



## **Wickhambrook Primary Academy**

### **Schools operating safely during pandemic risk assessment**

**Update 11 January 2021**

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at

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

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

On 4 January 2021, the government announced a national lockdown and instructed people to stay at home to control the virus, protect the NHS and save lives. The decision followed a rapid rise in infections, which has been attributed to the new variant of COVID-19, which scientists have confirmed is between 50 and 70 per cent more transmissible. Currently there is no evidence that the variant is more likely to cause severe disease or mortality – but investigations are underway to understand this better. Current advice is that the way to control the virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask, keep your distance from others, and reduce your social contacts. [source: <https://www.gov.uk/government/news/covid-19-sars-cov-2-information-about-the-new-virus-variant>].

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- wearing a [face covering](#) to protect others (unless exempted from doing so), when required and properly fitted to cover the nose and mouth.
- enhanced cleaning and ventilation 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 the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible
- staff and pupils participating in the onsite testing system, please see separate testing risk assessment

Key measures to prevent spread of coronavirus are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process
- engage in the schools onsite testing process

- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

For those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When the school is not fully open for all children, or when children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations

- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

## **2) Principles**

In order to prevent the spread of coronavirus, schools will:

- i. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ii. clean hands thoroughly more often than usual
- iii. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- iv. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- v. minimise contact between individuals and maintain social distancing wherever possible
- vi. where necessary, wear appropriate personal protective equipment (PPE)
- vii. introduce and operate an in-school testing system as per government guidelines

## **3) Response to any infection**

In the event of a positive test, schools will:

- i. engage with the NHS Test and Trace process
- i. manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ii. contain any outbreak by following local health protection team advice

## **4) Expectations in all schools**

### ***a) Prevention***

**i) Schools will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

With the introduction of in-school lateral flow testing systems, anyone who tests positive (see school COVID testing risk assessment) will be sent home to take a PCR test which is supplied by the school and could be sought through the national testing programme by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Staff will all be provided with training on when PPE is needed.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). **ii) Schools will ensure that staff and pupils clean their hands thoroughly more often than usual**

Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Each school is:

- checking whether it has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

**iii) Schools will ensure that good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**

The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.

The [World Health Organisation published a statement on 21 August about children and face coverings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education). They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.” [source: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>].

Nationwide, the government has not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances. Examples of where school leaders might decide to recommend the wearing of face coverings - for pupils, staff and visitors - include communal areas of the education setting i.e. reception area, corridors etc – see risk assessment for details.

**iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**

Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

v) Schools will minimise contact between individuals and maintain social distancing wherever possible

This includes keeping where possible to children staying in the same group or 'bubble' – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their pupils. In the later case, staff should stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day.

**vi) Where necessary, staff will wear appropriate personal protective equipment (PPE)**

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff will be trained on the use of PPE should it be needed.

***b) Response to any infection*****i) Schools will engage with the NHS Test and Trace process**

Staff members and parents/carers will be briefed to understand that they will need to be ready and willing to:

- book a test 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
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All schools should have a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has



gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

## **ii) Schools will follow the guidance in managing confirmed cases of coronavirus**

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. (Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.)

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

### **iii) Schools will look to contain any outbreak by following local health protection team advice**

If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

## ***c) Transport***

### **i) Dedicated school transport, including statutory provision**

Schools will arrange, and discuss with transport providers:

- the way pupils are grouped together on transport, where possible, will reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible

- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

## **ii) Wider public transport**

Use by pupils of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and pupils to walk or cycle to school if at all possible, and will consider using 'walking buses'. Should refer to the safer travel guidance for passengers.

## **d) Other issues**

### **Attendance**

During a lockdown period, where schools are only open to key workers and those of vulnerable children, school attendance to those small number of children is not mandatory. All other children will receive remote learning.

During periods of time outside of the above scenario, school is not optional and attendance will be mandatory. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

### **Pupils who are shielding or self-isolating**

When the school is open to all pupils, the majority of pupils, including those shielding will be able to return to school.

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Shielding advice should be followed for the appropriate tier or for any lockdown period.

- Those who have family members who are shielding can attend school.
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

### **Staff who are clinically vulnerable or extremely clinically vulnerable**

Advice for clinically vulnerable or extremely clinically vulnerable staff should be followed for the appropriate tier or for any lockdown period.

Where staff are not required to shield, the Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Individual risk assessment should be discussed and implemented with necessary staff and regularly reviewed. Please seek HR advice when necessary. Those in the most at-risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.

### **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

### **Educational visits**

Overnight and overseas educational visits will not be taking place.

When the government allows school to do so, they may offer non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

### **School uniform**

Schools will have their usual uniform policies. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools will be mindful and considerate in relation to parents who may be experiencing financial pressures. Schools may ask pupils to attend school in their PE kits (on necessary PE session days), to reduce risks in changing areas and additional items from home coming into school.

