be put in place to reduce the risk of children mixing.</i></p> <p><i>Social distancing signage and floor markings displayed.</i></p> <p><i>Fire doors to be closed when children leave site.</i></p> <p><i>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination.</i></p> | <p><i>Update COVID-19 Safety Measures Staff Handbook.</i></p> <p><i>Ongoing review meetings with staff: strengthen practice, where needed.</i></p> <p><i>Daily checking that signage is still in place.</i></p> <p><i>Phonics will take place in bubble classrooms for the majority of children, however, we recognise that some children will need to be put into differentiated ability groups, especially our NtE. Where this is the case, groups will be formed in each phase bubble. Children across phases will not mix with one another.</i></p> <p><i>PM intervention groups will be based outside classrooms on an allocated bubble table. Staff members will call children and accompany them to and from the intervention table. Allocated table outside each bubble class in place.</i></p> <p><i>Staff members working across phase bubbles will wear a face visor e.g. delivering interventions.</i></p> <p><i>Maintain arrangements for 'Time Out' procedures, as outlined in the Golden Behaviour policy addendum: Time Out B located on individual bubble tables outside classrooms. Time Out C KL to be contacted via the main school office. Maintain arrangements for Golden Book: no children will be sent to the HT's Golden Book.</i></p> <p><i>Staff members are invited to wear a face visor in school, if they would like to. SLT to wear a face</i></p> | <p><i>arrangements (21.07.20).</i></p> <p><i>KL, RT-Carry out monitoring to ensure timetable is being followed</i></p> <p><i>Teachers to keep re-visiting SAFE Promise (ongoing)</i></p> <p><i>RT-check signage is intact (ongoing)</i></p> <p><i>Teaching staff – ongoing</i></p> | |

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| | | | visor if entering into classrooms (visors not needed if 'checking-in' at the classroom door). | | |
| Ineffective personal hygiene measures | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p>Robust handwashing promoted.</p> <p>Staff and children are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and children must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school or by use of an appropriate hand sanitiser.</p> <p>Following use of toilet facilities hand must be washed for a minimum of 20 seconds with liquid soap and warm water (children must also wash hands prior to using toilets).</p> <p>After break times, before eating and after a bout of coughing/sneezing staff and children must wash their hands for a minimum of 20 seconds with liquid soap and warm water or by use of an appropriate hand sanitiser.</p> <p>Hands to be dried with paper towels where possible or electric hand driers.</p> <p>Hand sanitiser widely available throughout school site and staff and children are encouraged to use regularly.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>All staff to have own 'pocket' sized bottle of hand sanitiser.</p> <p>Where children are to use hand sanitiser this should be done under adult supervision.</p> <p>Staff and children encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas, used tissues to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>Posters are displayed by sinks to show how to effectively</p> | <p>All children to use hand sanitiser when walking through the main school gate. All children to wash hands after putting away coats/bags.</p> <p>Maintain school handwashing song and regularly re-visit/reinforce (Twinkl Twinkl) – COVID-19 Pupil Check-list booklet; Class Dojo.</p> <p>Re-send clear guidance to all staff and parents/carers of children prior to school re-opening and put on school website/Class Dojo (letter; COVID-19 Pupil Checklist booklet; parent video).</p> <p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient soap and hand sanitiser is available.</p> <p>Remove any non-disposable hand towels</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Maintain displayed handwashing posters by all sinks</p> <p>Maintain displayed Catch it Kill it Bin it Posters around school</p> <p>Ongoing review meetings with staff: strengthen practice, where needed.</p> <p>Daily checking that signage is still in place</p> <p>Staff welcome to wear a face visor by staff when</p> | <p>KL-share updated COVID-19 Child Checklist by 21.07.20</p> <p>KL/KG – all communication to be sent to parents/carers by 21.07.20</p> <p>SL to ensure RT/CleanSlate cleaners prioritise replenishing of hand sanitisers and tissues</p> <p>RT-check signage is intact (ongoing)</p> <p>SL to ensure sufficient stock of face visors (ongoing)</p> | Y |

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| | | <p>wash hands.</p> <p>Catch it, Kill it, Bin it posters displayed around the school.</p> <p>Non-essential items not to be brought into school by children or staff.</p> | <p>All staff to be issued with individual face visor. This must be clearly named. Install individual hooks for face visors to be securely stored.</p> <p>Share guidance on how to clean and don on/off face visors.</p> | <p>KL 02.09.20</p> <p>RT 02.09.20</p> | |
