

### Risk assessment for School Opening to Extended Pupil Groups

<p>Name(s) of Assessor(s): Rachel Blurton and Paula Martin</p>	<p>Date of assessment:- 14/07/2020          AMENDED 26<sup>th</sup> August 2020.in line with guidance 7/08/2020. (Changes to the document are underlined for easy access.)  <b>This document will be evaluated Week beginning 27<sup>th</sup> October 2020</b></p>
<p>Location: School premises and grounds</p> <p>Date of Review: Wk Beg 24<sup>th</sup> August 2020 following any additional government updates through the summer break. <span style="float: right;">Review completed by: R Blurton P Martin</span></p> <p>Evaluation of this document Wk Beg 27<sup>th</sup> October following a whole school consultation <span style="float: right;">R Blurton P Martin</span></p> <p>This document will be revised and updated following the staff meeting 4/11/2020 and in readiness for the lockdown commencing 5<sup>th</sup> November 2020.</p> <p><b>UPDATES/CHANGES WILL BE WRITTEN IN CAPITAL LETTERS</b></p>	
<p>This risk assessment has been developed on the best available scientific guidance and information and should be read in conjunction with the government guidance document. This document cannot be considered to cover every risk and control possible and therefore must be reviewed and made bespoke by the users.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid19-implementing-protective-measures-in-education-and-childcare-settings#effective-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid19-implementing-protective-measures-in-education-and-childcare-settings#effective-</a></p>	

[infection-protection-and-control](#)

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

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

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

An expectations document will be produced for all stakeholders across the school community: staff, pupils (poster in classrooms) and parents outlining the principles of the full integration. All stakeholders have been consulted re the contents of the document and feedback will be actioned. This will be reviewed by SLT on a minimum weekly basis.

A disclaimer document for visitors to the school will be produced in conjunction with the above to outline the school's control that visitors should adhere to when coming to Firs Primary.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p><i>Contracting covid-19 from being in the school environment by contact with an infected person.</i></p>	<p><b><i>Pupils, staff, visitors and the public becoming infected with COVID-19. Staff deemed vulnerable who are likely to experience worse symptoms and additional health issues if they contract COVID-19 (INC BAME)</i></b></p>	<p><i>Staff, pupils and visitors who have tested positive for COVID - 19 are not allowed into school until they have self-isolated for recommended government period of 7 days; if the individual continues to have a temperature, they are required to remain away from school until a normal temperature can be maintained, Staff, pupils or visitors living in the same household as a person who have tested positive for COVID 19 are not allowed into the school premises they have self-isolated for the government period of 14 days.</i></p> <p><i>Staff, pupils and visitors exhibiting signs of COVID-19 as detailed (high temperature and a</i></p>	<p><i>Stakeholders to keep the school informed if they have tested positive.</i></p> <p><i><u>Staff and parents to be informed about Track and Trace procedures.</u></i></p> <p><i><u>Parents to receive a letter prior to start of term.</u></i></p> <p><i><u>Home Testing Kits (Small amount) to be sent into schools for staff and pupils to access swiftly.</u></i></p> <p><i><u>School to engage with Health Protection Team.</u></i></p>	<p><i>Individual.</i></p> <p><i>Parents will make the call for pupils.</i></p> <p><i><u>RB to produce short document for staff of key threads.</u></i></p> <p><i><u>PM</u></i></p> <p><i><u>T and T team</u></i></p> <p><i><u>SLT/HPT/SM</u></i></p>	<p><i>When instance exists.</i></p> <p><i><u>2/09/2020</u></i></p> <p><i><u>28/09/2020</u></i></p> <p><i><u>Awaiting information.</u></i></p> <p><i>When needed.</i></p>

		<p><i>new continuous cough, loss of smell or taste) are requested to stay at home until well and asymptomatic; any person arriving in school with symptoms will be sent home.</i></p> <p><i>If they have taken a test and this is negative, they will be permitted to return to school.</i></p> <p><i>(Government self-isolation guidance.)</i></p>			
<p><i>Congestion or inability to adequately socially distance when accessing or leaving school grounds.</i></p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p><i>School gates to be open in the morning at 8:30 to allow children to come onto the playground and then go straight into their classrooms using the one way system. Greater number of gates open at the end of the day and a playground plan of pick up arrangements to be implemented and shared with parents in August prior to start.</i></p> <p><i>Families informed to only send one adult/responsible person to collect and drop off their child. Pupils will not line up, but go straight to their assigned room from 8:45 am where their adult will greet them.</i></p> <p><i>Use of 4 entrances to be used to avoid congestion. (KS1 and KS2 children.)</i></p> <p><i>Parents will only be permitted to come onto the playground at the end of the school day but under strict direction and zones allocated. <u>Barriers and signage will be placed in the playground and parents will be instructed to remain behind these. Children will be handed sent through the barrier to their parent.</u> ( No school age children to pick up</i></p>	<p><i>Timetable of the day to be monitored by SLT.</i></p> <p><i>Communication to go out</i></p> <p><i>Part of above communication</i></p> <p><u><i>SM to wear gloves when opening the gates.</i></u></p> <p><i>As above</i></p> <p><i>Part of School Day document.</i></p> <p><u><i>Letter/information to parents</i></u></p>	<p><i>SLT</i></p> <p><i>HT</i></p> <p><i>HT to share with staff.</i></p> <p><u><i>HT</i></u></p>	<p><i>Review 24/08/2020</i></p> <p><i>15/07/2020</i></p> <p><i>24/08/2020</i></p> <p><i>Wk beg 2/09/2020</i></p> <p><u><i>Wk beg 24/08/2020</i></u></p>

