

**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:****CORONAVIRUS (COVID-19) – Schools Full Opening  
Used with Existing Risk Assessments & Current Government Guidance****PART 1 : ADMINISTRATIVE DETAILS****Section/Establishment Name:**

Waterhouses C.E Primary Academy

**Date of Assessment**15<sup>th</sup> July 2020**Date of Issue**16<sup>th</sup> July 2020**Assessment carried out by**

David Wood

**Signature****Reviews****Review Date****Reviewed by****Date****Changes Made**

Y

N

08/09

D Wood

8.9.20

Y 7 days changed to 10 days

17/10

D Wood

7.10.20

Yes

7/1/21

D Wood

7.1.21

Yes

21/5/21

D Wood

21.5.21

Yes

**Affected persons:**

Young People/Clients

√

Staff

√

Visitors

√

Contractor

√

**Others (specify)**

Students/volunteers

**Name of Manager confirming and agreeing Assessment:**

David Wood

**Signature:**

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

## RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

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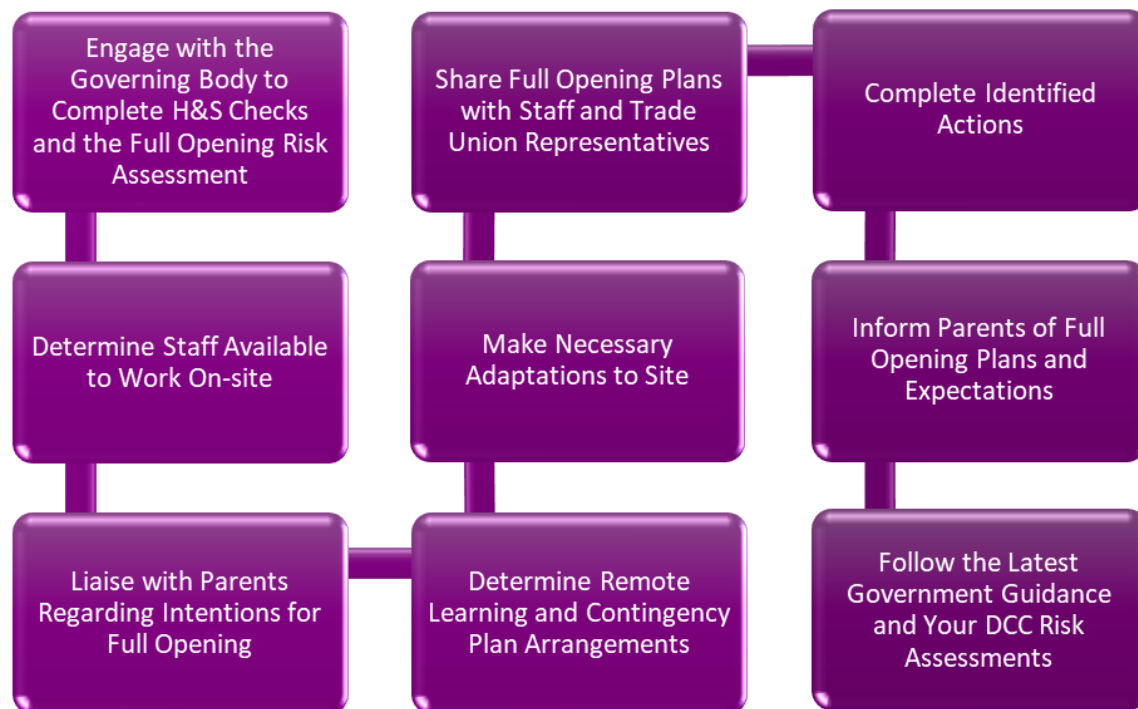
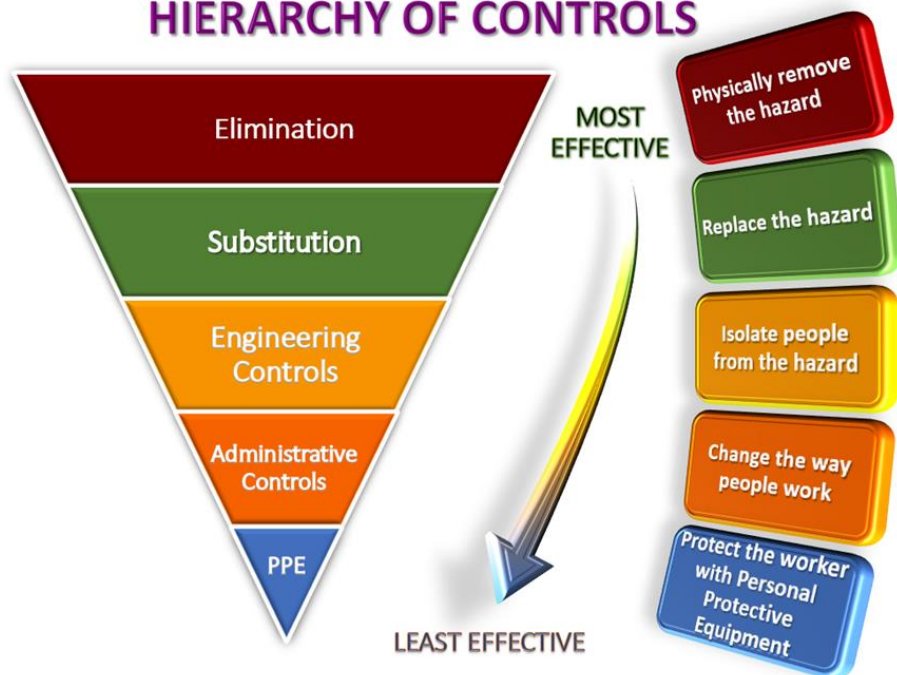
## Preparation Steps for Full Opening

This Coronavirus (COVID-19) Full Opening (September 2020) Risk Assessment sets out a risk control framework for you to adapt to your school/setting following an overarching principle to reduce the number of contacts between children and staff.