| Possible contamination in reception areas and office | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p>Parents/visitors are not currently allowed into reception area without pre-authorisation from SLT.</p> <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</p> <p>Staff to pass through reception maintaining appropriate social distancing from each other.</p> <p>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</p> <p>Office based staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</p> <p>If teaching and support staff need resources printed in the office, this should be managed by the office staff and collected from a designated point.</p> | <p>Maintain 'arrival' hand hygiene procedures: staff to use hand sanitiser on arrival then wash their hands once through the main door. Continue with all staff using their own signing in pen.</p> <p>Maintain clear signage on the gate and main door – staff and children entry only. Visitors and parents on site must be pre-authorised by a member of SLT.</p> <p>Arrange visitors outside of school hours, where possible. In the event that visitors have been authorised: visitors must read and sign the COVID-19 Visitor Declaration Form. All visitors must provide contact telephone number in the event of Track and Chase. Encourage use of own pen for signing in. If not available, use pen then discard in box for up to 72 hours. Issue visitor sticker (not lanyard). All visitors to wear a face covering (their own, where possible). If visitors are in close proximity with a child e.g. social worker then a face visor is to be worn. Visitors must be accompanied at all times on site.</p> <p>In the event of a child being dropped off late/picked up early from school: the child will be escorted by NR to the main gate (NR to wear a face visor). All parents are encouraged to wear a face mask when dropping off/picking up.</p> | <p>All staff</p> <p>NR, SL</p> <p>SLT, AT, SL</p> <p>NR</p> | Y |

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| | | | <p><i>Maintain signs on photocopier – please wipe after each use.</i></p> <p><i>Main internal school door must continue to remain closed – maintain additional cleaning in offices has been arranged with caretaker, particularly door handle.</i></p> <p><i>Continue with bubble groups having access to own guillotine and laminator to reduce need to use main office.</i></p> <p><i>Office door to continue be kept open. Partition off photocopier. Staff must knock prior to entering. NR + 1 staff member only. NR must don a face visor.</i></p> <p><i>Upstairs offices must only be accessed by staff members based in them (KL, KG, SL, AT). Staff and children are not permitted to come up the stairs and enter offices. Alert staff member from the bottom of the stairs for their attention or ask office to call up via telephone.</i></p> <p><i>HT office has adequate space for a meeting (maximum of 3). Meetings over 3 people will need to take place in the hall (partition off).</i></p> <p><i>Children that are late being picked up must return to classrooms – sofa in reception area is not to be used. At the end of the day staff are not to congregate in the foyer. Either vacate the building or return to working bubble area.</i></p> <p><i>Where possible, letters to be sent as a PDF via</i></p> | <p><i>All staff</i></p> <p><i>NR</i></p> | |

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| | | | <i>Class Dojo</i> | | |
| Possible contamination within classroom/teaching and learning spaces | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p>Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing in the same direction as far as is practicable.</p> <p>Staff to maintain adequate social distancing from other staff, and from children as much as possible.</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Timetabling of lessons to be planned to minimise movement of children so far as is reasonably practicable, where possible children will remain in a given classroom(s)/area of school and staff will move between.</p> <p>Children will be provided with their own 'essential' resources (pens/ruler etc)..</p> <p>Use of essential communal equipment will be managed.</p> <p>Children will be required to sanitise hands prior to use, any shared equipment being used will be cleanable and disinfected prior and after use – i.e. iPads/tablets/PC's, curriculum specific equipment</p> <p>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>Main classroom computer keyboard/mouse, only to be used by lead teacher/staff member in the classroom, cleaning material must be available for staff to wipe/clean between use.</p> <p>Touch screens/interactive whiteboards can be used by the children: good hand hygiene prior to use and wipe/clean after use.</p> <p>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning</p> | <p>All classroom doors to be kept open, to ensure strong ventilation. Fans made available in all classrooms, staffroom and office area to reduce heat/perspiration. Fans only to be used when doors and windows propped open to ensure circulation of fresh air.</p> <p>Continue to regularly enforce SAFE Promise and Line-Up Code.</p> <p>Tables set out so chn are never face-to-face. Carpet time will remain in Bears and Crocs, however, allocated 'spots' will be made available. All staff are to wear a face visor, if they would like to. Critically vulnerable staff are strongly advised to wear a face visor.</p> <p>Staff must wear a face visor when delivering singing and PE.</p> <p>Chn will have access to child initiated play, however, this will be timetabled and resources will be limited. Good hand hygiene before, during and after child initiated play. Daily/weekly rota in place e.g. Monday deep clean construction.</p> <p>Staff to consider pairings of children carefully. Risk Assess any child who may benefit from having their own desk. Arrange staff transition meeting to support planning (21.07.20).</p> <p>All children to be provided with their own labelled stationery pack. Consider mini jotter book instead of whiteboards if this is more practicable.</p> | <p>All staff</p> <p>Class teachers: 21.07.20</p> | Y |