		<p>pupils) SIGNAGE TO REMIND PARENTS TO WEAR FACE COVERINGS WHEN ENTERING THE PLAYGROUND. STAFF WEAR VISORS/FACE COVERINGS AT THE END OF THE SCHOOL DAY.</p>			
<p>Congestion or Inability socially distance when pupils accessing or leaving the school building</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Staff will accompany the children at all times when leaving the building. One way system in place in all buildings. THE ONE WAY SYSTEM HAS BEEN UPDATED FOLLOWING THE STAFF MEETING AROUND THE INSIDE OF EACH OF THE TWO HALLS. (SM) ADDITIONAL BARRIERS HAVE BEEN ORDERED. Children will be allocated specific zones on the playground at the end of the day. Parents will also be allocated a specific area depending on which class their child is in. Parents will be invited to wear masks at the end of the day collected if they wish to avoid contamination. FURTHER SIGNS HAVE BEEN DISPLAYED AROUND THE SCHOOL AND ON GATES. They will be encouraged to leave the school grounds as quickly as possible. Gates shut at 3:45</p>	<p>To be finalised by SLT/MLT</p> <p>In School Day document- share with staff. SM AWAITING ORDER. STAFF REMINDERS TO PUPILS.</p> <p>Staff to be informed that they are permitted to wear a face covering at the end of the school day. (Parents on the playground.) AND if they are on gate duty in the morning.</p> <p>SM AND AO HAVE MADE THESE</p>	<p>HT to share</p> <p>HT to share</p> <p><u>HT to share this information.</u></p> <p>SM AND OA</p>	<p>2/09/2020</p> <p>Wk beg 2/09/2020 WK BEG ?</p> <p><u>Wk beg 24/09/2020</u></p> <p>5/11/2020</p>
<p>Ineffective personal hygiene measures.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Signage up across the school and in classrooms to remind the children about handwashing. Robust and timely handwashing/ hand sanitising points built into the school day for 20 seconds. (On arrival, after the toilet, before and after lunch, coughing and sneezing and after unstructured</p>	<p>Safety walk- re posters/signage</p> <p>Expectations in communal areas</p>	<p>SM/HT</p> <p>SM/HT</p>	<p>Wk beg 24/05/2020</p> <p>As above</p>

		<p>times.)  <u>Hand sanitiser to be available in public school areas and individual learning zones. Hand sanitiser stands are available at the entrance and exit in the dining room. They will also be available on the school gates and in the main reception.</u>  Tissues to be available in the classroom- binned after use. BM and SM to stock take to ensure that there are sufficient resources to be able to do this. Children will be wearing school uniform on their return. When they have PE, they will come to school in their kit to avoid the need to change their clothes.</p>	<p>Checks – staff to ask for refill when empty.  Check availability daily  Weekly checks of stock  Staff to monitor.  Communication to parents and carers</p>	<p>Staff  Staff to request  Staff to request  Teachers  HT/OAs</p>	<p>Daily  Daily  When needed  Weekly  Prior to coming back to school.</p>
<p>Possible contamination in reception areas and office.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Signs up at the entrance and in the office.  Parents to be encouraged to call school rather than come in. They can also contact the class teacher via Class Dojo.  Hand sanitiser is available and refilled at the inside entrance at the school.  Daily cleaning and a weekly deep clean to be undertaken as part of cleaning of the whole school.  4 entrance and exit points to be used at the start and end of the day to avoid crowding.  Door between the two offices (Main and HT) to be kept closed so that staff have to knock to gain entrance.  <b>STAIR GATE PUT ACROSS THE ENTRANCE.</b>  Staff will use the Inventory system only to sign in and <b>not</b> the system outside of the two</p>	<p>Safety walk – re posters and signage  Finalise parental expectation  As above  Staff to check  SM/HT to monitor  SM/ADMIN/HT to keep door shut.  MONITOR  All staff to ensure they use the right signing in system.</p>	<p>SM/HT  HT/SLT/MLT  Staff  Cleaning Team  All staff  OAS  All staff</p>	<p>WK beg 24/08/2020  Daily  Daily  Daily  Daily  DAILY  Daily</p>

		<p>offices to avoid congestion and overcrowding and to ensure that the doors between the offices can remain closed.</p> <p>Classes to be given a class set of dinner bands to ensure they don't need to be returned into the main office.</p> <p>Each class will have a large plastic envelope with pupil's individual envelopes in. Pupils who pay for school dinners will put the money in the envelopes and the office will collect the large envelope at the end of the school day.</p> <p>Dinner registers to be done electronically within bubble. Office can then access these remotely so that children do not need to go to the main office.</p>	<p>Classes to maintain and clean the dinner bands for their children.</p> <p>Staff to give pupils access to their envelopes.</p> <p>Staff complete and office access.</p>	<p>Teachers/Support staff</p> <p>Staff when needed.</p> <p>Staff</p>	<p>Daily</p> <p>When needed weekly.</p> <p>Daily completion.</p>
Possible contamination within the classroom/teaching and learning spaces.	<b>Pupils, staff and the public becoming infected with COVID 19.</b>	<p>Assessment of rooms has been undertaken to ensure they conform with H and S guidance. Teachers have set their rooms up so that they adhere to H and S guidance as much as is physically possible with front facing desks.</p> <p>Pupils to be assigned their own learning space.</p> <p>Use of named pupil packs for stationery.</p> <p>Use of communal equipment will be minimal and cleaned after use.</p> <p>Computer Keyboards etc only to be used by staff only and cleaned after use.</p> <p>Switches etc to be operated by the staff member for their group.</p> <p>Outdoor learning to be utilised as much as possible and structured</p>	<p>Assessment done</p> <p>Done</p> <p>Rota to be set up</p> <p>Set out in expectation</p> <p>SLT/MLT meeting to finalise</p> <p><u>Additional Cleaning staff to be on site throughout the school day.</u></p>	<p>HT</p> <p>Feedback to HT if changes</p> <p>Teacher to do this.</p> <p>RM/KR/PM</p> <p>Staff reminders</p> <p>MLT/SLT</p> <p><u>Ongoing review by SLT/SM</u></p>	<p>Completed 24/08/2020</p> <p>Daily if necessary</p> <p>On return</p> <p>As above</p> <p>24/08/2020</p> <p>Daily</p> <p>2/09/2020</p> <p><u>Ongoing.</u></p>

		<p><i>into the timetable whilst maintaining H and S measures. Any shared equipment will be cleaned and left under the guidance of 48/72 hours. (Art/Science/DT etc)</i></p> <p><i>PE equipment will be cleaned immediately after use in line with government guidance</i></p> <p>CHANGED THE ORDER OF THE PE MODULES TO LIMIT THE AMOUNT OF EQUIPMENT USED AND CONTACT MADE (SEE PLANNING)</p>	<p><u>Teacher delivering the lesson</u></p> <p>SLT/PE TEAM PLANNING</p>	<p><u>Teacher</u></p> <p><u>SLT</u></p>	<p><u>Ongoing</u></p> <p><u>ONGOING</u></p>
<p>Possible contamination from the use of toilet/handwashing areas.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Staff access to be one at a time. Pupils sharing limited toilets but more frequent cleaning will be in operation. Monitoring of toilet visits to ensure that hands are washed after use.</p> <p>KS2 WILL TRIAL HAVING TIME SLOTS IN THE AFTERNOON TO SEE IF THIS WORKS AND LOOK TO ROLL OUT ACROSS PHASE IF SUCCESSFUL. KS1 WILL BE ABLE TO ACCESS THE TOILET MORE EASILY FOLLOWING THE ONE WAY SYSTEM. CHILDREN WHO NEED TO GO TO THE TOILET ON MEDICAL GROUNDS WILL BE PERMITTED TO DO SO AT ANY TIME.</p> <p>Liquid soap will be accessible to the children for washing hands. Signs up in the toilets to encourage correct handwashing etc.</p> <p>Bins will be emptied at the end of the day and fresh equipment replenished ready for the following day.</p>	<p>SLT/MLT meeting to finalise</p> <p>Staff to undertake- during unstructured times.</p> <p>Cleaning team to replenish</p>	<p>MLT/SLT</p> <p>Teachers</p> <p>SM to monitor</p> <p>SM/HT</p> <p>SM to monitor</p>	<p>24/08/2020</p> <p>Daily</p> <p>Daily</p> <p>Wk beg 24/08/2020</p> <p>Daily</p>