When completing your risk assessment, you should always use the risk assessment hierarchy of controls principal (below) to guide you.

It is important to remember that the smaller you can get the groups 'bubbles' whilst delivering a broad and balanced curriculum, the more effective your management of cross infection will be, and this will prove evident in the event of a confirmed COVID-19 case.

### HIERARCHY OF CONTROLS



These decisions and measures you put in place will prepare the school/setting for the full opening and establish a platform for the school to continually operate in a safe way, so far as is reasonably practicable

If you need any assistance, please do not hesitate to contact your Health and Safety Consultant

(Health & Safety Section | Children Services)  
Commissioning, Communities & Policy.

# RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & CURRENT GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Unsafe Buildings	Senior Leadership Team / Site Management Team have held meetings to review the school site and specify entry/exit points and classroom use.	✓	DW	➤ DW MD reviewed the site and ensured staggered entry at all points.		
<i>Operating in a different manner to normal operations</i>	<p>All the usual pre-term building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Portable appliance testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	✓	DW	➤ All building checks are compliant and we have continued these during Lockdown.		
	Contact is made with Property Services/Facilities Management/Trust if any problems are identified.	✓	DW	All this is in place		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place, including arrangements for any deliveries.	✓	DW	Fire Risk assessment is in place and is up in each room		
	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	✓	DW	Registers are taken and school office holds the full copy		
	The school/setting has a system for knowing who is in the school when open.	✓	DW			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary).	✓	DW MD	Fire alarm system has been checked weekly to ensure that it is in working order		

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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Unsafe Buildings  <i>Operating in a different manner to normal operations</i>	Fire drills are undertaken and recorded <ul style="list-style-type: none"> <li>Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required)</li> <li>A known fire drill is done first to reassure staff and pupils.</li> <li>Social distancing is aimed for at all times during the fire drill, including the final assembly point(s).</li> <li>One or more external areas of the school are used to achieve social distancing</li> <li>A debrief is undertaken to share any lessons learnt</li> </ul>	✓	DW/MD	➤ Fire drills will be undertaken during each Term. ➤ Clear points for staff and pupils to stand.	DW/MD	
	Alarm point checks are recorded.	✓	GM	This is completed weekly		
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off.	✓	DW/MD			
	Staff know where utility isolation points and firefighting equipment are.	✓	DW/MD	Evacuation plan clear		
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building.	✓	DM			
	A risk assessment review has been undertaken to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 Government guidance so far as is reasonably practicable.	✓	DW/DM	JH and MD to review PEEP's		
	Staying COVID-19 Secure notice is displayed to show staff that the school has complied with managing the risk of coronavirus (COVID-19). Click on the link to download the Staying COVID-19 Secure notice <a href="https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice">https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice</a>	✓	DW/Office	To print off documents By September 2020		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	Additional cleaning schedule is agreed and implemented with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.	✓	DW	Staff to carry on with additional daily cleaning.	All staff	September 2020
	Working hours for cleaning staff are increased in agreement with staff.	N/A		All cleaning staff to follow guidance provided from Chartwells	Cleaning staff	Sept 2020
	Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc.	✓	DW	All cleaning staff/other staff are advised to clean furniture	All staff	Continue now
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture.	✓	DW	This has been done		
	To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom.	✓	DW	All dining chairs will need to be cleaned by dining staff at the end of the sitting- sprayed and wiped	MDS	Continue
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.	✓	DW	Sunshine Club resources to be used once a week or to allow 72hrs + between uses.	Sunshine club staff	Continue
	Outdoor playground equipment is cleaned between different groups 'bubbles' and also for resources used inside and outside by wraparound care providers.	✓	DW	Sanitizing stations in each classroom and at other key points	DW	Sept 2020
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception/delivery drop off areas for staff and visitors to use.	✓	DW	All staff supports the cleaning of the toilets	All staff	Sept 2020
	The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.	✓	DW	A cleaning routine tick sheet is followed and signed off by staff carrying out the cleaning		Sept 2020
	To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.	✓	DW			
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.	✓	Cleaning staff			



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	Bins are emptied regularly.	✓	Cleaning staff			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision during deliveries	Vending machines are taken out of use for the foreseeable future as continual hygiene cannot be maintained.	N A	NA	➤ NA		
	The school/setting would pursue; <ul style="list-style-type: none"> <li>replacement/cover site staff if the duties are contracted in</li> <li>sharing site staff support from another school/setting</li> <li>external cleaning services</li> <li>temporary workers if alternative arrangements cannot be made.</li> </ul>	✓	DW	We would contact QEGSMAT for additional support as and when we need it.	DW	As and when required
	If identified areas cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds.	✓	DW	Contact with QEGSMAT to discuss with Helen Bartle.	DW	As and when required
	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	✓	JP/ MB	Info would be put on the order. Signs up at school marking the main entrance.	JP/ MB	As and when required
	Deliveries are kept to a minimum where possible.	✓	JP			
	Contact between staff and delivery staff/drivers is minimised through temporary drop off and pick up zones.	✓	JP/ MB	Staff to as much as possible maintain 2m distance if and when deliveries need to come through in to school rather than being left in the entrance area.	JP/ MB	
	Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building.	✓	JP/ MB			
	While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	JP/ MB	Where possible boxes and packaging are opened in the entrance area where less pupils/adults are.		As and when required
	Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries.	✓	All		JP/ MB	

