

TWO WAY SYSTEM

We have a two way system in operation around the school, please abide by the arrows and follow the system at all times.

Please do not walk through classrooms to access other areas of the school, please use the outside space following the outside one-way system.

STAFF ROOM

The staff room has been sectioned off to allow social distancing. Only 6 members of staff are allowed in the staffroom at any one time. Please use other designated areas of the school at break and lunchtimes, e.g. LSH or the Hub. Where possible a kettle & microwave have been placed in these areas.

Please be mindful of others whilst in these spaces and wherever possible keep a social distance.

FIRE ALARM

Visitors must remain with the member of staff who they are visiting at all times and must stay with this person in the event of a fire alarm.

PPE equipment must be worn when moving around the school site.

CLEANING

Extra cleaning is taking place throughout the day within the school, in particular within the high traffic areas and multiple touch points around school.

Please ensure you sanitise at the points available to you and on entry & exit to the school.

RISK ASSESSMENTS

Risk Assessments are available on request. If you would like a copy of these please ask the admin office or the Business Manager for a copy.

If you have any further questions or concerns regarding how Manor Park Primary School are keeping visitors safe during this Covid-19 outbreak please do not hesitate to contact Anne Coyle, School Business Manager

Tel: 02476 501736

admin@manorpark.coventry.sch.uk

Covid 19 Safety Advice for Visitors and Volunteers



Welcome to Manor Park Primary School

We hope this leaflet will provide all the information you need to keep yourself safe and those around you during these unprecedented times.

COVID 19

How is Manor Park Primary School Keeping You Safe?

At Manor Park, we are committed to following the government guidance in order to ensure that the pupils, staff and visitors to the school remain safe.

What is COVID19.

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring treatment. Older people and those with underlying medical problems are more likely to develop serious illness.

Help Prevent the Spread

We ask all visitors to the school to help us to prevent and slow down transmission. Please ensure you wear your mask/face covering at all times.

Please sign in via the Inventory system and answer the on-screen questions when prompted. Failure to do so will result in you being declined entry into the school.

DO YOU FEEL UNWELL?

If you feel unwell or have been in contact with anyone who has symptoms of Covid-19 or if you yourself have been advised to isolate please do not enter the school building. It is important that we keep the school as safe as we can and this is a vital rule that has to be followed by all adults and children entering the building.

If you feel unwell whilst here and believe you have symptoms that match those of Covid-19 please report this immediately to a member of staff. We have "hands off" thermometers in school to check temperatures. We have PPE available including masks and face shields and a fully equipped isolation room for you to go to in order to contain the suspected virus until such a time as you can leave the building safely.

Once you have left the building we ask that you keep the school up to date regarding your wellbeing including test results so we can ensure deep cleaning is carried out and staff / pupils are isolated in accordance with government guidelines.

HAND HYGIENE

Visitors and staff are asked to use the hand sanitiser at the front entrance when entering school. We are asking all pupils and adults to wash hands or use hand sanitiser throughout the day in particular when arriving in school and before leaving, before and after eating and always after using the toilet.

CATCH IT, BIN IT

This is strongly promoted around school with tissues and lidded bins readily available in all areas. These bins are emptied throughout the day & at the end of the day. Hand sanitiser is available in all classrooms, offices and shared areas and people are strongly advised to wash hands as part of the preventative action.

"BUBBLES"

In order to comply with the government current guidelines we have created year group "bubbles." Where ever possible these groups do not mix. There will be no sharing of equipment between these "bubbles" unless suitably cleaned. The year groups will eat together and play together but not mix with any other year groups.

Staff can move within these bubbles, but unnecessary movement is discouraged.



Covid-19: Operational Risk Assessment.

Manor Park Primary School

Planned re-opening of primary schools May 2020



Revised – September 2020

Revised – November 2020

Next review date 2nd December 2020



Coventry School Partnership: Covid19 Operational Risk Assessment – Re-opening of Primary Schools

1. Introduction:

Coventry's Partnership of schools have agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in 'Coventry Schools Covid-19 Re-set and Recovery Plan' May 2020.

In preparing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has issued non-statutory guidance in which it is made clear that their advice "does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations". Consequently, Health and Safety Legislation has taken precedence.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations
- Reflects the principles set out in Coventry schools Covid-19 Re-set and Recovery Plan
- Sets the context for conducting a risk assessment to reduce transmission of a disease within the school context
- Provides an exemplar risk assessment that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement (RAMS) – setting out safe methods of working, which all staff should read, understand and sign
- Incorporates hyperlinks to sources of helpful information and resource

What is the risk? Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening schools, is the potential transmission of Covid19 between members of the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to a minimal level.