### **Specific curriculum provision and extra-curricular provision**

Schools will work towards operating their breakfast and after-school provision, where this is possible, was previously in place and in line with government advice. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When pupils are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Pupils will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

### **Contingency planning for outbreaks**

#### ***Process in the event of local outbreaks***

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

***Contingency plans for outbreaks***

Schools will have in place remote education plans for individuals or groups of self-isolating pupils. These will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use)
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, schools will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

## a) Premises/Health and Safety

	Risk	Countermeasure	By whom?	By when?	Complete
1	Insufficient toilets to enable social distancing	<ul style="list-style-type: none"> <li>Plan for member of staff in a supervisory position in the corridor area, if used outside of allocated times. Walkie talkie system to support use.</li> <li>Allocated toilet times to avoid excessive mixing.</li> <li>Toilets to be used in different areas of school (see plan) Children to be taught this (Year 1 &amp; R picture cues to support)</li> <li>Time slots for classes using the same toilets or same corridor and cleaning in between.</li> <li>Cubicles clearly marked with year group girls and boys and all children pre-taught about which toilet to use.</li> <li>Doors into the main toilet blocks open</li> </ul> Resources - label toilets - sign post children - regular cleaning schedule - ensure enough soap etc	Head & site staff	On return  Friday 4 <sup>th</sup>	✓
2	Pupil or teaching group leader is sent home with symptoms of COVID	<ul style="list-style-type: none"> <li>Den to be used as a secure room for any suspected COVID cases.</li> <li>Providing PPE for staff member supervising pupil. Designated suspected COVID isolation room, separate to normal first aid room. Deep clean of isolation rooms and areas staff member or pupil had contact with.</li> <li>Refer to guidance on communicating with staff and parents -see policy from Trust on website and in school.</li> <li>Information provided about testing procedure – see policy &amp; flow chart</li> <li>Request to be informed of test outcome – Office to use the spread sheet on Teams to track times and results and when information has been sent to parents</li> </ul>	Admin/head	On return – if required  3.9.2020	✓  ✓

		<ul style="list-style-type: none"> <li>If a test is positive, follow guidance about isolation - see flow chart in office and staff room, inform all those who have come into contact with the individual.</li> <li>Communicate to parents the result of the test and then the next steps. This is to be completed in a timely manner.</li> <li>Use the Covid 'scenario planner'</li> </ul>		Oct ½ term	
3	Parents do not have confidence in the school being safe	<ul style="list-style-type: none"> <li>Frequent communication with parents</li> <li>Clear expectations on arrangements and procedures if a child shows symptoms – on the website and sent out via parent mail.</li> <li>Opportunity for parents to share concerns with the school, via phone or email.</li> <li>Coordinated message across local schools</li> <li>Information on procedures in schools sent out prior to the start of term</li> <li>Explain measure being taken to adapt the school's operations</li> <li>All current and relevant policies and procedures on the school website. These to be kept up to date.</li> <li>Health and safety walk to be carried out by Governor regularly, all actions to be noted.</li> <li>Health and safety walk to be carried out by Head, site manager and office manager regularly</li> </ul>	Admin/head	<p>Before summer break</p> <p>During and after</p> <p>24<sup>th</sup> Aug ✓</p> <p>3<sup>rd</sup> Sep ✓</p> <p>15<sup>th</sup> Sept ✓</p> <p>23<sup>rd</sup> Oct ✓</p>	✓
4	Congestion at start and end of day	<ul style="list-style-type: none"> <li>One parent max onto the playground</li> <li>Limiting contact between parents and staff by reminding about 2 metres, limiting the time teachers are on the playground for. – collect children and go.</li> <li>All messages for staff to be sent via dojo or rung through to the office.</li> <li>Each Year group has an allocated drop and collect time (family groups same time and location) – circulated many times</li> <li>Each year group has an allocated drop and collect location (family groups same space) – circulated many times</li> <li>Locations clearly signed with reminders about keeping distance rule and markings where needed.</li> <li>Timetable to be displayed and shared prior to return in September</li> </ul>	Comm. admin/head	End of summer 2	✓



		<ul style="list-style-type: none"> <li>• Drop and collect arrangements to be clearly given to and to be displayed and shared prior to return. – ensure this is completed for new EYFS starters</li> <li>• Strict time slots – reminders to parents about not being early or late.</li> <li>• Where a parent is late for collection, they will have to wait until the second group in that location has left.</li> <li>• They will be asked to wait outside of the premises until that point.</li> <li>• Adult to man arrival and departure of bus children</li> <li>• Write to parish council to inform about using the side road for access to collection and drop off on field – to continue in September.</li> <li>• Write to house along road and ask if they could be very aware that we are using the side road for collection and drop off</li> <li>• Bin lorry, ensure collection on Tuesday is before or after drop off in the morning. – contact council</li> <li>• Both gates to be open and arrows to direct parents in and out of the playground to avoid a bottle neck.</li> <li>• Parents entering the playground to wear a face covering</li> <li>• All parents at pick up and drop off to wear face covering whether on the playground or on the field.</li> <li>• Parents to ‘drop and go’ no waiting/lining adults to support the children following down to class.</li> <li>• Gates not opened until 8.50</li> </ul> <p><b>Lockdown – Jan 21</b></p> <ul style="list-style-type: none"> <li>• Bubbles to be dropped off at 9am and collected from the playground at 3:30pm</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Signage</li> <li>• Letter to parents</li> <li>• Direction signs</li> <li>• 2 metre reminders at drop off points</li> </ul>		<p>2<sup>nd</sup> Nov</p> <p>2<sup>nd</sup> Jan 21</p> <p>Jan 7<sup>th</sup> 21</p>	
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5	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> <li>• Keep doors open where possible</li> <li>• Limit movement in corridors</li> <li>• Internal class doors open</li> <li>• No access to 'top of school' – handrail out of use.</li> <li>• Classes to all have wipes</li> <li>• School cleaned 3 times a day. (tick sheets in place)</li> <li>• Deep clean every evening</li> <li>• Reminders to children about the importance of not touching surfaces</li> </ul>	Site staff	3x daily On return	
6	Maintaining avoiding contact between groups in the event of emergency evacuation	<ul style="list-style-type: none"> <li>• Fire drill routine reconsidered and shared with all, then practised as soon as is practicable – first full week back in school –Thursday 10<sup>th</sup> September</li> <li>• Fire drill within the 2<sup>nd</sup> week of Autumn 2<sup>nd</sup></li> <li>• Fire drill within 2 weeks of lockdown whilst children are in different bubbles</li> </ul>	All staff	Shared with staff 2.9.2020 Complete  Wk beg 9 <sup>th</sup> Nov Wk beg 11 <sup>th</sup> Jan	✓  ✓
7	Insufficient cleaning	<ul style="list-style-type: none"> <li>• Discuss working hours of cleaners and draft in additional if necessary, to ensure sufficient capacity</li> <li>• Expect site managers to tour school repeatedly during the day to carry out routine cleaning</li> <li>• Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.</li> <li>• Hire additional cleaning hours</li> </ul>	Debbie Head	July 2020	
8	Cross contamination in shared spaces such as toilets	<ul style="list-style-type: none"> <li>• Toilet management:</li> <li>• each toilet block has designated cubicles and sinks per bubble, children taught these in first week</li> <li>• Staff have 'bubble' toilets to use</li> <li>• Protocol for students – hand sanitisation</li> <li>• Regular cleaning</li> <li>• See point on insufficient toilets</li> </ul>	Head, all staff	July 2020  On return	

