

## **COVID19: Risk Assessment and Action Plan**

**SCHOOL NAME: St Michael's C E Primary School**

**OWNER: Grant Mottram (Co-Headteacher)**

**DATE: 23/02/2021**

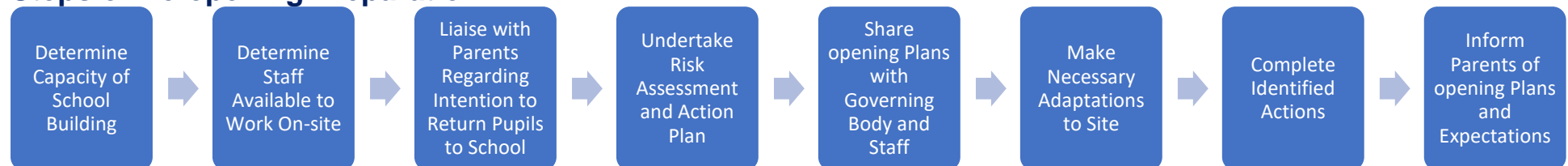
### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

### **Steps of Re-opening Preparation:**



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Preparing Buildings and Facilities</b>	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Site has been closed for a period.	H	Carry out a formal full pre-opening premises inspection.	24/08/20	L
		Minimal staff accessing building so not all areas checked.	M	Water tanks inspected and chlorinated in April. Whole building to be fully flushed before reopening.		
		Normal Health & Safety checks haven't been able to be carried out.		Fridges checked and no out of date food left in them. Determine with the catering staff how left-over frozen food should be dealt with and action as appropriate.	24/0820	L
		Food may remain in fridges and freezers	M			
		Statutory inspections may not have happened due to site closure.		All statutory Health & safety checks have been completed and none are currently out of date.	24/08/20	L
		New areas may now need repair as a result of the site being closed for a period.	M			

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	Office spaces re-designed to allow office-based staff to work safely.	Office fairly small and does not allow for adequate space for more than two members of staff at one time.	H	Office staff desks repositioned so that each person is 1+ meters apart. Windows to be opened to increase ventilation in the office. Staff not working in the office not to enter any further than the threshold of the door and to wear face covering. <i>Enable staff to work from home if possible and only have essential staff on site in the office.</i>	31/12/20	L
		Members of staff may have health conditions that affect their ability to work.	H	Separate risk assessment for each individual member of staff who may have health conditions to assess whether it is suitable to work in the office or more appropriate to work from home. If working from home is recommended suitable equipment provided to enable them to do this. <i>Dinner registers to be moved online so that admin staff can work from home if possible.</i>	31/12/20	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	H	1+-meter markers are present within the school for EYFS. <i>Similar markers to be made for parents using the front playground.</i>  Separate entrances for different year groups. Children to be collected from outside by a	31/12/20	L

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				member of staff to ensure no parents enter the building. Signage in place.		
	Consideration given to premises lettings and approach in place.	Hall available for Breakfast and after school club only	M	All term-time lettings have been cancelled and there will be no further lettings for the remainder of the school year.	24/08/20	L
	Consideration given to the arrangements for any deliveries.	Additional visitors accessing the site. Risk of infection.	M	Deliveries to be left outside of the reception area and brought into the building by the office staff. Catering deliveries placed just outside or inside the side gate before school, collected by catering team	24/08/20	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Consider whether current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	H	Evacuation procedure reviewed and amended so that each group will exit via a separate door to the assembly area. <i>Staff to ensure bubbles keep their distance at all times.</i>	31/12/20	L
	Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	Staff needing to work from home are current PEEP buddies and so reassignment necessary.		Review PEEP as each child returns to school and make sure that they are shared with the relevant members of staff who will be working in their bubble.	6/11/20	L

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	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.			(PEEP's have been reviewed and shared with relevant staff)  Fire drill.		
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a> .	Procedures aren't followed and high contact areas are cleaned leading to increased risk of infection	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Contract cleaners have an adapted COVID-19 cleaning schedule to focus on areas that are more at risk such as contact points.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by office staff and cleaning staff</p> <p>Hard surfaces and equipment to be wiped down using antibacterial spray/wipes at regular intervals throughout the day and then overnight by the cleaning contractors.</p> <p>Equipment and hard surfaces to be wiped down in between</p>	24/08/20	L

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				<p>different groups of children using them (i.e outdoor PE equipment)</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Office staff to clean toilet facilities at regular intervals during the day and then again in the evening by cleaning staff.</p> <p><i>Classroom staff to be shown where their stock of PPE and cleaning materials are to be kept safely in the classroom for their use.</i></p>	31/12/20	
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Untrained staff cleaning resulting in lack of understanding of correct cleaning routine.	M	Professional cleaning company employed with fully trained staff and methods & procedures in place. Cleaning staff have been at the school for a while and know the building well.	24/08/20	L