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| | | <p>areas.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p> <p>For science and design and technology additional guidance supplied from CLEAPSS to be followed.</p> <p>For PE additional AfPE guidance to be followed</p> | <p>Children are not permitted to bring in items from home. If a child is distressed before coming into school, parents can settle at the gate. In extreme separation anxiety, consider reduced timetable.</p> <p>Use of coat pegs must be strictly supervised, use for coats only. In KS1, entry to cloakroom is 1 at a time. In FS, book bags are to be stored in classroom trays. In KS1, bags are to be stored in classroom book bag box. Names must be clearly labelled. At the end of the day, bags are handed out by bubble staff wearing gloves. Ensure that bags are regularly emptied at home so they can easily fit inside.</p> <p>All children are requested to bring in their own named water bottle. This must go home at the end of the day for cleaning.</p> <p>All children are requested to wear their PE kit to school on their PE day. Information shared in Pupil Checklist Booklet: regular reminders to parents via Class Dojo. Where possible, PE will be conducted outside. Staff to adhere to key principles: 1. Clean frequently touched surfaces; Wash hands frequently as part of a clear hygiene regime; Minimise contact; Ensure good respiratory hygiene. Sport that encourages social distancing are favoured. Children should be kept in consistent groups (including pairings), sports equipment should be thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Individual class bubble boxes made available on</p> | RH | |

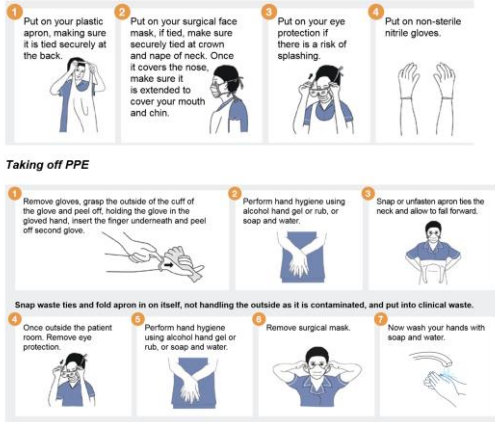
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| | | | <p><i>packed lunch trolley. This are to be made available in c/rooms in the morning then taken to the trolley by the bubble staff member.</i></p> <p><i>Home reading books given out on the Monday and returned on the Friday. Classroom box made available – books to remain in their over the weekend.</i></p> <p><i>Regular Deep Clean of resources (rota in place). Purchase steam mop and dishwasher for FS.</i></p> | <p><i>Class teachers</i></p> <p><i>KG, SL</i></p> | |
| Possible contamination from use of toilet/welfare facilities | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p><i>Staff to access welfare facilities maintaining appropriate social distancing.</i></p> <p><i>Children to be reminded to maintain adequate social distancing in toilet areas, children should use facilities, wash hands, and leave immediately.</i></p> <p><i>Children will be remotely supervised by staff during social times to ensure groups of children do not access toilets at the same time.</i></p> <p><i>Staff and Children must wash hands thoroughly after using toilet facilities (see handwashing).</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaners/site staff and will be topped up in between if required.</i></p> <p><i>Only liquid soap is permitted in school.</i></p> <p><i>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</i></p> <p><i>Additional cleaning of toilet and sink facilities to be implemented throughout the school day – see cleaning.</i></p> <p><i>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</i></p> | <p><i>Install additional hand sanitiser dispensers outside toilets.</i></p> <p><i>Maintain allocated bubble cubicles (class bubbles AND gender).</i></p> <p><i>Maintain designated rota for toilet breaks in operation – supervised visits at all times by sink area.</i></p> <p><i>Children to use hand sanitiser prior to entering the toilets.</i></p> <p><i>Maintain staff ‘bubble’ rota in the event that children need the toilet outside of rota time.</i></p> <p><i>Ensure classes have access to WalkieTalkies, especially in the afternoons when teachers do not have a TA with them.</i></p> <p><i>Staff to wear a face visor for supporting in toilets, if they would like to.</i></p> <p><i>Ensure that there are sufficient stocks of soap available</i></p> <p><i>Continue with designated staff toilet for ‘amber’ staff. Continue to ensure additional cleaning materials available inside the cubicle.</i></p> | <p><i>RT 03.09.20</i></p> <p><i>SLT</i></p> <p><i>Teaching staff</i></p> <p><i>RT/SL</i></p> <p><i>SL</i></p> <p><i>RT/SL</i></p> | Y |

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| | | | <p><i>Maintain additional cleaning of toilets over the lunchtime period (staff and pupil toilets).</i></p> <p><i>Boys' urinals are to remain closed.</i></p> | | |
| <p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities - Children</i></p> | <p><i>Children, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Break times staggered with staff and children allocated specific break times and areas to be accessed within their bubble class groups.</i></p> <p><i>Activities considered to promote social distancing during break periods.</i></p> <p><i>Staffing ratios for adequate child supervision has been assessed and determined in bubble class groups– see opening plan</i></p> <p><i>Prior to eating, staff, and children to wash or sanitise hands (see handwashing).</i></p> <p><i>After break times – staff and children to wash or sanitise hands (see handwashing).</i></p> <p><i>If there is any outdoor social equipment such as table tennis tables, external benches, and tables these will be regularly cleaned</i></p> | <p><i>Playtime rota in operation.</i></p> <p><i>PE lead to plan and resource outdoor classroom play box/activity cards. Set up daily refresher activities e.g. skipping ropes, trampettes – high engagement to minimise feeling bored.</i></p> <p><i>Reduced playtime equipment – hard surfaces and those that can be more easily cleaned made available.</i></p> <p><i>Resources that are shared between classes or bubbles e.g. sport, D+T, art, science and music equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i></p> <p><i>Games discussed which encourage social distancing e.g. hoola hooping, hurdles. Middays to plan social distancing activities to be used over lunchtime.</i></p> <p><i>Staff supervision throughout – actively encouraging social distancing</i></p> | <p><i>SLT</i></p> <p><i>RH</i></p> <p><i>Middays, RT, SL</i></p> <p><i>All staff</i></p> | |