		<ul style="list-style-type: none"> <li>Staff to wear face masks in confined/shared spaces such as the staffroom, room and entrance area.</li> <li>Staff to wear a face mask in all areas of school outside their class bubble</li> <li>All visitors into school to wear a mask....</li> <li>Lockdown Jan 21</li> <li>Student teacher the only visitor in school</li> <li>Staff staggered with break and lunchtimes to avoid cross contamination in staffroom and photocopying areas.</li> <li>Photocopier to be moved out of staff room to reduce use of staff room to preparation of food or drinks only</li> <li>Staff to avoid key times and ensure they are prepared and not crowding photocopying areas.</li> </ul>		PD day 2 <sup>nd</sup> Nov 2 <sup>nd</sup> Jan 21  7 <sup>th</sup> Jan  2 <sup>nd</sup> Jan 21	
9	Parents send children who are unwell to school	<ul style="list-style-type: none"> <li>Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms.</li> <li>Use of COVID room – see number 2.</li> <li>Home school agreement to be modified and sent out on return</li> <li>Communication to parents around expectation</li> </ul>	Office/Head/parents	July 2020 When required	✓
10	Parents not aware of testing protocols	<ul style="list-style-type: none"> <li>Communication planning and protocols regularly updated and shared with parents</li> <li>On website</li> <li>Sent out via parentmail before return</li> <li>Sent out after the children have returned to school</li> </ul>	Admin	July, Sept 2 <sup>nd</sup> Sept 7 <sup>th</sup> Oct 23 <sup>rd</sup> Nov 2 <sup>nd</sup>	✓ ✓ ✓ ✓
11	Parents not able to get a symptomatic child tested.	<ul style="list-style-type: none"> <li>The school have been allocated a limited number of home test kits for exceptional circumstances only.</li> <li>These can be issued to parents/carers IF the <b>school</b> deems their circumstances exceptional. The head will talk through the process with the family on collection of the kit.</li> <li>Kits WILL NOT be sent home with children.</li> <li>These tests WILL NOT be carried out in school</li> <li>Test kits would only be available if the child developed symptoms in school.</li> </ul>	Head	When required	

		<ul style="list-style-type: none"> <li>The school WILL NOT register or send tests off on the behalf of parents /carers. It is the responsibility of parents to ensure a symptomatic child is tested.</li> <li>See Unity policy on test and trace</li> <li>Parents should book a home testing kit or a test at a testing point at the earliest possible time.</li> <li>Parents to inform the school once these have been tested</li> </ul>			
12	Safety around facemasks	<ul style="list-style-type: none"> <li>Refer to DfE guidance that makes clear face masks are not recommended in schools, should be removed if worn whilst travelling to school and waste areas for disposal of used face masks</li> <li>Staff advised during briefing on 2<sup>nd</sup> Nov about face masks</li> <li>Staff advised to wear facemasks in communal spaces (staffroom) see point 8</li> <li>When distancing is not able to be in place eg, working with a group in a confined space</li> <li>Staff advised to wear face coverings in all areas of school out of their class bubble See point 8</li> </ul>		1.9.2020  2 <sup>nd</sup> Nov  2 <sup>nd</sup> Jan 21	✓
13	Classrooms have resource that does not need to be present with adjusted curriculum, but gets handled by pupils	<ul style="list-style-type: none"> <li>Classrooms to have unnecessary equipment removed before opening and stored away where possible – consider noting down what has been removed from where to where for future return.</li> <li>All furniture to be stored in the hall in class areas.</li> </ul>	Site staff Teachers	July & summer break	✓
14	Children arrive by bus / minibus/ taxi	<ul style="list-style-type: none"> <li>Attempt that the way pupils are grouped together on transport, where possible, will reflect the bubbles that are adopted within school and siblings.</li> <li>Siblings sitting together on buses</li> <li>Use hand sanitiser upon boarding and/or disembarking</li> <li>Additional cleaning of vehicles</li> <li>Children to be ticked off from the bus and walk straight down into class bubble in the morning.</li> <li>Children to wait on the seats outside the main classes until the buses arrive. Sit in year groups. Then to walk out of class on to playground and straight onto bus, with an adult from their bubble to ensure no mixing with other bubbles.</li> </ul>	Head/admin	July and on return	