			SM/HT to check signage		
			Cleaning Team		
Possible contamination from inadequate social distancing or cross contamination of equipment at break times or during external learning activities including lunchtimes.	<b>Pupils, staff and the public becoming infected with COVID 19.</b>	<p>Staggered unstructured times and designated areas as part of the whole school timetable. (Infant lunch and Junior lunch) <u>One way system to be continued within the infant and junior building with the exception of key stage 2 exiting the infant building when they have eaten and for both buildings at the end of the school way. (At lunchtime KS2 pupils are would be mixing bubbles as they would cut through PE lessons and at the end of the day phases would cross bubble.)</u></p> <p>IMPROVEMENTS TO THE ONE WAY SYSTEM WILL ENSURE THAT PE LESSONS ARE NOT CROSSED OR DISTURBED.</p> <p>Fixed external play equipment to be cleaned between each sitting.</p> <p>Activities considered by leaders to promote safe distancing during break periods.</p> <p>If pupils are eating, hands to be washed.</p> <p>After unstructured times, hands to be sanitised</p>	<p>Leadership to finalise</p> <p>Play leaders rota- one assigned to each bubble where there are not two adults available.</p> <p>Leadership to finalise</p> <p>Part of the daily process</p> <p>As above</p> <p>BARRIERS ON ORDER</p>	<p>MLT/SLT</p> <p>RB to complete</p> <p>MLT/SLT</p> <p>Staff to ensure</p> <p>As above</p> <p>SM TO SORT</p>	<p>2/09/2020</p> <p>2/09/2020</p> <p>2/09/2020</p> <p>Daily</p> <p>Daily</p> <p>WHEN DELIVERY ARRIVES.</p>
Possible contamination from inadequate social distancing or cross contamination of equipment.	<b>Pupils, staff and the public becoming infected with COVID 19.</b>	<p>Lunchtime in 2 sittings with specific areas.</p> <p>Areas of eating will be set up to maintain safe distance eating where possible.</p> <p>TRAYS WILL BE LEFT ON THE TABLES AND SUPPORTING ADULTS WILL RETURN THEM TO THE KITCHEN AREA TO AVOID CONGESTION.</p>	<p>Leadership to finalise</p> <p>As above</p>	<p>MLT/SLT</p> <p>MLT/SLT</p> <p>MLT/SLT</p>	<p>2/09/2020</p> <p>As above</p> <p>As above</p>



		<p>ONE PERSON HANDS OUT TRAYS AND CUTLERY.  <i>Pupils will be supervised eating one sitting at a time and will leave the area as quickly and calmly as possible.</i>  <i>Tables cleaned between sittings. Equipment that can be sanitised will be used during the lunch break.</i>  <u><i>Sanitiser stations will be the positioned at the entrance and exit of the dining room.</i></u></p>	<p>As above</p> <p><u><i>Play leader rota to be finalised. Kitchen Team will help with this.</i></u></p> <p><u><i>Play leaders TAs to monitor The above staff will supervise and support with this.</i></u></p>	<p>RB to monitor</p> <p>RB to monitor the process</p>	<p>Daily rota by 2/09/2020</p> <p>As above</p>
<p>Possible contamination from inadequate social distancing other communal gatherings-assemblies.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Remote assemblies have been completed by one of the Governors and the team from her church remotely so that classes can access them from their own learning area.  Remote assemblies built into the weekly timetable.  Zoom assemblies to be conducted by HT.</p>	<p>Governor to send assemblies.</p> <p>Send it out to staff</p> <p>HT to organise and inform.</p>	<p>EP (Gov)</p> <p>HT</p> <p>HT</p>	<p>Wk beg 2/09/2020 ASAP</p> <p>2/09/2020</p>
<p>Inefficient access to first aid.</p>	<p><b>Pupils, staff visitors and the public may sustain greater injury through inadequate support or treatment.</b></p>	<p>Sufficient first aid provisions are in place.  SBM and SM/Office to monitor this and will feed back to HT.</p>	<p>SBM/OA to monitor</p>	<p>SBM to ensure sufficient is in school.  Staff to inform SBM</p>	<p>When needed.</p>
<p>Possible contamination by close contact when providing first aid or care to pupils.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>In line with government guidance, PPE equipment will be available and worn by staff responsible for delivering the first aid.  SBM and SM/Office will report back to HT when equipment needs to be replenished.</p>	<p>SM/HT checked stock</p>	<p>SBM/SM/OA to report if stock is needed.</p>	<p>When needed.</p>
<p>Possible contamination from symptomatic person on site.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Symptomatic person should not be on site. (Opening section of RA)</p> <p>Should a member of staff arrive at school and feel unwell, they should leave the site</p>	<p>Guidance available for all staff. Expectations for all staff finalised and set out in key documents to be attached to the RA.</p> <p>Staff to adhere to the guidance.</p>	<p>All of these to be discussed at MLT/SLT</p>	<p>2/09/2020</p>