Who is responsible? The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the head teacher and school management team.

Reference: <https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

2. Overview of Actions required for safe methods of working:



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- Put in place sensible approaches to minimise the risk of Covid19 transmission to staff, pupils and visitors whilst in school.
- Communicate the risks and required safe methods of working (RAMS) to all building users
- Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.
- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.

2.1 Key message:

Good health and safety is about keeping things simple, being proportionate and focusing on the real (substantive) risks. Procedures should be clear and concise with assessment of risk being practical. Good leadership is about getting the balance right on managing risk rationally, it is not about trying to eliminate it altogether.

2.2 What leaders need to do:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

See: <https://www.hse.gov.uk/services/education/sensible-leadership/leadership-test.pdf>

3. Locally agreed Principles:

Coventry schools Covid-19 re-set and recovery Plan' May 2020

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system
- A staggered slow and steady approach for pupils to return to school will be taken; to gradually build up confidence across the school community (staff, pupils, parents/carers)
- The absolute focus on encouraging all eligible vulnerable children to return to school will be maintained alongside provision for children of critical workers. In recognition of the importance that a child's early experience has on development, priority admission for re-opening will be given to Nursery, Reception and year 1. Year 6 will also be supported in preparing for a positive transition to secondary school. Years 10 and 12 will be prioritised by secondary schools to enable targeted elements of direct teaching.
- Only 8-10 pupils will be accommodated per classroom, with the premise that schools can manage the days differently to enable this (i.e. 2/3 days over two weeks allowing each child 5 days learning over two weeks). This number has been established through risk assessment, based on the application of



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the Government’s 2 metre social distancing requirement and expectation that there will be “*no more than 15 pupils in a group*”.

- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- Strong collaboration between primary and secondary schools, regarding transition of year 6 pupils will be established and maintained
- School organisational planning will minimise the number of pupils that each staff member has contact with
- Schools will reserve the option of a “staff re-set day” and other opportunities for staff to come on site prior to working with children
- For schools to be potentially closed for the half-term week commencing 25th May 2020.

4. What we know:

The World Health organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

The hierarchy of controls: if properly implemented will substantially reduce the risk of transmission of infection.

These include:

Exclusion: -

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Covid19 tests for symptomatic household member/s to confirm or negate a diagnosis should be promoted.
- Clinically extremely vulnerable individuals are advised not to work outside the home.
- Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\)](#) guidance should work from home where possible.

Hygiene: -

- A stringent cleaning regime should be in place [COVID-19: cleaning in non-healthcare settings](#) . At the highest level this could follow the advice set out in: [Covid-19-decontamination-in-non-healthcare-settings](#)
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone’s responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.



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- Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
- Maximise natural ventilation and access to the external learning environment – do not use air conditioning

Social Distancing: -

- Secure social distancing whenever practicably possible, through footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point and no 'pinch points' are experienced at ingress or egress
- Where it is possible to remain 2 metres apart, use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources
- Minimise social contact by forming small fixed groups of staff and children and avoiding movement between or blending of groups whenever possible
- Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE will be provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school)

5. Summary:

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment has been developed for City-wide use, which is pre-populated with generic safe methods of working. If adopted, this will need to be adapted to each specific setting. In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- The risk assessment of vulnerable pupils including those with an EHC Plan - (separate process already embedded in special schools but readily transferable to mainstream). This will help determine who is safer or as safe in school
- Securing provision for SEN – balancing the risk of allowing external visitors into school with the duty of best endeavours to provide
- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL
- Communicating with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Developing a recovery curriculum



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- Maintaining support for home schooling

<p>Resources and references:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p>	<p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>Covid-19-decontamination-in-non-healthcare-settings staying at home and away from others (social distancing)</p> <p>Health and safety risk checklist for classrooms</p> <p>E-bug posters</p>
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Model COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at 18th May 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk, which you can use or change. Please add additional Activity (risks) as deemed necessary and delete any activity that does not apply to your school. The table is designed to enable you to re-order risks/priorities as required.