		<ul style="list-style-type: none"> <li>• Increase distancing within vehicles wherever possible</li> <li>• Protocols in place with LA for seating/capacity, and on arrival and departure to manage exit/egress of the building</li> <li>• SLT meets the children, they walk off bus separately, gel hands and walk straight down to their class base.</li> <li>• A tick sheet is completed morning and evening and handed to the office.</li> <li>• Daily class bus register to be completed on Teams</li> <li>• Daily reviews with drivers</li> <li>• Bus policy reviewed and revised, sent to parents and staff</li> <li>• Revise seating plan for each bus and upload to the Teams folder</li> <li>• Children arriving on the bus to have one bag which must contain their lunch, so this is not an additional bag. This will support the transportation of belongings.</li> </ul>	Admin to communicate	24.8.2020 3.11.2020 16.11.2020	
15	Unable to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> <li>• Appropriate CPD and PPE provided for all staff – staff carrying out first aid remain in their bubble to reduce exposure.</li> <li>• Staff carrying out first aid remain in their bubble to reduce exposure.</li> <li>• Each class has a first aid kit + gloves etc (see separate guidance)</li> <li>• Record any first aid administered &amp; contact</li> <li>• Walkie talkie up to office for more serious first aid</li> <li>• Den used as a first aid room if required for serious first aid</li> <li>• Snap ice packs to be used to reduce the use freezer</li> </ul>	All staff	On return	
16	Providing school meals pupils safely	<ul style="list-style-type: none"> <li>• Kitchens will be fully open to provide food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</li> <li>• School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19)</li> <li>• R to eat in the hall (year 1 in class) 12.00 – 1.00pm lunchtime</li> <li>• 2 &amp; 3 to eat in class 12.15 – 1.15pm lunchtime</li> <li>• 4,5&amp;6 to eat in class 12.30 – 1.20pm lunchtime</li> <li>• Food to be delivered from kitchen down to no mans land in classes</li> <li>• Children to pre order hot food served at the class door</li> </ul>	Kitchen Head  Class teachers & support staff	July 13 <sup>th</sup> week  2.9.2020	✓

		<ul style="list-style-type: none"> <li>• Pre-done puddings in throw away containers</li> <li>• 1 choice of hot meal + veg or jacket pot option to be boxed up in throw away containers</li> <li>• Cutlery delivered to class during the morning</li> <li>• Bin bags issued to each class</li> <li>• Mid-day in hall from 12. 00 and then outside from 12.30</li> <li>• Children eat together and then go out side together as a year group.</li> <li>• Speak with Debbie about this</li> <li>• Disposable cutlery</li> <li>• Meeting with Lisa</li> </ul>		2.9.2020	
17	Necessary checks before opening	<ul style="list-style-type: none"> <li>• School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period.</li> <li>• SLT and site staff to carry out checks during the summer break</li> <li>• Initial walk with caretaker and head Friday 4<sup>th</sup></li> <li>• Governor visit – report back to gov body</li> <li>• Walk by head &amp; Office manager</li> </ul>	S/G gov H/S gov Head Site staff	August 24 <sup>th</sup> week  15 <sup>th</sup> sept 23 <sup>rd</sup> Oct	✓  ✓ ✓
18	Congestion using bike racks	<ul style="list-style-type: none"> <li>• Pupils are advised to use the racks one at a time if necessary supervised by staff</li> <li>• Bikes &amp; scooters to be left on field by the pool for children using field gate, helmets to be taken in and left under individual desks.</li> <li>• Parents to take bikes &amp; scooters back home with them Year R &amp; 1 if possible.</li> </ul>	Head	On return	
19	Travel	<ul style="list-style-type: none"> <li>• Parents are encouraged to only travel with members of the same class or year group 'bubble'</li> <li>• Staff to park in the usual car park and avoid travel with each other unless walking/ cycling</li> <li>• Parents encourage to walk from MSC hall</li> </ul>	Head/admin	On return	
20	Outdoor space	<ul style="list-style-type: none"> <li>• The field to be split into 7 paddocks for each group with a 2 m gap between them and a walk way</li> <li>• Shade to be provided by a gazebo in each paddock if required</li> </ul>	Site staff	On return	

		<ul style="list-style-type: none"> <li>• Large play equipment rotated for use weekly</li> <li>• Trug of equipment for each group, to be cleaned daily</li> <li>• Coats and outdoor shoes needed in wet weather – communicated to parents</li> <li>• Y1/2 bubble to use playground to reduce the numbers on the field</li> </ul> <p>Lockdown Jan 21</p> <ul style="list-style-type: none"> <li>• Bubbles to use the playground on a rota basis</li> <li>• Playground to be split to account for two bubbles on playground at a time</li> </ul>		2 <sup>nd</sup> Jan  7 <sup>th</sup> Jan	
21	Children with medical needs	<ul style="list-style-type: none"> <li>• Medication to be kept in the year group classroom NOT the school office.</li> <li>• Class teacher to be made aware of the medical needs of the children in the group (as normal practice)</li> <li>• Care plans to be in the correct classrooms for the children and in staffroom</li> <li>• Medical boxes to be taken out during a fire alarm.</li> </ul>	Admin	Week 24 <sup>th</sup> August	✓
22	Deliveries into school	<ul style="list-style-type: none"> <li>• The school number on the gate, deliveries asked to ring or buzz and leave the delivery on the playground. No one is to enter the school.</li> </ul>	Head, admin	On return	✓