| <p><i>Possible contamination from inadequate social</i></p> | <p><i>Children, staff, visitors, and the general public becoming</i></p> | <p><i>Lunch times staggered with Staff and Children allocated specific lunch times and areas to be accessed within their bubble class groups.</i></p> <p><i>Areas used for eating to be set up to minimise cross over of “Designated year groups”</i></p> | <p><i>Lunchtime rota in operation – see timetable for arrangements. All bubble groups to have allocated eating time and playtime.</i></p> <p><i>Lunchtime divided into 30 minutes for eating; 30</i></p> | <p><i>SLT</i></p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| distancing or cross contamination of equipment at lunch times - Children | infected with COVID-19: | Children supervised within lunch and social areas. If the same tables are being used by different children over lunchtime these will be cleaned with disposable tissue and a suitable hard surface cleaner/sanitiser in between sittings. Children must be strongly encouraged to wash hands prior to lunch (see handwashing) with hand sanitiser available at entrances to dining areas. All food from the canteen must be served by catering staff, no self-service by children. | minutes for play. Bubble children to remain together, with same allocated bubble staff member supporting over lunchtime. All children are encouraged to have a school dinner. Home dinners are not permitted. Butterflies to eat in classrooms; Caterpillars to eat in the hall. Hall chn to have own bubble tables made available. 'Zig-zag' seating in place so chn are not facing one another (spots to be provided). SL to liaise with catering company to discuss possibility of 'grab and go' hot dinner option to make service quicker/help with the logistics of eating in the classrooms easier. Middays to plan in advance games that encourage social distancing (meeting 24.07.20): https://www.amazon.co.uk/Games-Play-Whilst-Socially-Distancing-ebook/dp/B0897YWKLR | All staff SL SL, RT, middays | |
| Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc. | Children, staff, visitors, and the general public becoming infected with COVID-19 | Appropriate social distancing measures between staff must be observed at all times. Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moves to promote social distancing. Staff to wash hands prior on entering staff room before preparing and food or making drinks. Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher. Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use. | Staffroom timetable in operation. Maximum capacity sign in place on staffroom door: this must be adhered to at all times. Staff can wear their own face covering when accessing the staffroom, if they would like to. Staff to bring in own cutlery, cup and plate from home. Staff are not to make refreshments for one another outside of bubble. Staff are not be bring in communal food items from home e.g. celebratory biscuits. Offsite PPA timetable to resume: staff to be encouraged to work off site for PPA, where | SLT All staff | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| | | <i>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</i> | <i>possible. Staff to wear own face covering when accessing the staffroom, if they would like to.</i> | | |
| <i>Possible contamination from inadequate social distancing in other communal gatherings - assembly</i> | <i>Children, staff, visitors, and the general public becoming infected with COVID-19:</i> | <i>No whole school gatherings will take place. Assemblies and gatherings will only take place within Phase bubble groups.</i> | <i>Collective Worship to take place in classrooms in Bears and Crocs.</i> <i>Elephants and Flamingos will have CW in the main hall on a Monday, class bubbles will sit opposite ends of the hall with social distancing in operation within class bubbles. HT to wear a face visor when delivering CW. CW LOVE tray will not be accessed by the chn: HT to place items, chn to support with the wording only.</i> <i>Friday Golden Book to be recorded and loaded to Class Dojo: chn to watch in classrooms.</i> <i>Wednesday staff meeting to be conducted via Teams, where possible. If not, staff meeting will take place in the main hall, with staff ensuring social distancing. Attendees to wear a face visor.</i> | <i>All staff</i> | Y |
| <i>Insufficient access to first aid</i> | <i>Children, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i> | <i>Sufficient first aid provisions are in place in line with the school's first aid risk assessment.</i> <i>There will be a minimum of 1 appointed person for first aid per designated year group with a designated year group first aid area.</i> <i>Sufficient trained first aiders must be available to attend first aid areas as required.</i> <i>For significant injuries, a trained first aider must be immediately called to attend the individual either in their designated first aid area or in situ if cannot be moved safely.</i> <i>All incidents of first aid must be recorded a trained first aider reviewing on a daily basis.</i> | <i>Maintain updated arrangements for first aid are detailed in the COVID-19 addendum First Aid Policy.</i> <i>Ensure classroom bubbles have First Aid bum-bag and WalkieTalkie available at all times. Staff to ensure that they take these out with them for playtimes/lunchtimes.</i> | <i>All staff</i> | Y |