Assessment conducted by:	Jill O'Connor Sarah Leigh	Job title:	Headteacher Chair of Governors	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	2 nd November 2020	Review interval:	On-going	Date of next review:	2 nd December 2020

Risk matrix

Risk rating		Likelihood of occurrence			
High (H), Medium (M), Low (L)		High (very likely)	Medium (possible)	Low (remote)	
Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)

1. Establishing a gradual and safe approach for pupils and staff to return to school:					
1.1 Establishing if the building is safe following an extended closure					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	Low	<ul style="list-style-type: none"> ▪ Health and safety audit conducted by nominated staff and Governor ▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms ▪ Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering: <ul style="list-style-type: none"> ▪ Different areas of the school ▪ Procedures for when pupils and staff enter and leave school 	Yes	<ul style="list-style-type: none"> • Health and safety walk conducted by SLT and SSO • Health and Safety audit for classroom Appendix 1 – has been shared with staff • Two way system in place around the whole school, 	Low



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		<ul style="list-style-type: none"> ▪ Planned movement around the school during lesson, break and lunch times ▪ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 		<p>which must be used by staff and children.</p> <ul style="list-style-type: none"> • Lunch breaks taken within groups. Children can be taken outside by their named adult, but only when there is space and the children will not mix with other groups. • Staggered pick up and drop off times. <ul style="list-style-type: none"> - Nursery through main Nursery door EYEP through CHAMPS door • Pencils and pens will be provided for children in Y1-Y6. Children have their own plastic wallet with their own equipment on a shared desk. • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be washed before and after use and where possible, children should be discouraged from sharing these. • Fogger purchased and will be used on shared resources daily in outdoor areas and any shared equipment when left outside will be cleaned 	
<p>Statutory compliance has not been completed due to the availability of contractors during lockdown</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ All statutory compliance is up to date. ▪ Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<p>Yes</p>	<ul style="list-style-type: none"> • All systems have been thoroughly checked during lockdown and continue to be checked no school is fully operational - see daily/maintenance logs 	<p>Low</p>



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1.2 First Aid/Designated Safeguarding Leads					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads may children’s safety at risk</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ First Aid certificates have been extended for three months by Gov’t ▪ A programme for training additional staff is in place, using on-line training. ▪ Collaborative arrangements for sharing specialist staff with other schools in the locality have been agreed through the LA ▪ Potential deployment of LA central staff available 	<p>Yes</p>	<ul style="list-style-type: none"> • See First Aid rota – Appendix 2 • DSL & FA are available in schools at all times & have been during lockdown • Staff have been trained in first aid protocols during phased opening • CHAMPS manager always on site after school and is first aid trained. 	<p>Low</p>

2. Determining the number of pupils that can be accommodated within the school infrastructure					
2.1 Organisation of teaching spaces and communal areas					
<p>Classroom sizes will not allow adequate social distancing</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Classroom size capacity audit undertaken using social distancing measure of 2m – maximum number of people (children and adults) determined ▪ Timetables and staffing model determined to secure curriculum delivery for class-group size ▪ Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. Any surplus furniture including ‘spare’ chairs are removed if possible and area de-cluttered ▪ Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters ▪ Ensure class groups and staff stay together consistently and do not mix or blend with other groups 	<p>Yes</p>	<ul style="list-style-type: none"> • LA training attended by headteacher and SBM on school site and classroom size. • All areas have been measured and fulfil requirements. • Desks have been positioned in classrooms to allow distance between children and 2m will be maintained as much as possible. • Outdoor spaces will be used by only one group at a time 	<p>Low</p>



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				<p>and children will be reminded about social distancing before they go out. They will be supervised by their main group adult.</p> <ul style="list-style-type: none"> • Children and adults will only be in contact with their group and specified adult. Social distancing within these groups will be maintained as much as possible when in school. • Signage around school site and on school gates. Photographed and shared with parents so they are aware and familiar with signage. 	
<p>Large spaces that need to be used as classrooms</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size. ▪ Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring ▪ Design layout and arrangements in place to enable social distancing. ▪ Ensure social distancing is maintained in bigger classroom bases 	<p>Yes</p>	<ul style="list-style-type: none"> • Halls and dining rooms to be divided for two groups to use. • Clear markings are in place Two way system in and out of the halls to be adhered to children encouraged to use their own equipment and will have the same desk whilst remaining in their bubble • All rooms have furniture moved to allow social distancing 	<p>Low</p>
<p>Boundaries in large shared areas are clearly marked to ensure adequate social distancing</p>		<ul style="list-style-type: none"> ▪ Ensure social distancing is maintained in bigger classroom bases ▪ Ensure children use their own equipment and desks 		<ul style="list-style-type: none"> • Halls to be divided into two & clear markings are in place Two way system in and out of the halls to be adhered to children encouraged to use their own equipment and will have the same desk whilst remaining in their bubble 	<p>Low</p>