**b) Staffing/HR and capacity**

	Risk	Countermeasure	By whom?	By when?	Complete
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> <li>• Contingency plans communicated to parents similar to 'snow days'</li> </ul>	Head	On return	✓
2	Unable to staff provision of breaks/lunch for teaching group leaders	<ul style="list-style-type: none"> <li>• Children to be outside where possible requiring less adults – field to be used all of Autumn term 1</li> <li>• Each year in their marked-out area on the field and a plan for supervision drawn up</li> <li>• 2 years to be supervised by 1 adult</li> <li>• Staggered times (see lunch arrangements)</li> <li>• Timetable to be created for playtime staggered;</li> <li>• 1,2&amp;3:10.30 - 10.45</li> <li>• R,4,5 &amp;6:10.45 – 11.00</li> <li>• Wet lunch in classroom</li> </ul>	Head	Week 24 <sup>th</sup> August	✓

		<ul style="list-style-type: none"> <li>No access to playground at any point</li> <li>1 LSA assigned to a year group where possible.</li> </ul> <p>Lockdown Jan 21</p> <ul style="list-style-type: none"> <li>Bubbles are staffed so staff can take staggered breaks and lunch and bubbles are still staffed for children's lunches and breaks</li> </ul>		Jan 7 <sup>th</sup> 21	
3	Staff not confident they will be safe	<ul style="list-style-type: none"> <li>Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance</li> <li>Specific training for site staff on infection control.</li> <li>Trust bank of risk assessments to support these decisions</li> <li>Each Wednesday, time allocated staff given CPD on personal safety and opportunity for supervision/feedback of any concerns</li> <li>Trust wellbeing line available</li> <li>Hand gel, wipes, toilet roll, stationary packs, walkie talkies to be given to the adults in each bubble.</li> <li>OM in to do provide support 3 dates arranged</li> <li>FAQs from trust for staff</li> <li>Ensure staff are distancing from each at all times and NOT at any point congregating.</li> <li>To stagger lunch and break times in the staffroom</li> <li>Masks to be worn in staffroom</li> <li>Use designated adult toilets for bubbles</li> <li>Staff to read updated RA and look out for daily briefings</li> <li>All daily messages/briefings (messages that would have been on the whiteboard) will be sent via the whole staff Teams message facility. All staff to check this daily.</li> <li>Staff are not to make anyone else a drink if they are not in your bubble</li> <li>No large-scale gatherings - all staff meetings of teachers to be socially distanced (there will be no whole staff meetings)</li> <li>Monday briefings will be held outside</li> <li>Some seats have been removed from the staffroom to ensure distancing</li> <li>Updated guidance to staff</li> </ul>	Head	July 13 <sup>th</sup> week Briefing on return	



4	Infection enters the school site	<ul style="list-style-type: none"> <li>• Engage with the NHS Test and Trace process</li> <li>• Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• Provide testing kit to staff if they are unable to get a test.</li> <li>• Contain any outbreak by following local health protection team advice</li> <li>• Hand washing stations in each class and on entry</li> <li>• Limiting number of people entering school</li> <li>• Admin/Reception areas have screens or are closed</li> <li>• Clearly marked areas reinforce where staff and pupils should stand in offices to maintain social distancing</li> <li>• Entrance to school site limited for key staff only</li> <li>• No face to face conversations with parents</li> <li>• Protocols for deliveries to school – signage at the entrance to the school/car park to explain process</li> <li>• Protocols for staff bringing equipment into school</li> <li>• Use of Fogging machine where needed</li> <li>• Communicate bubble closures with parents</li> </ul>	Head/admin	If required	
5	Staff not aware of testing protocols	<ul style="list-style-type: none"> <li>• Communication planning</li> <li>• Reinforce support available for staff and their families</li> <li>• Remind staff of self-referral testing process and employer testing referral process</li> <li>• Testing results to be communicated to school leadership</li> </ul>	Admin	Briefing 3.9.2020	
6	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> <li>• Clear protocols for staff breaks / times / rooms / refreshments / toilets</li> <li>• Each bubble given allocated space for break times, staff encouraged to use outdoor spaces where practical, weather permitting</li> <li>• Refreshments and catering equipment provided for each staff break room</li> <li>• Wipes to be provided in the social space – rota provided.</li> <li>• Fridge to be put in new build to minimise staffroom usage.</li> <li>• Paper to be filled up in photocopier each morning</li> <li>• Staff to ensure they are not entering the staffroom while members of staff are in there.</li> </ul>	Head Site staff	Aug 24 <sup>th</sup> week	