		<p>immediately. A designated area will be available if the person needs to be collected. PPE equipment will be worn by the accompanying adult.</p> <p>Parents will be contacted if it is their child. PPE equipment will be worn by the accompanying adult. After use PPE equipment will be safely disposed of and hands washed. The staff member will be given the option to go home and change and shower if they wish. Government guidance will then be followed.</p>	<p>Finalise designated area if required to wait for pick up.</p> <p>Parents need to be available.</p> <p>Disposable area for worn PPE equipment</p>		
<p>Insufficient or inappropriate PPE available or misuse of PPE.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Disposable gloves and aprons and masks available for use as identified.</p> <p>Where PPE is identified as required for a task, it must be worn. (See guidance document) If necessary, staff will be shown how to wear and dispose of PPE.</p>	<p>HT/SM have checked stock</p> <p>HT to show staff if needed.</p>	<p>Staff to take responsibility for wearing PPE if needed.</p> <p>HT demonstration</p>	<p>When needed.</p> <p>When needed</p>
<p>Inadequate management of circulation areas.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>The movement of all around school to be planned and managed when moving to different areas for break times, lunch and when accessing other areas with unnecessary movement around the school restricted. (One way system) Whilst it is acknowledged that fire doors play an integral role in school safety, it is assessed that they will be open to maintain airflow.</p> <p>Those fire doors that are opened, shall be closed when the children leave the site.</p> <p>ADDITIONAL CLOTHING PURCHASED FOR STAFF TO AVOID GETTING COLD.</p>	<p>Finalise arrangements</p> <p>SM/HT to finalise arrangement</p> <p>Staff shut the doors</p> <p>OFFICE/HT TO MONITOR THIS.</p>	<p>MLT/SLT</p> <p>SM/HT</p> <p>Staff</p> <p>HT</p>	<p>2/09/2020</p> <p>2/09/202</p> <p>Daily</p> <p>ONGOING</p>
<p>Possible</p>	<p><b>Pupils, staff and the</b></p>	<p>Safe distancing measures will be</p>	<p>Expectation documents to be</p>	<p>MLT/SLT</p>	<p>2/09/2020</p>

<p>contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</p>	<p><b>public becoming infected with COVID 19.</b></p>	<p>observed at all times. Pupil. Staff and parent reminders.  Limited staff to be in the main office at any one time in line with safe distancing. All staff will be returning to work now.  Use of the staffroom will be on a rota system inline with the timetabling for the school.  ALLOCATED ROOMS FOR PPA SO THAT THE STAFFROOM ALLOWS STAFF TO MAINTAIN A SAFE DISTANCE AND TO ENSURE THAT BUBBLES DO NOT MIX.  Hand sanitiser to be available in the staffroom and used before touching any communal equipment such as kettle, fridge and cupboards.  Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissues.</p>	<p>finalised.  Included in the above  Included in the above.  TIMETABLE COMPLETED BY TEAMS.  Staff to ensure and ask for more  SM/staff to do daily</p>	<p>Staff  SM/Staff</p>	<p>When needed  Daily/when in use</p>
<p>Insufficient or ineffective cleaning.</p>	<p><b>Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>Cleaners should continue to wear gloves throughout their shift  Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products in addition to standard regimes.  Toilets and washroom areas, food preparation areas and staffrooms are cleaned daily.(Several times across the school day.)  Staff are expected to maintain the staffroom to ensure that it is clean and tidy during the school day, clearing up after themselves and wiping surfaces with</p>	<p>Expectation document  Finalise timetable  All liquids used comply with COSH and registers are kept in the COVID file. (Main Office)  Part of rota  Staff responsibility</p>	<p>SM to monitor  SM/HT/DHT  As above to monitor  Staff</p>	<p>Daily  22/05/2020  Daily  As above</p>

		<p><i>antibacterial spray and disposable tissue as they go along.</i></p> <p><i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches and handrails)</i></p> <p><i>All internal bins will be emptied daily to external bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed within the isolated areas and a deep clean undertaken.</i></p> <p><i>Additional mops and cloths and cleaning products have been purchased. Timetables and signing sheets have been produced and are kept in a file in the Site Managers office</i></p> <p><b>HEADS OF THE MOPS AND CLOTHS CLEANED DAILY. SEE HSE SPOT CHECK DOCUMENT AT THE END OF RA.</b></p>	<p><i>SM to inform team</i></p> <p><i>Part of the new rota</i></p> <p><i>No- Part of daily roles</i></p> <p><i>All of the above in line with the most recent guidance 7/08/2020.</i></p>	<p><i>M to inform team</i></p> <p><i>SMPM/DHT</i></p> <p><i>SM quick check</i></p>	<p><i>Daily</i></p> <p><i>22/05/2020</i></p> <p><i>Daily</i></p>
<i>Ineffective management of potentially contaminated waste.</i>	<b><i>Pupils, staff and the public becoming infected with COVID 19.</i></b>	<p><i>Standard waste will continue to be managed in line with existing arrangements.</i></p> <p><i>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins.</i></p> <p><i>This will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i></p>	<p><i>SM to monitor</i></p> <p><i>Staff to use their common sense and be clear in the expectations.</i></p> <p><i>As above</i></p>	<p><i>No action as part of protocol</i></p> <p><i>Staff</i></p> <p><i>Staff</i></p>	<p><i>Weekly collection</i></p> <p><i>Daily</i></p> <p><i>Daily</i></p>
<i>Social distancing on school transport</i>	<b><i>Pupils, staff and the public becoming</i></b>	<p><i>NA</i></p> <p><i>Swimming will be suspended</i></p>	<i>NA.</i>		

services N/A.	<b>infected with COVID 19.</b>	<i>until it is safe to attend.</i> THIS CONTINUES TO BE SUSPENDED.			
Ineffective safeguarding measures.	<b>Pupils may be more vulnerable during times of uncertainty, stress or financial strain.</b>	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is always available and has been in school during lockdown All staff have safeguarding training. (Weekly sheet) last half term training. Staff have been reminded of the importance to look out and note changes to normal behaviours of pupils and report any concerns immediately. Any updates are shared with staff through briefings and within updates. The school has targeted specific pupils and families who have raised concerns. Individual RAs will be written for those pupils amended and reviewed to support pupils return to school. THE SCHOOL WILL CONTINUE TO REVIEW AND MONITOR THE CONTENT OF RISK ASSESSMENTS AND SUPPORT PUPILS TO ENSURE THAT SAFEGUARDING MEASURES AND THE NEEDS OF THE CHILDREN ARE MET.	DSL has been in school throughout lockdown. School has tight procedures and has carried out welfare checks on a daily basis.  Part of expectation	Ongoing good practice by all staff.  As above  HT  PM/CM/RB/LT  RB	Daily checks  As above  Wkly  Reviews "/09/2020
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concerns about contracting COVID-19.	<b>Staff may experience higher levels of stress and anxiety. Potential increase in incidents of Domestic Violence. (Partners job uncertainty)</b>	Daily WhatsApp group for staff, Weekly welfare calls and SLT on call daily throughout the period of lockdown have helped school to be able to target and support staff with their return to school. Vulnerable and Extremely Vulnerable inc BAME. RA for staff has been undertaken and results of this analysed.	Ongoing good practice to be continued.  Analysis of RA for staff been built into rotas etc,	Welfare calls by key staff  Monitoring by SLT	2x weekly minimum  When needed