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<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ▪ Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team 	<p>Yes</p>	<ul style="list-style-type: none"> • SLT to use zoom for meetings from their own offices • Use Zoom for meetings within school from own offices. • Staffroom & lower hall available for staff breaks where are not to congregate • Staff must no congregate in communal spaces & observe social distancing alone or with their designated groups only. • Social distancing must always be maintained • Staggered lunchtimes and staff can eat outside. 	<p>Low</p>
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2.2 Availability of staff and class sizes					
<p>The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ VERAs have been completed for all vulnerable staff & regularly reviewed with staff ▪ Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic and regular reminders are issued to all staff including 1:1 discussions when needed to assist clarification ▪ All staff are aware of the testing procedure and report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset. ▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online or do other tasks to support the school ▪ A blended model of home learning and attendance at school is utilised ▪ An appropriate hierarchy of deputization is in place should a senior leader be unavailable. This might include external leadership capacity 	<p>Yes</p>	<ul style="list-style-type: none"> • Staff who are shielding are known to SLT they will not be allowed onto the school site. • All government health guidelines shared with the staff. • Staff are aware of testing facility if they display symptoms • Robust model of home learning and attendance • SLT member always on site & available. All SLT are able to deputise and SLT capacity is extremely high. • Anyone displaying symptoms will be isolated and sent home immediately and sent for a test. 	<p>Low</p>



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				<ul style="list-style-type: none"> In the case of a positive result the rest of the group will be sent home & self-isolate for 14 days 	
2.3 Testing and managing symptoms					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	Low	<ul style="list-style-type: none"> Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff Staff share the outcome of the test with their employer 		<ul style="list-style-type: none"> Testing procedures have been shared with all staff clear protocols have been set all staff know what to do and are always expected to follow the government & LA guidance Staff regularly reminded of the testing procedures Government guidance reviewed regularly and forwarded to staff 	Low
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	Low	<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. Robust collection and monitoring of absence data, including tracking return to school dates, is in place Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. Public health advice is followed. 	Yes	<ul style="list-style-type: none"> Government & LA guidance has been shared with all staff, pupils & stakeholders Public health advice strictly adhered to Website updated and parents received communication on new protocols and procedures. 	Low
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	Low	<ul style="list-style-type: none"> 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. This guidance has been explained to staff and pupils and systems are in place to validate understanding We have a designated Covid email address which is now being used by parents to communicate to us 		<ul style="list-style-type: none"> Robust systems in place for any child displaying symptoms, this has been shared with parents & robust system of reporting to LA Public health advice strictly adhered to 	Low



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		<ul style="list-style-type: none"> ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 		<ul style="list-style-type: none"> • Weekly newsletter reminding staff, children, parents & stakeholders of the latest guidance & updates from the LA & government • All parents have SLT contact available to them 24/7, including weekends and holidays using the Covid email address 	
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>		<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils 		<ul style="list-style-type: none"> • Robust staff absence levels in place all staff disband when they need to self-isolate from work • Robust systems in place for any child displaying symptoms, this has been shared with parents & robust system of reporting to LA • Public health advice is strictly adhered to • Weekly newsletter reminding staff and parents about procedures. • Website has been updated with Covid section on home page. 	<p>Low</p>



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3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene					
3.1 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	Low	<p>A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes:</p> <ul style="list-style-type: none"> ▪ Infection control ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding ▪ Risk management 		<ul style="list-style-type: none"> • Amended fire policy published May 2020. • Regular fire drills held at different times of the day are held and as new children are admitted to school • Updated behaviour policy to run alongside usual behaviour policy – Appendix 5 	Low
3.2 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Low	<ul style="list-style-type: none"> ▪ Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Local authority ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals 		<ul style="list-style-type: none"> • Headteacher in regular contact with other local network heads • Virtual governors' meetings • Whole Education updates • Links with HR for regular updates from unions • Links with DV and School Nurse service • All parents receive information in the weekly newsletter. • Strong induction programmes for all staff aware of the policies governors have been consulted 	Low



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<p>There is a lack of clarity and understanding in maintaining social distancing and good hygiene</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting the 2-metre rule, good handwashing and ‘catch it bin it’ rules. ▪ Clear floor markings identify 2 metre spaces and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. ▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. 	<ul style="list-style-type: none"> • Clear two-way system around the school, teachers are teaching good hygiene on entry to the school, signage around the school & parents only allowed on-site at drop off & [pick up times of the day & must wear a face mask, unless exempt, at all times • Signage on entry and exits • 2m social distancing signage at all entrances • Signage in all toilets to aid handwashing • Cleaning will happen twice a day in shared toilet areas. Once a day for all classrooms and areas used by one group only during the day. • Regular handwashing will be monitored and encouraged by staff in group and SLT in charge of year groups. • New lidded bins are in all rooms and are used for disposal of tissues – these are emptied at the end of each school day by the site team • Washing your hands with soap for at least 20 seconds is the best way to clean hands. Regular washing for 20 seconds and/or sanitising is the main way to clean any potential contamination from your hands and dry them using the hand dryers. 	<p>Low</p>
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<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. ▪ A COVID-19 section on the school website is created and updated. ▪ Parent and pupil handbooks/information leaflets are created. 		<ul style="list-style-type: none"> • We have created a page on our website dedicated to Covid19 advice, guidance and updates • A handbook is available on our website 	<p>Low</p>
<p>Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 		<ul style="list-style-type: none"> • This information is communicated via the website, weekly newsletter & daily bulletins • Staff are regularly updated with new guidance • Anyone displaying symptoms will be isolated and sent home immediately and sent for a test. • PPE available for any staff member in contact with child displaying symptoms until they are collected from school 	<p>Low</p>