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Planning shortcomings	Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school.	✓	DW	<ul style="list-style-type: none"> <li>➤ Governors are informed and have regular updates in relation to the full opening of the school and the support for staff, parents and children for making it safe.</li> <li>➤ Receive information half termly or as and when required due to changes in guidelines.</li> <li>➤ Regular virtual governors meetings take place.</li> <li>➤ Daily checks are made via DfE daily briefing email</li> </ul>	DW	September 2020
	Headteachers/leaders are clear on what Governors need to know and how frequently they receive information.	✓	DW		DW	September 2020
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines.	✓	DW		DW	Since May 2020
	Communication between Headteachers and Governors is clear and understood and virtual governing body meetings are undertaken.	✓	DW		DW	Continuing
	Head Teacher/Manager ensures daily checks are made with Government updates.	NA	DW			
	Union representatives are consulted on full opening plans.	✓	DW			Continuing
	A record (including contact details) is kept of all visitors for 21 days.	✓	JP/MB			Continuing
	In addition to the Government guidance the school will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.	✓	DW/MD			Continuation since May 2020
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.	✓	DW MD			Continuation since May 2020
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager.	✓	DW			May 2020
	The school communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided.	✓	DW/JH/KC	Completed in conjunction with relevant staff and Parents		Since May 2020

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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Planning shortcomings	Contingency planning with QEGSMAT is in place and additional resource identified.	✓	DW	N/A  Letter for parents  Phone calls weekly Vulnerable children in school  Via the letter for parents  Staggered use of these planned and timetabled  Year 6 leavers support is in place	DW  JH  DW  DW	July 2020  March 2020  July 2020  July 2020  June 2020
	Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	✓	DW			
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	DW			
	Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.	✓	DW /JH			
	The approach and expectations around school uniform has been determined and communicated with parents.	✓	DW			
	Changes to the school day/timetables have been shared with parents.	✓	DW			
	The approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff (This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure).	✓	DW			
	Available large spaces and appropriate timetabling is identified e.g. dining areas, halls, studios, particularly in outdoor areas.	✓	DW			
	Arrangements are in place for before/after school clubs for them to implement the necessary protective measures.	✓	DW			
	Arrangements are in place to use of alternative sites in co-operation with the responsible organisation/body.	N A				
	Re-orientation support for school leavers is developed.	✓	DW			
	Online/website support for families and young people around transition	✓	DW			

	is available.			QEG's support and transition communicated		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Planning shortcomings	Plans are in place for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> <li>• Early Years to Primary</li> <li>• Primary to Secondary</li> <li>• Vulnerable children</li> <li>• Children with SEND</li> <li>• Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> <li>• Post 16</li> <li>• School Leavers</li> </ul>	√	All	➤ Teacher communication through general phone calls and Class Dojo messaging	Teaching staff	Ongoing
	Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, which includes: <ul style="list-style-type: none"> <li>• Risks and symptoms of COVID-19</li> <li>• Advice regarding self-isolation of those showing signs or symptoms</li> <li>• Social distancing measures</li> <li>• Changes to timetable</li> <li>• Emergency procedures (i.e. first aid, fire)</li> <li>• Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>• Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible</li> <li>• Education resources such as e-bug and PHE</li> <li>• Expectations when in school and at home</li> </ul>	√	DW	Staff will continue to reinforce the messages around social distancing, maintaining bubbles, hand washing and hygiene control. Timetables, All emergency procedures updates.	DW	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Planning shortcomings	The impact of COVID-19 on families and whether any additional support may be required is considered concerning: <ul style="list-style-type: none"> <li>Financial</li> <li>Increased free school meals eligibility</li> <li>Referrals to social care and other support</li> <li>Pupil premium grant / vulnerable groups.</li> </ul>	√	JP	➤ School regularly emails parents about FSM eligibility. ➤ JP supports in this and ensures families have food vouchers	JP	March 2020 ongoing
	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents.	√	DW	New updated behaviour policy in place referenced in parental letter	DW All staff	Ongoing
	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. See Appendix 1 (A3 flowchart – end of document).	√	DW JP	On website and information displayed in each classroom and in staffroom. Also on School website.	DW	July 2020
				Regular emails to parents as part of school communication	DW JP	Ongoing
	As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.	√	DW JP	Letter to parents supports and reiterates out expectations	DW	Ongoing
	Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment.	√	DW JP			
	Information is sent to EYFS children to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes /trainers (any clothing that does not require adult assistance/supervision).	√	DW JH	All in letter to parents and on website	DW JH	Ongoing



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>  Planning shortcomings	The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance <ul style="list-style-type: none"> <li>PPE requirements for staff</li> <li>PPE in Schools Quick Guide for Coronavirus (COVID-19).</li> </ul>	√	DW	<ul style="list-style-type: none"> <li>Each classroom has PPE equipment</li> <li>PPE guidance shared with staff</li> </ul>	DW	March onwards
	The school understands the NHS Test and Trace process and how to contact our local <a href="#">Public Health England health protection team</a> . The schools have informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to; <ul style="list-style-type: none"> <li>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</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</li> </ul>	√	DW	Information in the letter to parents	DW	July 2020
	PPE requirements are understood, and appropriate supplies are in place including long term approach to obtaining adequate PPE supplies.	√	HB	PPE purchased and available for all		
School safeguarding policy and procedures are not in place due to COVID-19	Consideration has been given to any children and young people who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	√	JH			
	Safeguarding remains highest priority and policy is updated to reflect changes.	√	D W/ JH	<ul style="list-style-type: none"> <li>All staff are kept up to date</li> </ul>	DW	June onwards
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.	√	D W/ Te ac hin			

			g sta ff			
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and young people to return to school.	√	JH			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
School safeguarding policy and procedures are not in place due to COVID-19	Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	✓	All staff	Gloves and PPE can be worn, hand sanitizer.	All	Ongoing
	Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams.	✓	DSLs			
	The school considers dynamically any day to day changes to the health and safety arrangements including changes to evacuation procedures (depending on the use of classrooms), entry and exit points and Critical Incident and Lockdown procedures whilst factoring in social distancing requirements.	✓	DWDM	Senior member of staff on site at all times to mitigate risk and all critical incident plans and lockdown procedures have been reviewed		
Staffing arrangements unprepared	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff, first aiders, fire wardens.  Including at least one of the following: <ul style="list-style-type: none"> <li>First aider (trained at the level for the relevant age group and associated risks of the school)</li> <li>Designated Safeguarding Lead (DSL)</li> <li>SENCO</li> <li>Caretaker/Cleaner, site support staff</li> <li>Office staff member</li> </ul>	✓	DWDM	➤ All considered and risks mitigated	DW	May 2020
	Designated safeguarding leads are provided with more time where possible in the first 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 social care and other agencies.	✓	DW/JH			Ongoing