| <i>Possible</i> | <i>Children, staff,</i> | <i>Standard universal hygiene measures should be</i> | <i>Maintain updated arrangements for first aid, as</i> | <i>All staff</i> | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| contamination by close contact when providing first aid or care to Children | visitors, and the general public becoming infected with COVID-19: | <p>followed in line with first aid training at all times, disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.</p> <p>Where the injured part is able to, guidance should be given, and first aid applied to themselves.</p> <p>It is not deemed necessary to wear a face mask when dealing with child first aid even if social distancing cannot be maintained – refer to Government Guidance.</p> <p>If treating a staff member or other adult, it is recommended a fluid resistant face mask be worn if adequate social distancing cannot be maintained.</p> <p>Relevant PPE (Gloves, aprons, and fluid resistant face masks) must be available in all first aid areas. (see contaminated waste)</p> | <p>outlined in the COVID-19 addendum First Aid Policy.</p> <p>AT to carry out weekly check of First Aid items and replenish accordingly.</p> <p>Face visor to be worn in addition to PPE if first aid incident involves bodily fluid.</p> <p>Face visor to be worn when supporting with Intimate Care.</p> | <p>AT</p> <p>AT/SL ensure sufficient stock of visors (ongoing)</p> | |
| Inadequate management of essential child medication | Children health may suffer if not managed | <p>Robust medication management procedures within school.</p> <p>Essential medication will be managed within Designated groups by key member of staff following the school's standard procedures.</p> <p>Where there is specific training required for essential medication, where possible a trained member of staff will be within "designated group", if this is not possible the trained staff members name and how to contact must be displayed in classrooms.</p> | Review IHCP for children with ongoing medical needs – update responses, where necessary. | AT | Y |
| Possible contamination from a symptomatic person on site | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p>Symptomatic persons should not be on site – see previous section.</p> <p>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <p>Should a child become symptomatic whilst at school they will be isolated in a room remotely supervised by a staff member as long as the child isn't considered at immediate risk (if closer supervision is required, the staff</p> | <p>Communicate information regarding how to obtain a COVID-19 test: staff and parents (letter; COVID-19 Pupil Checklist booklet) –make available on website and Class Dojo.</p> <p>Continue with Learning Zone as dedicated COVID-19 medical room.</p> <p>NR to check pupils' emergency contact details are up-to-date, including alternate emergency</p> | <p>KL</p> <p>All staff</p> <p>NR</p> | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| | | <p>member will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision), parent/carer will be contacted and required to collect Child asap. Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands thoroughly.</p> <p>Government guidance will then be followed</p> | <p>contact details, where required.</p> | | |
| <p>Insufficient or inappropriate PPE available or misuse of PPE</p> | <p>Children, staff, visitors, and the general public becoming infected with COVID-19:</p> | <p>Fluid resistant surgical face masks, disposable gloves, aprons, and visors are available for use as identified required.</p> <p>Where PPE is identified as required for a task it must be worn, for general teaching and child supervision in line with government guidance PPE is not recommended. Staff will be shown how to safely don and doff PPE.</p> | <p>Continue displaying correct use of PPE poster displayed in COVID room, staff toilets, staffroom, First Aid bum-bags. Share guidance on how to clean/wear a face visor.</p> <p>Before putting on the PPE, perform hand hygiene. Use alcohol hand sanitiser or soap and water.</p>  <p>Once removed, PPE must be double-bagged and put into the clinical waste outside.</p> | <p>AT</p> <p>KL – 02.09.20</p> | |
| <p>Insufficient or ineffective cleaning</p> | <p>Children, staff, visitors, and the general public becoming infected with COVID-19</p> | <p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments and maintain appropriate social distancing between colleagues, or school staff and children. Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times.</p> <p>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at</p> | <p>SL to continue monitoring the cleaning standards of school cleaning contact and discusses any additional measures required with regards to managing the spread of COVID with Cleanslate. Continue to share DDAT minimum cleaning standards with CleanSlate</p> <p>Staff issued with 'bubble' cleaning sets so that high traffic areas can be cleaned more frequently.</p> | <p>SL, RT, PC</p> <p>SL</p> | <p>Y</p> |