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4 Planning movement around the school					
<p>Movement around the school risks breaching social distancing guidelines</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and revised. ▪ One-way systems are in place where possible. ▪ Corridors are divided where feasible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available ▪ Pupils are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place 		<ul style="list-style-type: none"> • Two-way system in place around the whole school, which must be used by staff and children. • Lunch breaks taken within groups. Children can be taken outside by their named adult, but only when there is space, and the children will not mix with other groups. • Children will eat lunches in their designated group spaces/classrooms. • DRAs to relieve group staff by taking children into open spaces on a rota. They will always remain socially distanced from the children and will ensure that no groups of children mix. 	<p>Low</p>
4.1 Management of social distancing in the reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>		<ul style="list-style-type: none"> ▪ No visitors are allowed on the premises without a pre-arranged appointment ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit ▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ▪ Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). ▪ Non-essential deliveries and visitors to school are minimised. ▪ Arrangements are in place for segregation of visitors. 		<ul style="list-style-type: none"> • Staggered pick up and drop off times. • Staggered start and end times • Parents reminded about socially distancing whilst on-site • Parents reminded to socially distance when picking up and collecting children in public areas outside of school. Staggered times should avoid this. • Post to be left in reception by delivery driver & collected by 	<p>Medium</p>



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				a member of staff, no signing of documents required. Gloves to be worn when handling post	
4.2 Management of Aggress and Egress – arrival and departure					
The start and end of the school day create risks of breaching social distancing guidelines	Low	<ul style="list-style-type: none"> ▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ Start and departure times are staggered to reduce pinch points and risk of breach. ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents ▪ Segregation of groups is considered wherever practicable ▪ Floor markings are visible where it is necessary to manage any queuing. 		<ul style="list-style-type: none"> • Staggered start & finish times • Encourage parents & children to walk to school where possible, park away from the school site • Y6 Children to cycle where possible <p>See details above</p>	Medium
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> ▪ Start and finish times are staggered. ▪ The use of available entrances and exits is maximised. ▪ Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ▪ Weekly messages to parents stress the need for social distancing at arrival and departure times. 		<ul style="list-style-type: none"> • Staggered start & finish times • Encourage people to walk to school where possible, park away from the school • Y6 Children to cycle where possible • Standing item on the newsletter <p>See above</p>	Medium

4.3 Management of classrooms and teaching spaces



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<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Home base arrangements are in place. ▪ Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance ▪ All furniture not in use has been removed from classrooms and teaching spaces into safe storage ▪ Arrangements are reviewed regularly. 		<ul style="list-style-type: none"> • See appendix 6 • Children will remain in their bubble until advised otherwise and in the same room for the duration of this re-opening phase and until advised otherwise • All rooms & spaces are compliant with LA guidance • Removal of furniture, soft furnishing, cushions, and other equipment specified in the guidance • Review on daily basis and making any adjustments where necessary & in line with government guidance 	<p>Low</p>
<p>4.4 Management of movement in corridors</p>					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and amended. ▪ Corridors are divided where feasible. ▪ Circulation routes are clearly marked with appropriate signage. ▪ Any pinch points/bottle necks are identified and managed accordingly. ▪ The movement of pupils around school is minimised as much as possible. ▪ Where possible, pupils and staff stay in classrooms or in designated external areas ▪ Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage ▪ Appropriate supervision levels are in place. 		<ul style="list-style-type: none"> • Two-way system in place • H&S walk with SLT • All corridors operate a two way system • Signage displaying information is visible • Very limited movement of pupils all day, go outside using external doors, staggered break & lunch times & time spent outside in segregated areas, not mixing with others outside their bubble • Staff assigned to a bubble remain constant • Staff remind children about social distancing and ensure compliance 	<p>Low</p>