		<ul style="list-style-type: none"> <li>To use break out areas in the EYFS area and also the house to ensure distancing during break times</li> <li>See point 3</li> </ul> <p>Lockdown Jan 21</p> <ul style="list-style-type: none"> <li>Staff are split in two areas of the school, hot water flasks and microwave have been set up in KS1 and EYFS area to avoid staff coming into main building. Staff in KS2 bubbles to use staff room equipment. Wipes are provided in both areas to wipe down contact points</li> </ul>			
7	Staff sharing equipment (part time)	<ul style="list-style-type: none"> <li>No shared equipment for staff where possible.</li> <li>Rigorous cleaning of shared equipment</li> <li>Protocols around usage of shared equipment such as photocopying</li> <li>Regular cleaning of equipment between home and school such as laptops</li> <li>Bubbles reduce this occurring</li> <li>Books not going home</li> <li>See point 3</li> </ul>	Head	July 2020	
8	Staff PPA increases risk and reduces the impact of social distancing	<ul style="list-style-type: none"> <li>Use staff who keep at a distance</li> <li>PE &amp; French staff to keep 2 metres distance</li> <li>Staff covering PPA to only mix bubbles when necessary</li> <li>Staff tracked – strict timetables to be recorded in each class</li> <li>Cover teacher to always keep 2 metres apart and wear face covering if required.</li> <li>Seating plans to be submitted every week to Teams folder</li> <li>Children encouraged to stay in seats at all times</li> <li>Classrooms to be well ventilated- at least 2 top windows open at all times and inside door. Outside doors opened periodically.</li> </ul> <p>Lockdown Jan 21</p> <ul style="list-style-type: none"> <li>Staff PPA to be Wednesday afternoon and bubbles are covered by Sports coach and bubble TAs</li> </ul>	Head	July 2020  Nov 2020  7 <sup>th</sup> Jan 21	✓
9	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	<ul style="list-style-type: none"> <li>Short-term: Re-allocate key duties during period of illness</li> <li>Medium-term: ask for support from USP to provide additional leadership capacity</li> <li>Identification of staff who are able to 'step-up' if required</li> </ul>	Head	If required	✓

10	Impact on school development priorities / capacity to achieve priorities	<ul style="list-style-type: none"> <li>Adjust current priorities to focus on re-establishing the school's core business</li> <li>Adjust priorities termly</li> <li>Seek support from the Trust for identified areas of concern/ weakness</li> </ul>	SLT	On return July 2020 2.9.2020	✓
11	Induction for staff	<ul style="list-style-type: none"> <li>Induction for new staff on all policies and procedures, if this has not already taken place as new protocols.</li> <li>Induction in new protocols for all staff who haven't been working during the closure period.</li> <li>Induction for staff who have been furloughed when they return. (kitchen)</li> </ul>	SLT	Sept 3 <sup>rd</sup>	
12	Some traditional events in the school calendar are unlikely to be practicable	<ul style="list-style-type: none"> <li>Work through calendar of events and make decisions on practicalities</li> </ul>	Admin/Head	13 <sup>th</sup> July week Sept 2020	✓
13	Unable to support intimate care for reception pupils and 1:1 children in a safe manner (PPE / CPD?)	<ul style="list-style-type: none"> <li>CPD with effective PPE provided as per guidelines.</li> </ul>	SENCO & admin	Before return	✓
14	Staffing for breakfast and after school clubs	<ul style="list-style-type: none"> <li>Where possible, keep children in years within the breakfast and after school clubs</li> <li>Staff to maintain distance from children</li> <li>To be in the hall to support distancing</li> <li>Staff briefed – Sept 2020</li> <li>Table for each year group to ensure the children are not mixing bubbles</li> <li>Staff to wear gloves and keep 2 metres away distance</li> <li>Reviewed in monthly meetings</li> <li>Staff to wear masks</li> </ul>	Admin/ head	July 2020  Oct 2020  2 <sup>nd</sup> Jan 21	✓  ✓
15	Unable to provide lunch supervision particularly for 1-1 pupils	<ul style="list-style-type: none"> <li>Maintain year groups outside but supervise using alternative staff maintain social distance</li> <li>Risk assessment for each child in this category to review provision</li> <li>Field to be sectioned off into 7 areas.</li> </ul>	Head	On return	

		<ul style="list-style-type: none"> <li>• Each class has their own pen for play and lunchtime and their own equipment in their area.</li> <li>• 1 adult to supervise 2 pens at a time</li> <li>• Rota to be completed</li> <li>• See point above</li> </ul>			
16	Staff unable to return to work due to lack of childcare for their own children	<ul style="list-style-type: none"> <li>• Trust standard letter, we expect employees to make arrangements with their child's school as keyworkers. Last resort is employee requests unpaid leave.</li> <li>• Consider rota patterns, flexible work requests and temporary alterations to contracts.</li> </ul>	Head	If required	
17	Ensuring that staff who are in work but have household members shielding, are able to maintain stringent social distancing.	<ul style="list-style-type: none"> <li>• Use attached template for risk assessments for vulnerable staff</li> <li>• Workplace risk assessments are in place and regularly monitored/reviewed.</li> <li>• Follow COVID 19 guidance for all educational settings</li> <li>• Minimise the amount of bubbles they are in</li> </ul>	Head	If required	
18	Anxious staff	<ul style="list-style-type: none"> <li>• Induction on new protocols to reassure on how risks are being managed to protect staff.</li> <li>• Constant reminder of trust wellbeing scheme and other support available including occupational health.</li> <li>• Regular communications with staff who continue to work from home.</li> <li>• Discuss opportunity of unpaid leave with staff who do not want to return to work and do not come under a vulnerable category.</li> <li>• Daily communication update via Teams</li> <li>• Weekly communication from head via teams</li> <li>• Staff briefing twice a week outside.</li> </ul>	Head/SLT	PD day 3 <sup>rd</sup> Sept	
19	Staff transport into work	<ul style="list-style-type: none"> <li>• All staff to minimise the use of public transport and use alternative methods of getting into work if possible.</li> <li>• School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP.</li> <li>• NA: all staff walk/drive</li> </ul>	All staff	On return	
20	Pregnant members of staff	<ul style="list-style-type: none"> <li>• Should attend school</li> </ul>	Head		