	Designated Safeguarding Leads capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils.	√	DW	Supervision for staff if required for any disclosures.	All staff	Ongoing
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Staffing arrangements unprepared	Individual risk assessments are in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	√	DW	➤ Risk assessments completed for staff and sent to them	DW	September 2020
	Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	√	DW	Consideration will be given to this and supply agencies and supply staff will be contacted.	JP	Ongoing
	Consideration has been given to staff clothing expectations and information shared with staff.	√	DW	Staff wear their normal work attire.		Ongoing
	Approaches for meetings and staff training is in place.	√	DW	Meetings via Zoom or within a hall space with social distanced mediums	DW/MD	Ongoing
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.	√	DW Dm	A strategy in place for home school provision if any further lockdowns		
	Consideration has been given to the options for redeployment of staff to support the effective working of the school.	√	DW MD	TA's to be redeployed if and when required to support classes		Ongoing
	For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	√	DW MD	Support and planning given		Ongoing
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	√	DW MD	TA's redeployed if required		Ongoing
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance (the Government are planning to issue test kits to schools in Autumn).	√	DW JP	Guidance provided		Ongoing
	The approach for inducting new starters has been reviewed and updated in line with current situation.	√	DW	Inductions held socially distanced		Ongoing

	Return to school procedures are clear for all staff and arrangements to return any furloughed staff are in place.	√		N/A		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) <b>Staffing arrangements unprepared</b>	The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.	✓	DW/JP	➤ Staff to report to DW/MD/JP re health status	DW/MD/JP	Ongoing
	Staff receive regular briefings on day to day school matters.	✓	DW	➤ Briefings provided to staff by email so everyone has the same message	DW/MD	Ongoing
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.	✓	DW/MD	➤ Support for all members of staff	ALL	Ongoing
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.	✓	DW	➤ Ethos and culture supports the looking after of all members of the community		
	Staff workload expectations are clearly communicated	✓	DW			
	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	✓	DW/MD	CPD for staff re any changes will be implemented accordingly	DW	Ongoing
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	✓	DW/MD			
	Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared.	✓	JP	Visitors policy	JP	Ongoing
	Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders with protocols and expectations shared.	✓	MD/DW	RA shared with Katie Busfield	MD	July 2020
	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	✓	DW/MD	Each class is a bubble.	DW	July 2020
	Staffing allocations to groups have been determined, minimising contact with multiple groups as much as possible.	✓	DW/MD	Staff will need to move across bubbles to support the delivery of the curriculum and cover PPA	DW	Ongoing
	Consideration of available testing for school staff is updated according to latest government advice: <a href="#">Test and Trace</a> .	✓	DW/MD			

				See Plan		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Classroom arrangements not organised	Classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues have been considered and good ventilation implemented where possible.	✓	All	<ul style="list-style-type: none"> <li>➤ Staff considering classroom layouts. Where possible the children are in rows. Or are spaced apart. KS1/2 Children all have their own wallet with their own resources in.</li> <li>➤ Any shared equipment is cleaned in Milton at the end of the day or is sprayed. Or it is left for the appropriate length of time before being used again.</li> <li>➤ Surfaces are sprayed regularly.</li> <li>➤ Soft furnishings- Soft Toys are removed where possible. In EYFS and Otters classrooms this proves more challenging due to the continuous provision and play based curriculum. If soft toys are played with they will then not be used for a full 72 hours</li> <li>➤ Based on the age of the pupils and the activities they are doing the classroom layout is reviewed</li> </ul>	All staff	Ongoing
	Classrooms have been re/arranged to allow as much space between individuals as practical.	✓	All			
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. sharing of equipment is limited to the bubble.	✓	All			
	All furniture not in use has been removed from classrooms and teaching spaces with safe storage arranged for unused furniture.	✓	All			
	Shared materials and surfaces are cleaned and disinfected more frequently.	✓	All			
	Non-essential equipment or resources, which are not easily washable or wipeable have been removed. This may include items such as soft furnishings, soft toys, cushions and beanbags in classrooms dependent on how effective they can be cleaned.	✓	All			
	Furniture has been arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	✓	All			
	Classroom/area arrangements are reviewed regularly.	✓	All			
Classroom and timetable arrangements do not allow for all pupils to	New timetables arrangements are agreed and confirmed for each year group to allow for reduced interaction between year groups whilst considering the need to move between basic class spaces.	✓	DW/MD	<ul style="list-style-type: none"> <li>➤ If staff absence where possible TA's within the class will cover the</li> </ul>	Ongoing	All staff
	Consideration of staffing changes to cover absence has been undertaken.	✓	DW/MD			