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				<ul style="list-style-type: none"> Age appropriate staff ratios are adhered to 	
4.5 Management of social distancing at break times					
Pupils may not observe social distancing at break times	Low	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 		<ul style="list-style-type: none"> Staggered break times Outside areas are segregated for different bubbles Staff remind children about social distancing and ensure compliance Signage displaying information is visible 	Low
4.6 Management of Social Distancing at lunchtimes					
Pupils may not observe social distancing at lunch times	Low	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands using the 20 second routine, before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. 		<ul style="list-style-type: none"> Dining room in use for hot lunches only – sandwiches/cold lunches are eaten in classrooms Children wash/sanitise hands before they go for their lunch, overseen by teachers, LSAs & SLT Bubbles have designated eating areas in the dining hall & seated within their own bubble Staggered lunch times Staff & children to remain in classrooms for all activities unless there is capacity for to go outside without breaking their bubble Areas have been cordoned off and staff are aware of these areas Once a bubble has left the dining room seating areas are 	



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				<ul style="list-style-type: none"> cleaned down/sanitised for the next bubble Floor markings in place throughout the school and school entrances to ensure social distancing 	
4.7 Management of social distancing and hygiene in the toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	Low	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place 		<ul style="list-style-type: none"> Handwashing before lunch & sanitise Floor markings are in place and children are reminded of social distancing We hold a small stock of soap and sanitiser and our local supplier will replenish as and when required Lidded bins used in all classrooms for the disposal of tissues Lidded tissue bins in classrooms are emptied at lunchtime & at the end of the day & are double bagged & disposed of appropriately. All other bins are emptied at the end of the day by our cleaning team Staff ensure handwashing takes place regularly throughout the day & supervise the younger children, signage is in place 	Low
4.8 Safety arrangements for the use of medical rooms					



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<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Social distancing provisions are in place for medical rooms. ▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff 	<ul style="list-style-type: none"> • Isolation room available for any children or staff displaying Covid19 symptoms – room next to dining room • Anyone displaying symptoms will be isolated and sent home immediately and sent for a test. • Isolation room once is vacated the site team will do a deep clean & fogger the area at the end of the working day. • Site team will adhere to the H&S guidance around the use of fogging equipment including the wearing of protective clothing and ensuring the room is adequately ventilated • Appropriate PPE is available for staff if a child is displaying Covi19 symptoms • First Aid packs available in all corridors & First Aider on-site always • PPE available for all first aiders and children displaying symptoms 	<p>Medium</p>
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5. Securing and sustaining robust hygiene systems and procedures					
5.1 Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day ▪ Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space 		<ul style="list-style-type: none"> • Toilets to be cleaned twice daily – at lunchtime by the site team and end of day by the cleaning team • A fogger to ensure a deep clean has been purchased and will be used daily to clean equipment and outdoor play areas • Site team hours increased to take account of additional cleaning required throughout the day • Classrooms to be fogged weekly • Sufficient supplies of soap & handwash are available & we have stocks available to be replenish when stocks run out • Cleaning materials are sourced locally, and we have a good relationship with supplier when stocks become depleted to be replenished quickly 	<p>Low</p>
5.2 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered ▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 		<ul style="list-style-type: none"> • Sufficient supplies of soap & handwash are available & we have surplus stock, locally sourced so stock can be replenished quickly • SSO team ensure sufficient stock levels remain sustainable 	<p>Low</p>



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<p>Pupils forget to wash their hands regularly and frequently</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person 		<ul style="list-style-type: none"> • Children are reminded at break & lunchtimes about the importance of washing their hands • Signage in place • Hand sanitising stations are at entry points to the school & to the dining rooms • SLT, MLT & Learning Mentors are on duty at critical times to ensure compliance and handwashing routines • Training for staff, posters in rooms & children taught by the teachers about personal hygiene 	<p>Low</p>
<p>5.3 Personal Protective Equipment (PPE)</p>					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ▪ Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely). ▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing. 		<ul style="list-style-type: none"> • Government guidance has been shared with staff & updated as and when necessary • The importance of wearing PPE equipment has been shared • Staff to wear face coverings or visors when in communal area including entrance & exits points to the school & at teacher’s classroom doors • Staff administering care must wear PPE and have been trained in the delivery of this care & in their disposal • Staff are aware that PPE is required supervising a person displaying symptoms 	<p>Medium</p>