21	Use of outdoor equipment spreads infection	<ul style="list-style-type: none"> <li>Outdoor playground equipment will be more frequently cleaned. – not in use currently</li> </ul>	Site staff	On return	
22	BAME staff	<ul style="list-style-type: none"> <li>Any staff that are in risk groups for Covid to be risk assessed as to their suitability to be in groups and working in school.</li> </ul>	Head	If required	

c) Curriculum

	Risk	Countermeasure	By whom?	By when?	Complete
1	School equipment spreads infection for one each	<ul style="list-style-type: none"> <li>Staff and pupils have their own items that are not shared</li> <li>Classroom based resources, such as books and games, can now be used and shared within the year group; they will be cleaned regularly, along with all frequently touched surfaces</li> <li>Resources that are shared between classes, such as sports, art and science equipment will 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.</li> <li>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> </ul>	All staff	On return 2.9.2020	✓ ✓

2	Children not in school miss out on education	<ul style="list-style-type: none"> <li>• Staff working at home support remote learning – If no staff working at home allocate staff in school</li> <li>• Trust approach to support this</li> <li>• Home learning policy in place</li> <li>• Work delivered where required</li> </ul>	Head/SLT/ class teachers/ SENCO	If required	
3	Unable to deliver the full curriculum	<ul style="list-style-type: none"> <li>• Expectation that full curriculum will be covered</li> </ul>	SLT	July 2020 PD days	✓
4	Significant gaps in learning in all classes as they return	<ul style="list-style-type: none"> <li>• Use PIXL to close gaps in English</li> <li>• Use updated Maths Mastery plans that accommodate lost learning</li> <li>• Subject leaders analyse lost learning and potential impact on cyclical curriculum</li> <li>• Adjust wider curriculum plans to accommodate lost areas of learning</li> <li>• Pixl assessments to be completed for years 2,3,4,5 in future to identify gaps. First full week back</li> </ul>	Teachers	7 <sup>th</sup> Sept week PD day training	✓
5	Lack of assessment for learning	<ul style="list-style-type: none"> <li>• Maximise use of all PIXL assessments</li> <li>• Use MM pre/post assessment tools to provide gap analysis</li> <li>• Use Core Team meetings across school to monitor children's progress</li> </ul>	SLT	1 <sup>st</sup> week back	
6	Insufficient attention to children's emotional needs on return	<ul style="list-style-type: none"> <li>• Schools will support: <ul style="list-style-type: none"> <li>- the rebuilding of friendships and social engagement</li> <li>- address and equip pupils to respond to issues linked to coronavirus</li> <li>- support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> <li>• New PSE curriculum</li> <li>• Stripped out timetable allowing for emotional needs to be met.</li> </ul>	SLT ELSA	On return	

**d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion**

	<b>Risk</b>	<b>Countermeasure</b>	<b>By whom?</b>	<b>By when?</b>	<b>complete</b>
1	Unable to provide staggered break and lunch times for pupils	<ul style="list-style-type: none"> <li>• Monitor, through Core Team Meetings, level of need across school and deploy staff accordingly</li> <li>• Maintain breaks and lunches through year groups if necessary, supervising from distance</li> <li>• See earlier point re staggered times and rota's</li> <li>• Review of this daily in the first 2 weeks – reviews continuing</li> </ul>	Head	On return	
2	Children aren't clear on school routines	<ul style="list-style-type: none"> <li>• Induction/practical training for staff/parents/children –</li> <li>• Clear system for any accepted movement around the building including clear signage / marking with tape where required.</li> <li>• To go through this regularly with children.</li> </ul>	Teachers	Fri 5 <sup>th</sup> Sept	
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> <li>• Schools have regular and repeating notices/training/ assemblies (in small group) using technology where possible for staff (one pre-recorded video to be used when needed?), children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment</li> <li>• Notes home for parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment</li> </ul>	Teachers	Fri 5 <sup>th</sup> Sept	
4	Unable to safely use play equipment	<ul style="list-style-type: none"> <li>• Consider restrictions on play equipment or taking it out of action – large play equip not in use.</li> </ul>	Teachers	If required	

		<ul style="list-style-type: none"> <li>• Trug with playground toys per paddock - take in and out with group and stored in bubble room</li> </ul>			
5	Children require additional support to follow these measures	<ul style="list-style-type: none"> <li>• Work with parents by phone</li> <li>• Use of technology to model (video)</li> <li>• Phone calls to parents</li> <li>• Pre-visits to school.</li> </ul>	Parents SENCO	On return	
6	Effect of insufficient transition activities during the summer term	<ul style="list-style-type: none"> <li>• Consider staggered starts when schools re-open</li> <li>• Late return – Sep 4<sup>th</sup> – time with new teacher</li> <li>• KS 2 keeping same teachers</li> <li>• Last two weeks of summer term transition</li> <li>• EYFS to start on 7<sup>th</sup> Sep</li> </ul>	All staff	Fri 5 <sup>th</sup> Sept	
7	Behaviours for learning takes time to establish and are challenged by some pupils	<ul style="list-style-type: none"> <li>• Refresh Behaviour Policy</li> <li>• Run a whole-school project for children and teachers to ‘re-connect’</li> <li>• Adjust class compositions, if necessary, for September, to create a better balance <ul style="list-style-type: none"> <li>• Use virtual assemblies to re-establish the school’s rules/codes etc.</li> <li>• Re-establish expectations and the principles of learning that the school has already in place</li> </ul> </li> </ul>	Teachers/SLT	Fri 5 <sup>th</sup> Sept & on going	
8	Attendance is poor	<ul style="list-style-type: none"> <li>• Remind and work with parents/ carers to quickly re-establish good attendance habits especially. PAs</li> <li>• Inform parents/ carers that the school has been deep cleaned to reduce fears of C-19 infection</li> <li>• Monitor attendance and work with the EWO</li> </ul>	Admi/Head/ EWO	If required  Weekly	
9	Returning to an unfamiliar setting causes anxiety for pupils – particularly EYFS/reception	<ul style="list-style-type: none"> <li>• Send out photos, books, social stories in advance – possibly video from teacher/TA</li> </ul>	EYFS & SENCO	On return Completed	✓
10	High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff	<ul style="list-style-type: none"> <li>• Staff allocated according to relationships thereby reducing potential for risk</li> <li>• Clear expectations on need for social distancing – work with families and trust if pupil unable to comply</li> </ul>	SLT Parents	On return	✓