attend in line with guidance	Arrangements in place to support pupils when not at school with remote learning at home.	√	DW/ MD	class bubble. ➤ Pupils who are at home or in the event of a Lockdown we will provide blended learning online or in paper format for those without access to hardware required.		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Precautionary transmission measures not being followed in school	Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).	✓	DW/ MD All	<p>➤ <b>Note;</b> parents, carers, schools and settings do not need to take staff, pupil or children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</p> <p>• Staff are to wear face coverings when moving around the shared areas of the school unless there is a medical reason for not doing so.</p> <p>➤ <b>Note;</b> Hand washing in cold water - <i>Hand washing in hot water does not significantly effect the killing of germs, it's the washing of hands thoroughly with soap that does. That said, the problem with washing hands in cold water, may lead to adults/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you</i></p>	DW/ MD	Ongoing
	All persons should remain on site once they have entered the school premises unless they have a valid reason to leave, which has been authorised by a member of the senior management team whilst considering the risk of cross infection to others.	✓				
	Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> <li>• internal doors that are not designated fire doors</li> <li>• fire doors with automatic closers</li> <li>• doors that do not need to be kept closed for security reasons</li> </ul> are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	All		All	From April 2020
	Staff will follow the 'PPE requirements for staff' guidance where required. <b>Note;</b> most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.	✓	All		All	January 2021
	Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple areas around school.	✓	All			
	Staff and pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment	✓	All			
	Electronic/touch screen "signing in" systems are cleaned/wiped down regularly.	N A	NA			
	Visitors are informed/asked to use their own pen to sign in at reception (no school pens are kept with the sign in book/register).	✓	JP			

				<p><i>may want to introduce hand sanitiser as a short term measure.</i></p> <p>➤ JP to ensure people use their own pen to sign in</p>		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Precautionary transmission measures not being followed in school	The school uses a cashless system to limit cash handling.	√	JP	<p>➤ All staff are aware of hand washing and wiping down equipment.</p> <p>Staff are aware of non sharing of items (See previous RA)</p> <p>Handwashing techniques are taught</p> <p>Hand sanitizer at main entrance points and in classrooms if soap is not available.</p> <p>Hand sanitizing stations and or basins available in each classroom</p> <p>Ability to wash hands in some classrooms and in toilet areas.</p>	All staffs	Ongoing
	All staff, pupils and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment.	√	All			
	The school endeavours to keep equipment sharing to a minimum.	√	All			
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff.	√	All			
	All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> <li>• before leaving home and on arrival at school</li> <li>• after using the toilet and after breaks and sporting activities</li> <li>• when they change rooms</li> <li>• before food preparation and eating any food, including snacks</li> <li>• before leaving school.</li> </ul>	√	All			
	The school has enough hand washing and/or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.	√	All			
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> <li>• cover your cough or sneeze with a tissue</li> <li>• if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>• throw the tissue in a bin</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands.</li> </ul>	√	All			
	Hand washing facilities identified for each learning zone.	√	All			
	External doors and windows are opened to allow additional ventilation, where possible (including offices).	√	All			

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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed in school</p>	The amount of shared resources that are taken home and the exchange of take-home resources between children, young people and staff are limited.	√	All	<p>➤ KS1/2 pupils have their own equipment in their wallets. EYFS pupils pencils are wiped down after use where possible.</p> <p>➤ Shared equipment is wiped down.</p> <p>Outdoor learning spaces used where possible.</p> <p>This is done in all classrooms</p> <p>Cleaning and disinfectant sprays/wipes are available in every classroom.</p> <p>Cleaning supplies are managed my Chartwells</p> <p>Shared at previous INSET.</p>	All staff	Ongoing
	Equipment and resources per child are provided for to prevent the sharing of stationery and other equipment where possible.	√	All			
	Any shared classroom materials and surfaces are cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups).	√	All			
	Practical lessons can proceed if equipment is cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between groups.	√	All			
	The centralised ventilation system that removes and circulates air to different rooms is turned off. In these situations, advice is also sought from the schools facilities management/Property Services.	N A				
	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.	√	All			
	Sufficient training is given to Teachers, if cleaning materials are to be placed in classrooms, including safe use and secure safe storage of products.	√	DW/ MD			
	Bin liners are used in all bins and emptied daily.	√				
	Enhanced cleaning and disinfecting guidance are available to staff for use if required.	√				
	Adequate cleaning supplies are in place including longer-term arrangement for continual supply.	√	HB			
	PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff.	√				

	PPE requirements are understood and appropriate supplies are in place.	√	All staff			
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Social distancing failure	The schools will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Applying an overarching principle to reduce the number of contacts between children and staff. This will always be dependent on; <ul style="list-style-type: none"> <li>• <i>children's ability to social distance</i></li> <li>• <i>the lay out and facilities of the school</i></li> <li>• <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i></li> </ul>	✓	D W/ M D	From January the KS2 Children will come together as one bubble due to the relatively low numbers.  TA's who move across bubbles will adhere to strict hand sanitization and staying 2m apart where possible	All members of staff	Ongoing    January 2021
	Year group sized 'bubbles' are implemented where class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school.	N A				
	After the school has assessed the manageable group 'bubble' sizes that suit the schools particular circumstances, they are kept apart from other groups where possible and older children are encouraged to keep their distance within groups.	✓	D W/ M D			
	Smaller groups the size of a full class is implemented where it can be achieved, as this helps to reduce the number of people who could be asked to isolate should someone in group become ill with Coronavirus COVID-19.	✓	D W/ M D			
	Steps to limit interaction, sharing of rooms and social spaces between groups is undertaken as much as possible to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate in the event of a confirmed COVID-19 case.	✓	D W/ M D			
	The school is organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.	✓	D W/ M			