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				<p>or administering first aid or intimate care</p> <ul style="list-style-type: none">• All staff have been provided with a visor which must be worn when outside their classroom or office. Parents to wear masks on-site, children it is optional.• Children can choose to wear a mask, but they must provide it themselves• Routine handwashing practices are in place together with hand sanitiser available throughout the school• PPE available for all staff caring for a child with symptoms until they are collected• PPE available for first aiders• First aiders are given the option to opt out of duties if they do not feel safe, SLT to pick this up if this should ever be the case• All Covid cases to be dealt with by SLT to limit risk to the staff	
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6. Curriculum organisation					
Children may need to re-socialise and familiarise with new routines	Low	<ul style="list-style-type: none">▪ Consideration should be given on planning what to teach, and how, taking into account the temporary disapplication of the curriculum▪ The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading.		<ul style="list-style-type: none">• New groups/children starting will have these lessons repeated upon their induction.• All children will remain with the same adults all day and will receive some PHSE lessons. Adults will be available to speak to children if needed.	Low



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7. Enhancing mental health support for pupils and staff					
7.1 Mental health concerns – pupils					
<p>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Resources/websites to support the mental health of pupils are provided. 		<ul style="list-style-type: none"> • Small groups of children & families supported by our learning mentor team • Daily contact with all staff from SLT • Regular assemblies take place to discuss wellbeing & mental health • Professional bodies are available if additional support is required • Website updated regularly 	<p>Low</p>
7.2 Mental health concerns – staff					
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Staff are encouraged to focus on their wellbeing. ▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ▪ Staff briefings and training have included content on wellbeing. ▪ Staff briefings/training on wellbeing are provided. ▪ Staff have been signposted to useful websites and resources. 		<ul style="list-style-type: none"> • Line managers remained in regular contact with their staff & ensure any issues are dealt with as they arise • All staff have access to professional bodies e.g. OH, Relate, counselling if required and available upon request or referral • SLT available for staff should they ever need it • Regular team meetings take place to ensure staff wellbeing is addressed and any issues which need referring on are done so through SLT or HR 	<p>Low</p>



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<p>Working from home can adversely affect mental health</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Staff working from home due to self-isolation have regular catch-ups with line managers. ▪ Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. ▪ Appropriate work plans have been agreed with support provided where necessary. ▪ Staff working from home may help provide remote learning for any pupils who need to stay at home. 		<ul style="list-style-type: none"> • Regular Zoom meetings with teams of staff • Working from home allows a little more flexibility away from your desk/classroom to ensure regular breaks & exercise are taken • Rotas are in place to ensure a fair system is in place for staff needing to be in work & is reviewed on a regular basis • High quality learning will be taking place daily if the need arises via SeeSaw 	<p>Low</p>
<p>7.3 Bereavement support</p>					
<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>@-</p>	<ul style="list-style-type: none"> ▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team ▪ Support is requested from other organisations when necessary. 		<ul style="list-style-type: none"> • A professional body is available if required • Counselling service relate used if new cases emerge 	<p>Low</p>



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8 Governance and policy					
8.1 The role of Governors					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	Low	<ul style="list-style-type: none"> ▪ The governing body continues to meet regularly via online platforms. ▪ The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ▪ The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. ▪ Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ▪ Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility. 		<ul style="list-style-type: none"> • Regular communication continues between the headteacher & the chair of governors via zoom • Governing Body meetings continue to take place via Teams to ensure statutory requirements together with any other business needs are addressed and met • All risk assessments & revised policies are subject to governor approval prior to circulation • Regular updates between governors & the headteacher continue & the website is updated accordingly • Minutes from previous meetings are reviewed and all members have the opportunity to approve these • Virtual meetings are being held through Teams rather than f2f • Policies communicated & shared with school, stakeholders & governors 	Low
<p>Governors are not fully informed or involved in making key decisions</p>	Low	<ul style="list-style-type: none"> ▪ Online meetings are held regularly with governors. ▪ Governing bodies are involved in key decisions on reopening. ▪ Governors are briefed regularly on the latest government guidance and its implications for the school. 		<ul style="list-style-type: none"> • Regular communication continues between the headteacher & the chair of governors • All risk assessments & revised policies are subject to 	Low



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				<p>governor approval prior to circulation</p> <ul style="list-style-type: none"> Regular updates between governors & the headteacher continue & the website is updated accordingly Policies communicated & shared with school, stakeholders & governors 	
8.2 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>Low</p>	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Governors have approved revisions 		<ul style="list-style-type: none"> All relevant policies are being reviewed in light of the Covid 19 pandemic All risk assessments & revised policies are subject to governor approval prior to circulation Policies communicated & shared with school, stakeholders & governors 	<p>Low</p>