		<p>School have stress and wellbeing procedures in place with staff to be able to access resources to gain support both via school and externally.</p> <p>Mental health and wellbeing information has been shared with staff and links to websites available.</p> <p>SLT daily staff checks and have an open door policy.</p> <p>SLT reassuring staff and communicating thoroughly and opening all measures, controls and arrangements in place to maintain safety. INSET time has been allocated for preparation for September .</p> <p>2 STAFF ARE NOW SHIELDING-5/11/20 UPDATED RISK ASSESSMENTS HAVE BEEN COMPLETED FOR THEM IN LINE WITH NATIONAL GUIDANCE. WELFARE CALLS WILL ALSO TAKE PLACE TO ENSURE THEIR WELL BEING HAS BEEN ADDRESSED.</p>	<p>Weekly updates by HT</p> <p>Welfare calls</p>	<p>HT daily/weekly updates</p> <p>All staff can access</p>	<p>Daily/weekly</p> <p>ongoing</p>
<p>Contamination from volunteers coming into the school bubble.</p>	<p><b>Increased level of stress from some staff, pupils and parents relating to other adults outside the school bubble coming into school. Pupils, staff and the public becoming infected with COVID 19.</b></p>	<p>A disclaimer of control measures has been produced for visitors to ensure that they will comply with the expectations that the school has implemented.</p> <p>Visitors must sign and date the document to say that they have read, understood and implemented.</p> <p>Letters and consent forms will be sent out and signed by parents prior to any volunteers coming into school.</p> <p>Volunteers and visitors should not be in school if they have symptoms of COVID or are unwell.</p>	<p>Distribute Disclaimer</p> <p>Communication to send</p> <p>Communication to school</p>	<p>RB</p> <p>Staff</p> <p>Volunteers</p>	<p>From 2/08/2020</p> <p>When needed.</p> <p>When necessary.</p>

		<p><i>They must contact the school if this is the case.</i></p> <p>SLT HAVE MONITORED VOLUNTEERS WHO HAVE BEEN INTO SCHOOL. ALL HAVE PROVIDED RISK ASSESSMENTS , SIGNED DISCLAIMERS AND ADHERED TO THE SCHOOL CONTROL MEASURES AND RISK ASSESSMENTS.</p> <p>THEY WILL ONLY COME INTO SCHOOL IF SCHOOL IS HAPPY WITH THEIR EMPLOYERS'S RISK ASSESSMENT, THAT THEY HAVE SIGNED A SCHOOL DISCLAIMER AND THAT THEY HAVE READ AND UNDERSTOOD THE SCHOOL'S MOST CURRENT AND UP TO DATE RA.</p>	<p>SLT WILL CONTINUE TO MONITOR VOLUNTEERS AND ENSURE THAT THERE IS NO CROSS CONTAMINATION OF BUBBLES AND THAT THEY ADHERE TO THE MOST RECENT GUIDANCE.</p>	<p>SLT</p>	
<p><i>Fire doors remaining open during the school day.</i></p>	<p><b><i>The doors not fulfilling their purpose of maintaining a fire. NOTE: government guidance states that good levels of ventilation should be maintained at all times. This has meant that windows and classroom doors have remained open when the children are learning in school. Insufficient/unsafe measures in the event of a fire drill/fire in school.</i></b></p>	<p><i>Email and reminders to staff relating to when to close the doors.</i></p> <p><i>Risk assessment been read by all staff so all staff have a written record of when it should be shut. Clarity that when no one is in the room the door should be shut. Break times and at the end of the school day/ on completion of cleaning being undertaken. H and S walks to check that what has been requested is being undertaken.</i></p> <p><i>Having reviewed current practice of fire procedures these meet the safety control measures in line with government guidance.</i></p> <p>THIS WILL BE CONTINUED .CHILDREN MAY WEAR</p>	<p><i>RB/@ briefing or email wkly</i></p> <p><i>Spot walks to check that door are shut when rooms are empty.</i></p> <p><i>Continue to review the procedures.</i></p> <p>SM WILL MONITOR THE HEATING SITUATION.</p>	<p><i>RB- wkly</i></p> <p>SM, HT,DHT</p> <p><i>As above</i></p> <p>SM/HT</p>	<p><i>Ongoing wkly</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing.</i></p> <p>ONGOING</p>

		<p>WARMER CLOTHING/COATS IF IT BECOMES TOO COLD. THE HEATING HAS BEEN PUT ON BUT ONLY ON A LOW SETTING</p>			
<p><i>Stress and anxiety of pupils due to uncertainty, changes to home arrangements and concern of contracting COVID-19.</i></p>	<p><b><i>Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of the day.</i></b></p>	<p><i>The school has remained open and accessible for pupils throughout lockdown. Welfare calls have been made by key staff. Welfare visits made by key staff. Home visits regarding work packs and food parcels. The school has maintained relatively high numbers throughout the whole of the lockdown period and has been instrumental in targeting specific pupils who we feel would struggle to return to school. The school has been part of a COVID testing research programme since June 2020. Class teachers have been in regular contact with the children in their class through calls and contact on Class Dojo. Learning Mentor has done and will continue to do individual work with pupils. SENDCO's to complete risk assessments for specific pupils in conjunction with conversations that the school has had with families. PSHE- reintegration and relationships learning will be a focal part of the recovery curriculum providing pupils with the opportunity to share any anxieties they face. September transition will mean that the first 3 days of the new academic year will be spent with</i></p>	<p><i>RAs to be shared with the relevant staff and review periods to be identified.</i></p> <p><i>Weekly lessons to be part of the broad curriculum.</i></p> <p><i>Staff will monitor pupils who are returning to school for the first time since March.</i></p>	<p><i>RB – 2<sup>nd</sup> September '20</i></p> <p><i>All teaching staff from 2<sup>nd</sup> Sept.</i></p> <p><i>All staff from 2<sup>nd</sup> Sept.</i></p>	