			D			
	All teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable will ideally try and keep a 2 metre distance from pupils and other staff as much as they can.	√	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Social distancing failure	All essential face to face staff (adult) meetings are organised to maintain social distancing of 2m, or 1m with risk mitigation where 2m is not viable in well ventilated areas.	✓	D W	➤ Face to face staff meetings with the whole school done in the hall. Face to face staff meetings done with teaching staff in classroom socially distanced. ➤ TA's deployed to lead classes	All staff to facilitate this	Ongoing
	Teaching assistants are deployed to lead groups or cover lessons, under the direction and supervision of a qualified teacher (any redeployments is not at the expense of supporting pupils with SEND).	✓	D W M D			
	Supply teachers, peripatetic teachers, SEND specialists and/or other temporary staff who move between schools should minimise contact where possible and maintain as much distance as possible from others.	✓	All			
	Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.	✓	All	Stories, games part of taught curriculum about Social distancing		
	Pupils/children who would normally be in their class groups for the majority of the classroom time, can mix into wider groups for the provision of specialist teaching, wraparound care and transport.	✓	D W	Sunshine club will operate with children staying as much as possible in their class bubbles, remaining at their class tables where possible and high standards of hygiene/hand washing.		Ongoing
	The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups.	✓	JH			Ongoing
	Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice that unlike older children and adults, early years and primary age children cannot be expected to remain socially distanced apart from each other and staff always.	✓	EY FS Staff	Staff in EYFS are aware of the guidelines. Parents have been given information about social distancing as and where possible.		
	Resources are arranged to be used by small groups to limit the risk of cross contamination with unnecessary sharing avoided.	✓	All	➤ <b>Note;</b> Although siblings may also		

	If EYFS staff are required to change young children's nappies the correct PPE is worn when carrying out such intimate care (see PPE guidance).	√	All	be in different groups, endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits.		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned

<p>(Continued)</p> <p>Social distancing failure</p>	<p>As much as possible, pupils and staff social distance and are spaced apart;</p> <ul style="list-style-type: none"> <li>• The use of staff rooms and offices are staggered to limit occupancy</li> <li>• Staff model social distancing consistently</li> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> <li>• Appropriate supervision levels are in place</li> <li>• Large gatherings such as assemblies or collective worship with more than one group bubble are avoided.</li> <li>• Avoiding unnecessary gatherings</li> <li>• Pupils entering/leaving the classroom follow a "one person at a time" rule</li> <li>• The movement of pupils around the school is minimised</li> <li>• Outdoor space is encouraged (weather dependent).</li> </ul>	√	All staff	<ul style="list-style-type: none"> <li>➤ The approaches of separating groups and maintaining distance are not 'all-or-nothing' options and every measure taken will still bring benefits even if implemented partially.</li> <li>➤ We have mitigated risk as much as possible following the DfE guidelines where possible.</li> </ul>	All	Ongoing
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Social distancing failure	Lesson change overs are staggered to avoid overcrowding	N A	NA	Discussion daily          JP/MB – glass screen will remain shut when parents/visitors come in to the main entrance area. They are to be encouraged not to enter the reception area if another person is already there.  Posters up to minimise risk	All members of staff have due regard	Sept 2020
	Where possible, pupils stay in classrooms and staff move around	✓	All			
	Break times and lunch times are structured and closely supervised	✓	All			
	Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points.	✓	All			
	Movement of pupils around the school is minimised and staggered to reduce large groups of pupils/staff gathering as much as possible (brief, transitory contact, such as passing in a corridor, is low risk).	✓	All			
	Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.	✓	All			
	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	✓	All			
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for.	✓	All			
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	All			
	School entrance reception desk/point has a screen or a physical barrier that creates a 2-metre gap between the visitor and member of staff.	✓	JP			
	Visitors are reminded to keep a 2-metre gap between other visitors (use of social distancing floor markers are ideal in these areas).	✓	JP			
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries.	✓	JP			

	Any essential face to face meeting is undertaken maintaining 2 metre social distancing.	√	All			
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff rooms and offices do not allow appropriate social distancing	Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing (2m, or 1m with risk mitigation where 2m is not viable).	✓	All	<ul style="list-style-type: none"> <li>➤ Limited use of staff room areas.</li> <li>➤ Staff follow previous RA and re washing pots, use of kitchens, sharing utensils, etc</li> <li>➤ Wipes are used to clean down these areas after use.</li> </ul>	All	Ongoing
	Staff workstations are assigned to an individual and not shared to allow them to maintain social distancing wherever possible. If they need to be shared, they are shared by the smallest possible number of people.	✓	All			
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work.	✓	All			
	Staff should use a dishwasher if possible, to clean cups, cutlery, plates etc. Staff should wash their hands before emptying the dishwasher. Staff will be responsible for washing their own cups etc. if no dishwasher available.	✓	All			
School unable to meet full provision for children and young people (CYP) with SEND	Approach to provision of the elements of the education health and care plan (EHCP) including health/therapies are in place.	✓	MD DW	<ul style="list-style-type: none"> <li>➤ PEEP in place for pupils</li> <li>➤ Individual RA's in place</li> </ul>	MD	July 2020
	Consideration is given to any CYP who may need support with their return to school which involves consultation with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	✓	MD DW			
	Individual pupil's EHCP are reviewed to consider what can reasonably be provided whilst in school.	✓	MD DW			
Vulnerable people	The individual risk assessment for staff categorised as at Higher Risk is undertaken for individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield as they can return to work from 1 <sup>st</sup> of August as long as they maintain social distancing (PPE may also be required).	✓	DW	<ul style="list-style-type: none"> <li>➤ Individual risk assessments in place.</li> <li>➤ All risk assessments shared with individuals</li> </ul>	DW	July 2020
	Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the DCC individual risk assessment for staff categorised as at	✓	DW			