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9. Other operational issues					
9.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	Low	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 		<ul style="list-style-type: none"> Revised policy in place Fire Procedure Policy updated and approved – see attached Appendix 7 Regular monthly fire drill take place at different times of the school day 	Low
Fire evacuation drills - unable to apply social distancing effectively	Low	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 		<ul style="list-style-type: none"> See Fire Policy – Appendix 7 Fire drills are carried out on a regular basis and the importance of social distancing is being embedded 	Low
Fire marshals absent due to self-isolation	Low	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 		<ul style="list-style-type: none"> Sufficient capacity for fire marshals 	Low
9.2 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	Low	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 		<ul style="list-style-type: none"> SEND, Learning Mentors, DSL, headteacher & SBM ensure those eligible for FSM receive their allowance when in school & during the lockdown period Vouchers available to those children self-isolating 	Low



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9.3 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. ▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ▪ Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ▪ Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ▪ Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ▪ In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 		<ul style="list-style-type: none"> • Essential maintenance work & statutory work to be conducted under the direction of the site team adhering to the ' Covid 19 Safety Advice for Visitors & Volunteers.' • Face covering to be worn when in corridors/communal areas • Signing in & out system in place which has a Track & Trace facility • Any emergency work will be undertaken under the direction of the site team or a member of SLT to ensure compliance is in place and social distancing measures are adhered to 	<p>Low</p>



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10. Additional site-specific issues and risks					
Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
<p>Limit office to rota office staff – 2 working in there at any one time</p> <p>Limit office to rota office staff – 2 working in there at any one time</p>	<p>Low</p>	<p>Social distancing is being maintained throughout the day, office door to remain closed during school opening, staff to use own phones & not encourage others to use their equipment.</p> <p>Parents/carers not to send in cash for school activities, CHAMPS, nursery, dinners etc</p> <p>Office desks to be rearranged to ensure they are 2 metres apart</p> <p>Office door to be closed at all times and contact with the office to be made via email or phone</p> <p>Sliding glass windows to be kept closed and intercom system to be put in place</p> <p>Only 1 visitor at a time to be allowed into vestibule area</p> <p>Parents to be encouraged to make contact with office via email or phone wherever possible</p> <p>No forgotten items to be passed to the office to reduce contact points unless absolute essential ie medication</p> <p>No cash to be accepted, all payments to be made through SIMS Pay</p> <p>All registers to be completed on SIMS, no paper sheets to be submitted</p> <p>All photocopying to be kept to absolute minimum to limit risk of transmission</p> <p>Staff well-being</p>	<ul style="list-style-type: none"> • Signage to be placed on doors • Staff awareness of own space & the need to maintain social distancing • Staff to wear face covering in communal areas or where you can't safely socially distance • No cash is received into the office all payments for school activities/CHAMPS etc. to be made via SIMSPay • The office has been fitted with protective screens and a telephone system to communicate with parents when they call to reception. • Handbook on website for parents • Signs to be placed on external doors reminding visitors about social distancing, sanitising hands & only one family in the foyer at any one time • Protective screens & face covering to be in communal areas worn • When dealing with visitors face coverings • No staff or parents allowed entry into the office • Items left behind by the child at home will not be permitted into the school including their packed lunch, alternative arrangements will be made for 	<p>Low</p>	



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				<p>a school meal to be provided if this is the case. All other personal belongings to be sent in the following day if required.</p> <ul style="list-style-type: none"> • Office to remain as one bubble no contact with other colleagues • Provision in place if staff have to self-isolate and work from home • Staff well-being is addressed Secret Buddy Scheme, Year group structure SLTY & MLT checking up on staff, compassionate to needs for staff to self-isolate for staff or family to self-isolate, weekly staff briefing with updates & SLT available 24/7 for staff for discussion or advise. • Reduction in staff workload due to reorganisation of the curriculum • Staff feel secure to robust RA & safety measures • PPE equipment, sanitiser, masks provided for all staff • Positive feedback from governors to staff 	
Division in halls	Low	Ensure social distancing is maintained in bigger classroom bases		<ul style="list-style-type: none"> • Halls to be divided into two & clear markings are in place • Two way system in and out of the halls to be adhered to 	Low
Boundaries in large shared areas are clearly marked to ensure adequate social distancing	Low	<p>Ensure social distancing is maintained in bigger classroom bases</p> <p>Ensure children use their own equipment and desks</p>		<ul style="list-style-type: none"> • Halls to be divided into two & clear markings are in place • Two way system in and out of the halls to be adhered to 	Low



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				children encouraged to use their own equipment and will have the same desk whilst remaining in their bubble	
Apprentice study time to be done a home & may not have time to study or tutorials	Low	Apprentices study time to be done at home One to one tutorial via Zoom or Team Viewer		<ul style="list-style-type: none"> Tutors are welcome on-site for meetings & assessments when necessary but must always maintain social distancing & wear PPE 	Low
EYFS	Low	See Appendices 8 & 9			