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| | | <p><i>least daily with all hard surfaces cleaned with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</i></p> <p><i>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or children within area.</i></p> <p><i>Toilet and washroom areas, food preparation areas and staffrooms are cleaned at least daily.</i></p> <p><i>Staff are expected to maintain the staffroom areas clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</i></p> <p><i>Areas not in use are closed and locked off so cleaning can be concentrated where required.</i></p> <p><i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily or washed at a temperature of 90° or greater after use.</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).</i></p> <p><i>All internal bins will be emptied daily to external secure bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning of additional cleaning will be followed.</i></p> | <p><i>Additional cleaning items provided and available in communal spaces e.g. staffroom and toilets.</i></p> <p><i>Additional cleaning of toilets after break and lunchtimes.</i></p> | <p><i>SL, AT, KL</i></p> <p><i>All staff</i></p> | |
| Ineffective management of potentially contaminated waste | Children, staff, visitors, and the general public becoming infected with COVID-19 | <p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p> | | <p><i>SL, RT</i></p> <p><i>All staff</i></p> | Y |
| Inadequate | Children, staff, | No school transport to be offered. | | <i>KL</i> | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| <i>social distancing on school provided transport services</i> | <i>visitors, and the general public becoming infected with COVID-19</i> | <i>No trips involving transport will be booked for the Autumn term.</i> | | | |
| <i>Inadequate social distancing and contaminated surfaces on public transport</i> | <i>Children and staff becoming infected with COVID-19</i> | <i>It is strongly advised that wherever possible the use of public transport should be a last resort. Walking, cycling etc. to get to school should be considered as an alternative. Where staff and children access school by public transport, they must wear a face covering at all times. On exiting public transport, face masks should carefully doffed to avoid contamination and placed in a sealed plastic bag. On arrival at school, hands to be sanitised in line with standard arrival procedures.</i> | <i>Communicate to all parents and staff re: the necessary steps for the use of public transport.</i> <i>Continue to monitor transport arrangements for staff and families and act accordingly.</i> <i>At present, no staff travel to work on public transport.</i> <i>At present, no parents travel to school on a bus. A small number of families occasionally use a taxi - monitor on school gate and support accordingly.</i> | <i>KL</i> <i>All staff</i> | Y |
| <i>Off Site Activities and use of third-party facilities</i> | <i>Children, staff, visitors, and the general public becoming infected with COVID-19</i> | <i>Overnight and overseas visits will not take place. Any off-site activity will be thoroughly risk assessed in line with educational visits policy and visits will only take place with children in class bubble groups.</i> | | <i>KL</i> | Y |
| <i>Behaviour and wellbeing of Children</i> <i>SEND Behaviour</i> | <i>Children and staff</i> | <i>Review of current risk assessments that individual children may have. Consider risk assessments for other children who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent children. SENDCO available in school</i> | <i>Re-visit updated Addendum to Golden Behaviour Policy during INSET (02.09.20).</i> <i>All parents to be given COVID-19 Pupil Checklist, which includes an update on our SAFE Promise.</i> <i>All chn to be regularly reminded to follow our SAFE Promise.</i> | <i>SLT</i> <i>All staff</i> | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| | | | <p><i>All parents to be issued with a copy of our COVID-19 Home-School Agreement: regular informal reminders via Class Dojo (positive tone). HT to support on days when part-time SENDCo and SEND/Inclusion HLTA are not in school.</i></p> <p><i>Review individual risk assessments, where needed.</i></p> <p><i>CIP symbols to be used to encourage social distancing/hygiene. Class Dojo points updated to reinforce SAFE Promise.</i></p> | <p><i>AT, KH</i></p> <p><i>AT – 11.09.20</i></p> | |
| <i>Ineffective safeguarding measures</i> | <i>Children may be more vulnerable during times of uncertainty, stress, or financial strain</i> | <p><i>School has robust safeguarding measures in place that have been (reviewed in line with additional risks that may be encountered during the Covid-19 outbreak), with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of Children and report any concerns immediately</i></p> | <i>Re-visit updated Addendum to Safeguarding and Child Protection Policy during INSET (02.09.20).</i> | <i>AT, KL</i> | Y |
| <i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i> | <i>Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence</i> | <p><i>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</i></p> | <p><i>Remind staff of procedures and support available to staff, including useful contact numbers. Revisit lines of communication document.</i></p> <p><i>Booking in form for staff to meet with Mental Health First Aider (HT).</i></p> <p><i>Weekly staff meeting via teams with teachers.</i></p> <p><i>Fortnightly ‘check-in’ meetings with TAs.</i></p> <p><i>All staff have the option of wearing a face visor, if they wish to.</i></p> | <p><i>SL, SLT</i></p> <p><i>All staff</i></p> | Y |

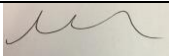
| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| Stress and anxiety of children due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19 | Children may be anxious and worried about returning, may not cope with the change in learning environments and structure of day | Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some children may be better still learning at home if very anxious) Structure into school return wellbeing conversations and activities to enable children to talk about any concerns. | <p>All teachers to complete welfare summary sheet as part of transition handover e.g. known family bereavement; home learning engagement (21.07.20)</p> <p>Celebration display in school, ready for chn to return: After a storm comes a rainbow.</p> <p>Transition Week arranged prior to breaking up from school for the summer.</p> <p>Summer home learning activities planned, with a focus on wellbeing e.g. All About Me bag. Re-engagement and curriculum focus on return to school (Love Derby – focus on community and belonging).</p> <p>HT and SEND and Inclusion Lead recently trained in bereavement. Targeted and specialist support will be made available, where possible.</p> <p>Re-share social story, Coming back to school in a bubble!, with parents and children.</p> <p>Revisit 'We can still say hello to our friends' initiative – exploring different ways of showing kindness and love without physical contact e.g. waving, making the heart shape with hands.</p> <p>Complete Risk Assessments of known children with separation anxiety. Gradual timetable may be needed e.g. walking to and from school and saying hello to the staff members at the gate.</p> <p>Communicate with parents' information of</p> | SLT Teaching staff | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| | | | <p>providers who can support children and parents/carers with anxiety/mental and emotional health needs - support links made available on school website and Class Dojo.</p> <p>Continue to carry out welfare calls across Autumn 1.</p> | | |
| Possible contamination by close contact when undertaking a 'door knock' family visit (welfare check) | Pupils, staff, visitors, and the general public becoming infected with COVID-19 | <p>All home visits must be pre-authorised by SLT.</p> <p>Home visits are only to be used where targeted/specialist parental support or engagement is needed (contact with parents via the school telephone and Class Dojo continue to be the main/preferred methods of communication). Home visits should only be considered when these primary methods of communication are not working.</p> <p>Staff continue to conduct home visits in pairs, ensuring 2 social distancing from themselves and their colleague when walking to the property/returning to school.</p> <p>Staff must wear face visor when carrying out home visit. Staff are to ensure they have individual 'pocket bottle' of hand sanitizer on them. Staff can wear gloves, if they would like to.</p> <p>Staff are instructed to go straight to the property then return to school: staff do not loiter outside or engage in conversations with the general public.</p> <p>Staff must ensure that they wait 2m from the doorstep after knocking.</p> <p>Staff must not enter the property.</p> <p>When the door is answered, staff introduce themselves</p> | | SLT | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| | | <p><i>and are to ask if anybody in the household is unwell or showing signs of COVID. If yes, then staff members must immediately terminate the home visit, return to school and notify a member of the senior leadership team.</i></p> <p><i>Staff ensure that they put on/dispose of PPE, as outlined in the above guidance.</i></p> <p><i>Staff ensure good hand washing hygiene prior to leaving school and upon return, as outlined in the above guidance.</i></p> | | | |
| Contracting COVID-19 from inappropriate wearing of a face covering | Children, staff, visitors, and the general public becoming infected with COVID-19: | <p><i>It is vitally important that face coverings are worn correctly to avoid inadvertently increasing the risks of transmission. Children are not permitted to wear a face covering on school premises. A child may wear a face mask to travel to/from school, however, this must be removed by the parent's child prior to them entering the main school gate. Parents are encouraged to bring a carrier bag to safely take home the child's face mask: masks cannot be stored in the child's coat pocket or in their book bag.</i></p> <p><i>Recent government guidance stipulates that the wearing of face coverings in classrooms is not recommended as the protective measures already in place mean the risks are lower and they may inhibit teaching and learning. However, if staff would like to wear a face visor then this option is available. Staff previously considered 'critically vulnerable' are encouraged to wear a face visor, if they wish to. As children are remaining in class bubble groups for the duration of playtimes and lunchtime play, face</i></p> | <p><i>Share the following guidance with parents and staff:</i></p> <p><i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Further details are available here:</i></p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p><i>Install well-spaced hooks (out of reach of the children) for storage. Staff to ensure frequent cleaning of visors using anti-bac wipes/cleaning spray.</i></p> <p><i>Share guidance with staff on how to don on/off a</i></p> | <p><i>KL - Staff training arranged for 02.09.20 (staff handbook to be sent out in advance)</i></p> <p><i>SL, AT – ongoing</i></p> <p><i>RT 07.09.20</i></p> | Y |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| | | <p><i>coverings are not necessary. However, if staff would like to wear a face visor then this option is also available.