	Higher Risk.					
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Home visits to be undertaken by staff	Home visits are only undertaken if it is absolutely necessary.	√				
	Staff will use their own vehicle to get to the visit and once they arrive, they will knock on the door and step back to maintain social distancing.	√				
	Staff will consider whether it is possible to have a conversation with parents and pupils via an open window.	√				
	Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school.	√				
Pupils' behaviour on return to school does not comply with social distancing guidance	The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.	√	All	➤ See behaviour policy, ➤ Letter for parents  RA in place for EHCP pupil.  Through Collective worship, stories, specific teaching and newsletters	All staff	July 2020
	All staff understand the new rules and routines, including the use of sanctions and rewards.	√	All			
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches; <ul style="list-style-type: none"> <li>handwashing</li> <li>social distancing</li> <li>good hygiene to limit cross infection</li> <li>code of conduct to be signed by students and parents for repeat offenders</li> <li>Risks assessments around students who might struggle to follow expectations.</li> </ul>	√	All			
	Staff, pupils and parents are regularly reminded of their responsibilities and behaviours on the School site.	√	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Insufficient staff and pupil wellbeing	Cover arrangements for Headteachers/leaders are in place.	✓		<p>➤ In absence of HT Deputy HT available. Zoom meetings can be used.</p> <p>➤ Ethos, policies and team supports MHWB.</p> <p>➤ Support services provided for staff- staff signposted</p> <p>Ethos supports staff talking</p> <p>Nurture and extra curric activities available and planned in.</p>	All staff	Ongoing
	Staff are aware of how to access support for issues such as anxiety, mental health, resilience, behaviour, including bereavement, behaviour in addition to safeguarding in general.	✓				
	Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home.	✓				
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss and require time to express their feelings.	✓				
	Some pupils with SEND are provided with specific help and preparation for the changes to routines and teachers and special educational needs coordinators will have plans to meet these needs, for example using social stories.	✓				
	Pastoral and extra-curricular activities provision is available to all pupils designed to: <ul style="list-style-type: none"> <li>• support 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 improve their physical and mental wellbeing (including accessing the Educational Psychology Service)</li> </ul>	✓				
	The approach to promoting and supporting attendance for all pupils has been established, including those who may be anxious.	✓				

	Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per Government guidance.	√					
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
The start and end of the school day create risks of breaching social distancing guidelines	Start and departure times are staggered.	√	DW /MD	EYFS to enter through side gate to Ladybirds.	DW/MD and all staff	January 2021
	The number of entrances and exits to be used is maximised; where possible each year group to enter through its own access point.	√	DW /MD			
	Different entrances/exits are identified and used for different groups.	√	DW /MD			
	Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.	√	DW /MD			
	When staff, pupils or visitors arrive at school wearing face coverings, they should be removed and disposed of in a covered bin (if enough space wheelie bin near the entrance) or if the face coverings are reusable they are placed in a sealed plastic bag to be taken home. After removing the face covering, individuals must wash their hand immediately. This process is communicated to all staff, pupils and parents.	X		Parents reminded of this in parent letter/newsletters		
	A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised.	√	DW /MD			
	Floor markings are visible where it is necessary to manage any queuing.	√	DW /MD			
	Attendance patterns have been optimised to ensure maximum safety.	√	DW /MD			
A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress.	√	DW /JH				

	Parents should not enter the school buildings to drop off or collect children.	√	D W/ MD			
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Inadequate social distancing and cross infection risk during Catering Service delivery	lunchtimes are staggered to align with start and finish times.	✓	DW /MD	<ul style="list-style-type: none"> <li>➤ Lunchtime arrangements;</li> <li>➤ Seating times in the dining hall are staggered and tables set up in the hall to allow for social distancing.</li> <li>➤ Children will sit 3 to a table facing the same direction</li> <li>➤ Tables are cleaned at the end of the sitting with the appropriate spray.</li> <li>➤ In time, once one class has left the hall and tables have had 5 minutes cleaning time, then another class can come in and use the hall.</li> </ul>	All staff	Ongoing
	Lunchtime arrangements are discussed with the school Catering Team to promote a cohesive approach to the service.	✓	DW /MD			
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that pupils/children do not mix with pupils/children from other groups.	✓	DW /MD			
	Throughout meal service times, social distancing rules in queues, seating and eating are followed.	✓	MD S			
	Staff, pupils and visitors are reminded to wash their hands prior to eating.	✓	MD S			
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments.	✓	Kitchen staffs			
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves to minimise cross infection.	N A	NA			
	Pupils do not carry plates/trays of food/drinks up or down stairs	N A	NA			
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible	N A	NA			



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Unmanaged toilet arrangements <i>Queues for toilets and handwashing risk non-compliance with social distancing measures</i>	Toilets are allocated to specific groups 'bubbles' where possible to assist with reducing the mixing of groups.	✓	All	<ul style="list-style-type: none"> <li>➤ Toilets 1 child in each cubicle whilst 1 child at each sink. Sinks and toilet cubicles are 1m apart.</li> <li>➤ Staff encourage children to remain and stay 1m apart as and where they can and advised to socially distance</li> </ul>	All	Ongoing
	Queuing zones for toilets and hand washing have been established and are monitored.	✓	All			
	Floor markings are in place to promote social distancing.	✓	All			
	Pupils and staff know that they can only use the toilet one at a time.	✓	All			
	Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	✓	All			
Contractors / Essential Repair Work	Only contractors carrying out essential work are allowed on the school site.	✓	DW JP MD	<ul style="list-style-type: none"> <li>➤ Track and Trace contact information provided by the visitors to the school.</li> <li>➤ Potential visitors asked if they have had any COVID symptoms in the previous 48 hours. If they have they will not be allowed on to site.</li> <li>➤ Discussed and in place with contractors prior to them being on site.</li> <li>➤ Information and social distance discussion had prior to starting</li> </ul>		
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.	✓	DW JP MD			
	Contractors are to adhere to hygiene and social distancing rules.	✓	JP DW MD			
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	✓	DW MD			
	Site briefing carried out explaining social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.	✓	DW MD JP			
	The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned where required.	✓	DW MD/ JP/ MB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	√	All	➤ All staff aware of this risk All staff are given this information	All	July 2020
	Staff should wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)	√	All			
Transport failings	Arrangements are in place with transport providers to support any staggered start/end times along with school staff to support boarding and disembarking where possible.	N A		Information provided by SCC.		Ongoing
	Checks are made with the school's arranged transport provider(s) to ascertain that they are following Government Coronavirus (COVID-19): safer transport guidance for operators?	√				
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	√				
	Parents should ensure their children over 11 wear face coverings while travelling on public or school buses unless they are exempt and provide them with hand sanitiser to use upon boarding and/or disembarking.	N A		SCC letter sent to parents via email		July 2020
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	√				
	Support is in place for children and young people who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	N A				