11	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> <li>Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them</li> <li>The trust has revised the recommended child protection policy to reflect the return of more pupils</li> <li>Designated safeguarding leads (and deputies) will be provided with sufficient time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate</li> <li>Attention is paid to communication with school nurses</li> <li>S/G update training on PD in September, all staff required to attend.</li> </ul>	DSL/Head	If required S/G training 1.9.2020	✓
12	Pupils return having been traumatised by their experience of the COVID-19 restrictions	<ul style="list-style-type: none"> <li>Ensure staff are aware of sources of help and resources available</li> <li>Use of trauma training</li> <li>Trauma training for all staff on PD day September</li> </ul>	Trust Head SENCO	PD – 2 <sup>nd</sup> Sept	✓

e) Vulnerable children (SEND/LAC)

	Risk	Countermeasure	By whom?	By when?	Complete
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> <li>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories</li> <li>SENCO to contact all SEN children's parents to talk about return</li> </ul> <p>Lockdown 21</p> <p>SENCO supported by HLTA to give additional support to those on the register including those with EHCP where it is safer for them to be at home</p>	SENCO	13 <sup>th</sup> July week  7 <sup>th</sup> Jan	

2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> <li>• Late August briefing of trauma session for use at September PD day</li> <li>• Access resources provided by OM, Thrive, TISUK etc.</li> <li>• Utilise Thrive practitioners, ELSAs to support individual and small groups of children affected</li> <li>• Deliver trauma informed sessions for parents / carers so they can support their children at home</li> </ul>	SENCO/SLT	On return	✓
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## f) Music lessons in school with external teachers

	Risk	Countermeasure	By whom?	By when?	Complete
1	Music companies not provided risk assessment	<ul style="list-style-type: none"> <li>• Ensure they are seen initially, and a copy kept in the office</li> <li>• Talk through with the company any concerns they or school have.</li> </ul>	Music teacher Admin		
2	Music teachers do not stick to the procedures	<ul style="list-style-type: none"> <li>• Ensure check ins happen regularly with music staff</li> <li>• Admin team to be vigilant</li> <li>• SLT to raise any concerns there maybe.</li> </ul>	SLT		
3	Music teachers not aware of testing protocols	<ul style="list-style-type: none"> <li>• Communication planning</li> <li>• Remind music teachers of self-referral testing process and employer testing referral process</li> <li>• Testing results to be communicated to school leadership</li> </ul>	SLT Admin Music teacher		
4	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> <li>• Clear protocols for staff breaks / times / rooms / refreshments / toilets</li> <li>• Music teachers to use the house for breakout/lunch times and to use the toilet.</li> <li>• Staff room to be used with a mask when there are no others in there.</li> <li>• Refreshments and catering equipment provided for each staff break room</li> <li>• Wipes to be provided in the social space – rota provided.</li> <li>• Fridge to be put in new build to minimise staffroom usage.</li> <li>• Paper to be filled up in photocopier each morning</li> </ul>	Staff SLT Music teacher		

		<ul style="list-style-type: none"> <li>• Staff to ensure they are not entering the staffroom while members of staff are in there.</li> <li>• To use break out areas in the EYFS area and also the house to ensure distancing during break times</li> <li>• See point 3</li> </ul>			
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5	Infection enters the school site	<ul style="list-style-type: none"> <li>• See page 14</li> </ul>			
6	Safety around facemasks	<ul style="list-style-type: none"> <li>• Refer to DfE guidance that makes clear face masks are not recommended in schools, should be removed if worn whilst travelling to school and waste areas for disposal of used face masks</li> <li>• Staff advised about face masks</li> <li>• Staff advised to wear facemasks in communal spaces (staffroom) see point 8</li> <li>• When distancing is not able to be in place eg, working with a group in a confined space</li> </ul>	Music teacher SLT		
7	Cross contamination in shared spaces such as music room	<ul style="list-style-type: none"> <li>• Protocol for students – hand sanitisation before entering the room, children to wait at the bottom of the corridor by Year 6 and wait to be collected by the teacher.</li> <li>• Regular cleaning – the room is to be cleaned after every pupil, no material surfaces, door handles, and railings</li> <li>• Teacher to open and close the doors for the child to avoid contact</li> <li>• Stools to be plastic and to be wiped clean after each pupil.</li> <li>• Staff to wear face masks in confined/shared spaces such as the staffroom, room and entrance area.</li> <li>• Teachers to wear mask/visor when teaching and moving around the building</li> </ul>	Music teacher Admin		

		<p>Lockdown Jan 21</p> <ul style="list-style-type: none"><li>• Music staff are not attending in person and lessons are taking place via zoom as arranged by the music teachers.</li></ul>		7 <sup>th</sup> Jan	
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