</i></p> <p><i>Face visors must be worn in the following circumstances:</i></p> <p><i>When carrying out gate duties (staff working on the main school gate/along Gordon Road only)</i></p> <p><i>In the main school office (NR): when meeting with visitors/parents; when an additional staff member is using the photocopier</i></p> <p><i>When meeting with parents (SLT; Inclusion and SEND team)</i></p> <p><i>When visiting and entering classrooms (SLT; Inclusion and SEND team)</i></p> <p><i>When serving/supporting with lunch (all lunch staff on duty)</i></p> <p><i>When carrying out First Aid (in addition to normal PPE)</i></p> <p><i>When supporting with Intimate Care (in addition to normal PPE)</i></p> <p><i>When supporting with small group work where 2m distance cannot be maintained e.g. intervention work</i></p> <p><i>When carrying out singing and PE lessons</i></p> <p><i>When attending a staff meeting</i></p> <p><i>Staff are welcome to wear their own face mask when using the staffroom and during staff meetings, if they would like to. Parents are encouraged to wear a face covering when dropping off/picking up their child.</i></p> <p><i>Parents are asked to bring and wear their own face mask if:</i></p> <p><i>Meeting with a staff member (meetings will only take place on the 'good-bye bench' under the bus shelter).</i></p> | <p><i>face visor.</i></p> <p><i>Visitors in school requiring a face visor e.g. social worker. Ask them to bring/wear own, if possible.</i></p> <p><i>Staff working across multiple school sites must wear a face visor.</i></p> | NR, SL, AT | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|--|--|--|--|-----------------|
| | | <p><i>School masks will be made available if parents do not have their own).</i></p> <p><i>Collecting their child from school e.g. to take their child home as they are ill.</i></p> <p><i>All visitors in school must wear a face covering if they are entering through the main school door. Visitors will be asked if they have their own face covering to wear. If not, a school face mask will be provided. If in close contact with a child then a visor must be worn.</i></p> | | | |
| <p><i>Possible contamination by close contact when undertaking a 'door knock' family visit (welfare check)</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p> | <p>Confirmation letter of school place letter to be sent out, detailing safety measures in operation in school. Letter includes:</p> <p>Wearing a face covering to the induction meeting; Ensuring that only one parent/carer attends the induction meeting; Ensuring that your child or siblings do not attend the induction meeting; Maintaining social distancing during the induction meeting; Arriving on time for your induction meeting</p> <p><i>If on the day of your induction meeting you or your child are experiencing one or more of the symptoms of COVID-19 then you must remain at home. Please contact school as soon as possible to arrange an alternative date for your induction meeting.</i></p> <p><i>If on the day of your induction meeting you or your child have recently tested positive for COVID-19 then you must telephone our main school office on 01332 345997. We will need to ask you a number of questions to determine whether it is safe for you to be on our</i></p> | <p><i>Telephone reminder call for induction meeting.</i></p> <p><i>Remind parents of safety measures, as outlined in the letter.</i></p> | <p>KL, AT, NR</p> <p>09.09.20</p> <p>Ongoing</p> | <p>Y</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|--|--|--|--------------------------|-----------|
| | | <i>school premises.</i> <i>Inductions to take place on the good-bye bench outside.</i> <i>Parents are not permitted to visit classrooms: parents encouraged to visit school website.</i> | | | |
| <i>Possible contamination</i> | Staff Children Visitors becoming infected with COVID-19 | <p>All children accessing the sensory room are provided with a labelled box to store their chosen sensory toys. Any other resources touched by a child will be wiped down with a sanitiser wipe.</p> <p>Resources have been limited on shelves and will be rotated as children's interests change.</p> | | <i>UI AT</i> | Y |
| Signature of Senior Leadership Team:  | | | Date: 20.07.20 | | |
| Date review required: | | Date review required: | Date review required: | Date review required: | |

| <i>Consultation method</i> | <i>Who has risk assessment been consulted with:</i> | <i>Dates of consultation process:</i> | <i>Issues identified and any action required:</i> | <i>Action to be completed by:</i> | <i>Action completed date:</i> |
|---|---|---------------------------------------|---|-----------------------------------|-------------------------------|
| <i>Staff Meetings – Remote</i> <i>Staff Meetings – INSET / Specific Training</i> | <i>DDAT</i> <i>Local Governing Body</i> <i>SLT</i> <i>Teaching Staff</i> <i>Support Staff</i> | <i>10/07/20 – 02/09/20</i> | | | |

| | | | | | |
|--|---|--|--|--|--|
| <i>Parents – written communication</i> <i>All stakeholders - School Website</i> | <i>School Business Manager</i> <i>Administration Teams</i> <i>Premises and cleaning teams</i> <i>Catering Staff</i> <i>Parents/Carers</i> <i>TU Reps: Staff encouraged to speak to Trade Union Representatives if there are any concerns. DDAT conducting consultation with Regional TUs through JCC meetings.</i> | | | | |
| | | | | | |

| Communication/training of risk assessment and controls following consultation: | Communicated to: | Date communicated: |
|---|-------------------------|---------------------------|
| RA and Reopening Plan submitted to DDAT | DDAT | 17/07/20 |
| RA and Reopening Plan submitted to LGB | Governors | 22/07/20 |
| Letter on arrangements for September provided to parents/carers | Parents/Carers | 21/07/20 |
| Reminder letter sent to parents/carers | Parents/Carers | 02/09/20 |
| RA and Reopening Plan provided to staff | Staff | 23/07/20 and 02/09/20 |
| Training for staff on reopening arrangements and RA | Staff | 02/09/20 |
| RA available on school website | All stakeholders | 22/07/20 |
| Pupils supported to adhere to measures in place | Pupils | From 03/09/20 |