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Curriculum/ learning environment  Physical education	School staff will consider the following points (not exhaustive) to reduce the risk for pupils undertaking physical education; <ul style="list-style-type: none"> <li>pupils kept in consistent groups</li> <li>sports equipment thoroughly cleaned between each use by different groups</li> <li>contact sports avoided (for example rugby/football/netball/basketball/hockey)</li> <li>outdoor sports prioritised where possible</li> <li>using indoor spaces maximising distancing between pupils</li> <li>scrupulous attention to cleaning and hygiene</li> <li>ensure enough tissues available for good respiratory hygiene</li> </ul>	✓		➤ children come to school in their PE Kits- no changing ➤ PE Risk assessment followed	All	Ongoing
	Changing areas (if used) are cleaned after every lesson (wiping surfaces).	N A	N A			
	There is sufficient standard cleaning equipment is available and those undertaking the cleaning task are competent to do so.	✓		Equipment is cleaned in between bubbles		
	The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.	✓		External coaches, clubs and organisations adhere to school RA's		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Contingency planning for local Coronavirus COVID-19 outbreak	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.	√	All	➤ Lock down procedures and flow chart followed	DW and All staff	
	In developing contingency plans the school has considered: <ul style="list-style-type: none"> <li>• All students have access to appropriate technology.</li> <li>• Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the school's curriculum expectations</li> <li>• Giving access to high quality remote education resources</li> <li>• Selecting online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use</li> <li>• Providing printed resources for pupils who so not have suitable online access</li> <li>• Recognising that younger pupils and pupils with SEND may not be able to access remote education without adult support.</li> </ul>	√	All	Home learning strategy will continue to be the use of Class Dojo and supplemented with paper based versions for those without IT at home.	All teachers	
	When teaching pupils remotely, the school will: <ul style="list-style-type: none"> <li>• Set assignments for meaningful and ambitious work each day in a number of different subjects</li> <li>• Teach a planned and well-sequenced curriculum</li> <li>• Provide frequent, clear explanations of new content, delivered by a teacher in school or through high quality resource or videos.</li> <li>• Set a clear expectation on how regularly teachers will check work</li> <li>• Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments</li> <li>• Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily</li> </ul>	√	All	Curriculum followed.	All	

	contact with teachers.					
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 10 days from when the symptoms started and informed to <a href="#">book a test</a> .	√	All	➤ Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a> , or ordered by telephone via NHS 119 for those without access to the internet.	All	July 2020
	Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs.	√	All			
	To limit disruption a separate toilet is used by the pupil if required (as this would require enhanced cleaning before being used by anyone else).	√	All			
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).	√	All			
	Staff are aware of the locations for PPE.	√	All			
	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).	√	All			
	Parents informed of their child developments and asked to collect immediately (staff are also informed).	√	All			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	√	all			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	The school will inform the relevant staff/parents to follow the <a href="#">Stay at home guidance</a> .	✓	DW/MD	➤ All staff follow appropriate procedures	DW	July 2020
	Staff (or visitor) will self-isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school).	✓	DW/MD			
	Staff and Headteacher/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	DW/MD			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	DW/MD			
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.	✓	DW/MD			
Confirmed staff or pupil Covid-19 case	If someone tests positive, they will follow the ' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ' 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 ( <i>This is because a cough or anosmia can last for several weeks once the infection has gone</i> ).	✓		➤ <b>Note; Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</b>	DW	July 2020
	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 14 days.	✓				
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage	✓				

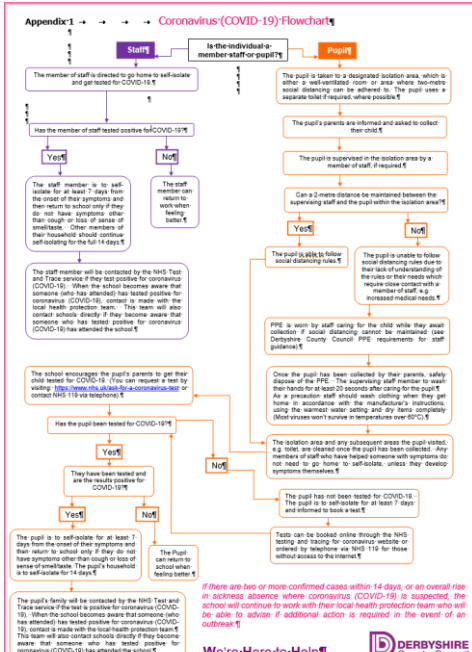


	on the door 'Closed for Cleaning'.					
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Confirmed staff or pupil Covid-19 case	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.	√		➤ All plans, procedures, guidelines followed	DW/ MD	Ongoing
	Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).	√				
	Sufficient and suitable equipment is available for the required clean.	√				
	When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team ( <i>this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school</i> ) – as identified by NHS Test and Trace.	√	DW/ MD			

	<p>The health protection team will work with schools in the above situation to guide them through the actions they need to take. 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 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• 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</li> </ul>	√	DW/ MD			
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)  Confirmed staff or pupil Covid-19 case	<p>To support the Test and Trace process a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is recorded. <b>Note;</b> <i>You 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.</i></p> <p>If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required in the event of an outbreak.</p>	✓		➤ All plans, policies and guidelines followed and adhered to		
	 <p>A flowchart is available at the end of this document as APPENDIX 1 for dealing with Coronavirus (COVID-19) suspected and confirmed cases.</p> <p><b>Note;</b> 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</p>	✓				

	outbreak control practice.					
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
						

## Appendix 1

## Coronavirus (COVID-19) Flowchart