		<p><i>their original teacher rather than their new one. This is to support with integrating back into school and applying the health and safety control measures the schools as well as providing the children with a level of security.</i></p> <p>SCHOOL CONTINUES TO WORK CLOSELY WITH OUR EXISTING VULNERABLE CHILDREN AND THOSE FAMILIES WHO ARE NEW TO THE SCHOOL.</p>	<p><i>The Learning Mentor and Attachment Lead will be working with specific pupils who demonstrate any anxiety.</i></p> <p>AS ABOVE</p>	<p><i>LM/AL from Sept</i></p> <p>AS ABOVE.</p>	
<p><i>Behaviour and wellbeing of pupils with SEND.</i></p> <p><i>The health, growth and wellbeing of all pupils in school.</i></p>	<p><b><i>Pupils and staff may be affected by physical, mental emotional injury/distress.</i></b></p> <p><b><i>Pupils may be affected by growth and lack of physical activity.</i></b></p>	<p><i>Review and complete current risk assessments for those pupils. Share these with the class teacher and with parents. Set clear expectations from the outset for all children. SENDCO available to provide support and advice.</i></p> <p>INDIVIDUAL RISK ASSESSMENTS HAVE BEEN UPDATED IN LINE WITH GOVERNMENT GUIDANCE LOCKDOWN 5/11/2020.</p> <p><i>School works closely with Live Well programme to support pupils with their wellbeing and nutrition.</i></p> <p><i>Sports Coach delivers physical interventions as part of SEMH programme with targeted pupils. Children take part in the Daily Mile.</i></p> <p><i>Those children who have not been in school will be back to taking part in weekly PE sessions.</i></p>	<p><i>Update the behaviour policy in line with any changes that need to be made.</i></p> <p><i>Individual work with the Learning Mentor for bespoke pupils.</i></p> <p><i>Live Well programme to re-engage in the new academic year. Staff to identify pupils for whom the programme would benefit. Meeting booked.</i></p> <p><i>Up to date provision mapping in school to identify further interventions for those children who need this in school.</i></p>	<p><i>RB September 2020</i></p> <p><i>LM from September</i></p> <p><i>LM,PH,LW</i></p> <p><i>RB and PH</i></p>	<p><i>Ongoing</i></p> <p><i>4<sup>th</sup> Sept '20</i></p> <p><i>Sept '20</i></p>
<p><i>Inadequate management of essential pupil medication.</i></p>	<p><b><i>Pupil health may suffer if not managed,</i></b></p>	<p><i>Robust medication management procedures within school. Essential medication will be managed within 'bubble' by a key</i></p>	<p><i>Phone discussion with mum to discuss the current medication in preparation for September and the procedures we will</i></p>	<p><i>RB/LT</i></p>	<p><i>Wk beg Aug 24<sup>th</sup> 2020.</i></p>

		member of staff following the school's standard procedure. NEW POLICY AND RECORDING SHEETS BEING PRODUCED.	follow based on most up to date guidance.  RB WORKING ON	RB	15/11/2020
Use of third-party facilities.	<b>Pupils, staff. Visitors and the general public becoming infected with COVID-19</b>	Any off-site activity to be thoroughly risk assessed on a separate document (EVisit) in line with the educational visit policy and visits will only take place with students from individual bubbles. Discussions with the Head Teacher and visiting location to be had with the visit leader. All documentation from the location to be sent to school for approval to ensure they comply with all guidance. Team leader is responsible for completing a risk assessment and building this into EVisit programme approved by the Trust's Health and Safety providers. (YMD Boon) SLT WILL CONTINUE TO ANALYSE RISK ASSESSMENTS FROM PROVIDERS TO ENSURE THAT COVID CONTROLS AND MEASURES ARE IN LINE WITH GOVERNMENT GUIDANCE AND ENSURE THAT OUR STAFF AND PUPILS ARE SAFE AND WELL.	Keep abreast of any government guidance relating to off-site visits and health and safety control measures.	SLT and Visit	Leaders. Ongoing access to updates.  As required to complete an off site
<p><i>This document will be reviewed at least weekly to ensure that it is compliant with government guidance and best practice within schools. Key expectation documents will be written for all stakeholders in school, along with a disclaimer outlining the school control measures for visitors to the school.</i></p>					
Signature of Senior Leadership Team: P Martin R Blurton					
Date review required: 24/08/ 2020	Date review required: 27/10/2020	Date review required: 4/11/2020 ( lockdown guidance)	Date review required:		
Date review required:	Date review required:	Date review required:	Date review required:		
This Risk Assessment has been evaluated and updated by the above in line with the most up to date guidance.					

All staff have been asked to complete a COVID Consultation document (24/10/2020) and information from the feedback has been used to evaluate the Risk Assessment, identify where changes need to be made and provide positive information about what is working well. As well as providing updates and revise information to keep the school and it's community safe this document also incorporates evidence of HSE COVID Spot Checks carried out within school.

**HSE Inspectors looked at the organisational arrangements for health and safety and competence:**

<b>Issue:</b>	<b>Response :</b>	<b>Evidence</b>	<b>Completed</b>	<b>Next steps:</b>
<b>Who the HT was accountable to e.g. Management Structure</b>	HT accountable to the trust.	In RA. All documentation. Audits	ongoing	To continue to work productively with the trust and specialists within the team. H and S audits to take place
<b>Who is the employer?</b>	As above	As above	NA	As above
<b>What were the competencies of the SLT and GOVS re H and S</b>	Sound knowledge of H and S across SLT and SM in school. 2 Governors (Chair and Vice) have a comprehensive knowledge of H and S and will come into school to conduct walk rounds.	Documentation produced by the individuals. Minutes of governors meetings. Reports from SM for Govs and HT. Risk assessments. Audits	Ongoing reviews. Dates on documentation.	Keep up to date with H and S government guidance and legislation. Continue to evaluate RAs and practice within the school. Governors reports and minutes linked to H and S. Relevant training and support given by the Trust and their specialists.

**Access to competent health and safety advice:**

<b>Issue</b>	<b>Response</b>	<b>Evidence</b>	<b>Completed</b>	<b>Next steps</b>
<b>What arrangements were in place to source competent health and safety advice:</b>	Use of government guidance. Staff would seek advice from the trust and specialists. Staff have all had training and are kept up to date on issues as they arise/need to be addressed. Staff are consulted throughout the process of compiling a risk assessment	Email trails Records Training for staff Risk assessments all shared and presented to the staff.	See dates on documentation.	To ensure that the school continues to maintain open lines of communication with H and S within the trust. To keep abreast of any new guidance that needs to be implemented. Work with providers to ensure that the school is safe and that relevant audits/checks are undertaken at timely points. Termly reports to governors. Evaluate and update risk assessments in line with government guidance and recommendations given to the school
<b>What advice had the school received on COVID from their own advisor</b>	LA regular updates/bulletins. Trust- regular updates.	QSP bulletins from the LA. Bulletins and updates from the trust. Always on the end of a	Ongoing.  Specific documents have dates on them.	As above. To revisit and consult staff when evaluating and editing assessments to ensure that we are adhering to the best and most up to date H and S practice.

or LA?		<p>phone with sound advice.</p> <p>Risk Assessments Proformas for specific documents.</p> <p>Signposts from the trust and LA to the latest guidance documents.</p> <p>The evidence that we implemented the advice can be seen in the assessments, letters and procedures, conversations and engagement in the trust.</p>		<p>To keep all stakeholders up to date with the latest government guidance.</p> <p>Work in consultation with the Trust, Unions, Staff and LA to maintain the highest standards of H and S and to mitigate risks to keep children and the school community as safe as possible.</p>
<b>School expanding provision over the summer and a full opening at the beginning of the Autumn Term</b>				
<b>Issue:</b>	<b>Response</b>	<b>Evidence</b>	<b>Completed</b>	<b>Next Steps:</b>
<b>What was the management process for COVID within the school for the opening both during lockdown and full re-opening in the Autumn?</b>	<p>The school did not close.</p> <p>Initially it also provided a hub for one of the local school. Once our numbers grew, the children at BL had to return to their own school.</p> <p>Key staff were in school each day.</p>	<p>COVID File- Risk Assessments/logs of calls/ H and S check and cleaning arrangements/rotas of staff in school/logs of learning and welfare calls and home visits.</p>	<p>From March 23<sup>rd</sup> 2020- 1<sup>st</sup> Sept 2020 files of documentation kept.</p>	<p>To build on the evidence that the school produced.</p> <p>To evaluate and tweak procedures and documentation in line with the most up to date guidance.</p> <p>To continue to engage with the LA, Trust and external agents to ensure that there continues to be clear lines of communication and strong partnerships.</p>
<b>How has the reopening risk assessment been developed and implemented?</b>	<p>The school did not close so there was a COVID RA from 23<sup>rd</sup> Match 2020.</p> <p>Staff have been consulted throughout the process to ensure the RAs meet the needs of all of the school community.</p> <p>Evaluations of RA are evident on the documents.</p>	<p>Dates and updates on documents and Risk Assessments are evident.</p> <p>There are supporting consultation documents and evidence in diaries of meetings where discussions around updates take place</p>	<p>Work in progress.</p> <p>Timely updates in line with the latest advice and government guidance.</p> <p>Dates and change of font are evident on the risk assessment to show where updates/ amendments have been made</p>	<p>For the school to keep up to speed with any updates which will impact on the existing RA.</p> <p>To continue to consult with the staff based on the needs of the school and any improvements/tweaks that need to be made.</p> <p>All staff will continue to get their own copies of the Risk Assessment for their own reference and to ensure that there is a consistent message throughout.</p>
<b>How big are the</b>	Class sizes are	Class lists	Ongoing reviews of	Continue to work collaboratively with the

<p><b>classes and how is this determined?</b></p>	<p>capped at 30. Children are in flexible groups which could change dependent on the progress that children make.</p>	<p>Work samples Amendments on registers when moving. Conversations with class teachers and office staff. Discussion with the HT re decisions that have been made. Diminishing the difference documentation.</p>	<p>class groups and pupils progress. Formal meetings take place – Diminishing the Difference Meetings or at SEND Reviews. However, staff will talk to HT phase leads at any point.</p>	<p>admissions team. Ongoing assessment and tracking of pupil progress by class teachers and supporting adults. Continue with formal meetings.</p>
<p><b>How has the risk assessment evolved over time eg: version numbers and dates issued and dates withdrawn?</b></p>	<p>Yes- There are risk assessments for specific pupils and staff as well as whole school assessments. Dates indicate reviews.</p>	<p>Documentation in school. Consultation feedback forms. Amendments and new dates on documents.</p>	<p>As and when amendments need to be made. Eg when a medical condition changes or when new guidance is released or improvements need to be make. RAs are work in progress.</p>	<p>To continue to keep abreast of government guidance so that advice on the assessment is accurate and reflects the needs of the school. Consultation opportunities for staff. SLT to ensure that the document is shared with all staff in school and to key staff within the trust.</p>
<p><b>Have previous versions of risk assessments been retained?</b></p>	<p>Yes- The school has electronic and hard copies of previous documents.</p>	<p>Previous documentation. Dated and reviewed documents where the amendments have been made on the one document.</p>	<p>See review dates. They have always been completed when the government guidance has stipulated that changes in control measures need to be made.</p>	<p>Retain copies of previous assessments. Continue to collate copies when changes are made.</p>
<p><b>Tell me about the management of bubble sizes for breaktimes and lunchtimes and how are these kept separate?</b></p>	<p>2 playgrounds and an EYFS outdoor area- (used at the start of the day and during learning time) Infants and juniors have staggered break times in the morning. <b>Infants-</b> year 1 on a playground, year 2 on the other. <b>Juniors-</b> Year 3/4</p>	<p>Observations on the playground. Monitoring Risk Assessment procedures. Group lists. COVID File Rotas</p>	<p>Reviewed on a weekly basis.</p>	<p>Ensure the school is following the relevant and most up to date guidance regarding bubbles and group sizes.</p>

	<p>break and then 5/6 break.in pairs of classes.</p> <p>Lunchtime: staggered infant and junior dinners.</p> <p>Going in within their paired bubble. 3/4 or 5/6.</p> <p>TAs, Sports Coach and Play Leaders supervise at lunchtime to ensure that there are a range of supporting staff for the pupils</p>			
<b>What are your arrangements for after school?</b>	Following the guidance no after school provision currently.	In the risk assessment informs staff that these aren't taking place.	In September RA (01/09/2020)	Keep up to speed with what the government guidance stipulates.
<b>How is PE managed? (Equipment usage and cleaning and reduction of cardio type activities.)</b>	<p>Altered the order the PE elements were taught to minimise contact and reduce equipment.</p> <p>Started with dance for the whole school and have moved on to ball games for Autumn 2.</p> <p>Equipment is cleaned after every lesson and securely stored.</p> <p>Sports Coach/Teachers will ensure that equipment is used safely.</p> <p>Children working in groups of no more than 10.</p> <p>Children come to school in their kit on their PE day rather than uniform to avoid the need to change</p>	<p>PE planning available on the whole school</p> <p>One Drive.</p> <p>Observations of lessons.</p> <p>Photographs in PE book and evaluations in children's work.</p> <p>Speaking to the children.</p> <p>Identified as a risk on the Risk Assessment.</p>	<p>Weekly planning</p> <p>Daily cleaning.</p> <p>Additional cleaner on site ensures that bigger equipment is cleaned as to Play Leaders at the end of their session.</p>	<p>Make sure staff are updated about the guidance linked to PE.</p> <p>Share this with all staff so that they is a consistent message and consistent practice.</p>

	clothing			
<b>What can you tell us about music lessons in school?</b>	Charanga (The scheme used by the school) have made changes to their initial modules to ensure that currently the singing modules have been removed. Focus on rhythmic elements rather than vocal. External providers (Violins) have completed a risk assessment and are fully aware of the government guidance.	In the Charanga Scheme. In the risk assessments. In planning. In lessons Disclaimer forms indicate externals understand the control measures the school has put in place.	See weekly planning.  Ongoing reviews	Make sure staff are updated about the guidance linked to Music. Share this with all staff so that they is a consistent message and consistent practice. Ensure that external providers are updated regarding any changes the school has made to the RA
<b>Tell us about the management of arrival and leaving times? Do you need to liaise with transport providers?</b>	AM: Gates open at 8:30. Key staff will be on the gates. Children can access fruit or toast on arrival. Infants top playground, EYFS in their entrance, Juniors bottom playground.no parents on the playground 8:45 pupils into their classes following the one way system, PM: barriers for juniors on the bottom playground and infant parents at the top. Key staff man the gates. All staff will wear a visor. Parents reminded to wear a face covering when entering the playground at the end of the day. They collect their child/children from the front of the barriers and need to	Observations of the start and end of the day. Identifies and addressed within the risk assessments. Visors in staff classrooms.	Ongoing daily with weekly reviews if amendments need to be made.	Evaluate and review to continue. Key staff to keep up to speed with government guidance and share this information with other colleagues. Communicate any relevant changes to all stakeholders.

	<p>have left the playground as quickly as possible. (15 Minute)</p> <p>Any children remaining will be classed as late.</p> <p>All but the top gate will be closed.</p>			
<b>Communication and Consultation:</b>				
	<b>Response:</b>	<b>Evidence:</b>	<b>Completed:</b>	<b>Next Steps:</b>
<b>Were the governors involved?</b>	<p>They were informed and consulted.</p> <p>The roles were delegated to the Head.</p>	<p>Governors minutes</p> <p>Policies and key documents on Governor Hub</p> <p>Access to the Memo/weekly sheet.</p>	<p>Governors minutes minimum termly.</p> <p>Policies as and when.</p> <p>Updates, memo, weekly sheet weekly.</p>	<p>Ensure that governors are kept informed about the latest</p>
<b>How have COVID rules been communicated to staff and others?</b>	<p>Yes they have and continue to be sent out through the memo and weekly briefing meetings.</p>	<p>Within the risk assessment.</p> <p>Through discussions with others.</p> <p>Staff meeting time.</p> <p>Memo- COVID question of the week.</p> <p>Weekly sheets.</p> <p>On the website.</p> <p>Texts and letters to parents.</p> <p>Conversations with parents</p> <p>Signage around school and on the perimeters of the grounds.</p> <p>Information on the website</p> <p>Zoom Briefing</p>	<p>Updates when needed.</p> <p>See dates on documentation.</p> <p>The school did not shut, therefore ongoing documentation is available that shows how information was communicated.</p>	<p>Evaluate and review to continue.</p> <p>Key staff to keep up to speed with government guidance and share this information with other colleagues.</p> <p>Communicate any relevant changes to all stakeholders.</p>
<b>Has there been any collaboration in the development of procedures between management and</b>	<p>See above comments.</p> <p>Staff union reps have been part of the consultation process.</p> <p>Opportunities have been made available through the HT and</p>	<p>In RA.</p> <p>Discussion with school union reps.</p> <p>HT looked at guidance from unions.</p>	<p>Ongoing as the guidance changes and tweaks need to be made.</p>	<p>Evaluate and review to continue.</p> <p>Key staff to keep up to speed with government guidance and share this information with other colleagues.</p> <p>Communicate any relevant changes to all stakeholders.</p>



<b>staff/unions?</b>	DHT for those staff to come and discuss the RA etc. Their views have been implemented.			
<b>Ventilation:</b>				
	<b>Response:</b>	<b>Evidence:</b>	<b>Completed:</b>	<b>Next Steps</b>
<b>Tell me about the ventilation. How has the temperature of the rooms been managed?</b>	Opening windows and fire doors Additional clothing PE days wearing a tracksuit or warm kit rather than uniform. Ventilation is a risk that has been identified on the risk assessment.	On the risk assessment. Within the weekly briefing book. On memo documents.	Reviewed – SM checks daily that windows and ventilation is good within the school. End of the day checks are made.	Warmer clothing has been provided. For as long as possible keep the doors open.
<b>Cleaning:</b>				
	<b>Response:</b>	<b>Evidence:</b>	<b>Completed:</b>	<b>Next Steps:</b>
<b>Enhanced cleaning regimes. Can you give me the names, times, how and when, including details of existing staff that this duty has been designated to?</b>	Cleaners on site from 10:00-3:30pm. LB is a cleaner and play leader in the school. Cleaner has been assigned certain tasks and will sign and communicate on the daily sheet with the SM	Duty sheets in SM office signed and dated.	Ongoing. The role is reviewed on a half term basis.	To continue to keep up to speed with the government guidance. Update the risk assessment and rotas accordingly. Communicate with the cleaning team and SM. Further monitoring of cleaning.
<b>Where would we find records of enhanced cleaning? Can we see them?</b>	In the Site Managers office. Available to anyone who needs to see them.	Duty sheets in SM office signed and dated. On the RA.	ongoing	As above.
<b>Please could you provide evidence of enhanced cleaning for each room and a checklist to evidence that these sites have been</b>	At the end of the day each room and the toilet area. SM gives a rota to the staff to ensure that they have clear areas and to ensure that no area gets missed.	Cleaning Rota	ongoing	As above

cleaned? (When and how often throughout the day.				
<b>Is there evidence that SLT/Management are randomly monitoring cleaning and do they indicate to staff that this is important?</b>	Yes Walk rounds	Communication is written on the rota sheet. SM will also brief his team at the start of the session. Meetings held to share any relevant changes. Ongoing records. SM signs and dates the rotas and record sheets. Provides feedback for the team from conversations SM has had with line manager or key staff.	Ongoing.	As above. Duty sheets in SM office signed and dated.
<b>Dealing with COVID cases:</b>				
	<b>Response</b>	<b>Evidence:</b>	<b>Completed:</b>	<b>Next Steps:</b>
<b>To HT, What would you do if a pupil and /or staff member tested positive for COVID (isolation room/notify</b>	Follow the guidance and information from the government. Isolation area designated within the school. Take temp Call parent.	Records kept and letters calls made. Website Risk Assessment	When the incident occurred.	Follow the guidance. Continue to inform the relevant parties. If the records need amending share with all stakeholders. Keep up to speed with the most up to date guidance.
<b>How easy would it be for the school to identify individual pupils with bubbles and who they were sat near in class?</b>	Easy	Class/group records Specific partner classes. Registers Timetables	Daily checks	Maintain lists of pupil groups and update when necessary.

*YMD Boon Ltd – Risk Assessment Proforma  
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