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	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Nothing available for visitors to sanitise hands at reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p> <p>Low supply of hand towels</p> <p>Low supply of toilet rolls</p> <p>Low supply of antibacterial wipes and spray for equipment</p>	M	<p>Hand sanitiser to be made available at the school entrance</p> <p>Handwashing stations set up in each classroom to include hand soap and hand towels</p> <p>Dedicated bins in classrooms for disposal of tissues and cleaning cloths</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Antiseptic wipes/spay and disposable cloth/tissue in each classroom to enable equipment to be wipes</p> <p>Stock to be kept in the staff room. Weekly check on stock by office staff to ensure ordering is completed in plenty of time.</p> <p>Any issues and additional requests in regards to cleaning on a day to day basis or in an emergency to be reported to the school office. Ideally, if not urgent,</p>	24/08/20	L



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				via email to office.3241@st-michaels-pri.oxon.sch.uk		
	Enough time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 4pm time for cleaning to be undertaken.	31/12/20	L
	Waste disposal process in place for potentially contaminated waste.		H	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours – separate Grundon bin to be used for COVID-19 tissue waste  Waste collections from classrooms made after school when the minimum number of persons are on site.	24/08/20	L

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	Classrooms have been re/arranged by moving desks, chairs, furniture and other resources to allow as much space between individuals as practical.	None	M	Staff to consider desk arrangement and spacing to support social distancing where possible seating pupils side by side and facing forward where practical.	23/2/2021	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Children and adults do not know which way to come in and out of classrooms which means they could come into contact with another bubble group.	M	Nursery, Year 1, Year 5 and Year 6 classrooms entry and exit to be via their external doors. Reception to come in via the double doors by Oak class. Year 2/3 and 3/4 to use library door. Signage in place to show entry and exits	31/12/20	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Possibility of cross contamination if resources aren't allocated to separate classrooms and need to be shared.	M	Each child and staff member to have their own set of resources i.e pen, pencil, ruler and for resources where this is not possible the resource i.e computer will need to be disinfected between every user.		L
	Resources which are not easily washable or wipeable have been removed.	Soft toys, cushions and beanbags and toys with intricate parts in classroom not easily washable.	M	Chromebooks and iPads to be wiped with antibacterial wipes before and after each use  Remove soft furnishings from all classroom.	31/12/20  24/08/20	L

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	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place. Limited reminders/awareness for children.		<p>Remove all toys that have intricate parts and are not easily washable from the classrooms.</p> <p>Classroom based resources, such as books and games, can be used and shared with the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles it should be cleaned before it is moved between bubbles or left unused for a period on 48 hours (72 hours for plastics).</p> <p>Where cleaning or disinfecting equipment is not possible or practical resources will have to be either restricted to one user or left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</p>	23/2/2021	L

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				<p>Prop doors open where safe to do so to minimise the need to touch door handles and increase natural ventilation in the classroom by opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space)</p> <p>Carry out risk assessment for each classroom to identify potential safety risks to children by leaving doors open.</p> <p><u>e-Bug</u> posters displayed:</p> <ul style="list-style-type: none"> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> <li>• <u>Microbe mania</u></li> </ul>		
<b>Staffing</b>	Staffing numbers required have been determined including support staff such as facilities,					

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	IT, midday and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>First aider</li> <li>Designated Safeguarding Lead (DSL)</li> </ul>	Insufficient staff available to resource respective year groups	H  H	Staff audit conducted to determine which staff are available to work on-site from 1st September. Audit repeated weekly by GM	31/12/20	M  L
	Approach to staff absence reporting and recording in place. All staff aware.	SLT not aware of staff absences which does not allow for sufficient time to arrange cover or close class if necessary	H	Staff to follow existing absence notification procedure and let SLT/school office know if they are not going to be in school.  All staff to be reminded of absence notification procedures.  New signing in and out procedure for all staff implemented.	31/12/20  31/12/20	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Insufficient staff to cover roles	M	Plans in place for cover (including use of HLTAs) – reviewed weekly  Leadership and DSL team sufficient capacity to cover absence	24/08/20	L
	Consideration given to staff clothing expectations and information shared with staff to	Risk of contamination from clothes	M	Clothing expectations shared	24/08/20	L

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	ensure clothes worn are easily washable (e.g. no ties).					
	Arrangements to reduce the risk of transmission between adults when social distancing is not possible		M	<p>Face coverings to be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example when moving around in corridors and communal areas) unless a member of staff or adult visitor is exempt from wearing a face covering.</p> <p>(Safe wearing of face coverings requires the cleaning of hands before and after touching, including to remove or put them on and safe storage of them in individual, sealable plastic bags between use. – where a face covering becomes damp it should not be worn)</p> <p>Face visors or shields should not be worn as an alternative to face coverings as they may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission without an additional face covering.</p>	23/2/2021	
	Approaches for meetings and staff training in place.	Risk of contamination through increased contact	H	Meetings and training held via virtual platforms	31/12/20	L

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	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	Teachers need to cover other classes and TA s are required to lead some groups as not enough teachers on site to cover numbers.	M	<p>Plans in place to ensure appropriate staff in place</p> <p>Staff guidance given and explained to all staff</p>	24/08/20	L
	Consideration given to rest areas for staff to ensure social distancing can be maintained		M	Staff room is limited to a maximum of four members of staff at a time so enable social distancing. The library to be designated as an alternative area to sit if there are already four members of staff in the staff room	23/2/2021	
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		H	<p>Staff are aware of available support and advice for schools and pupils available from OCC: <a href="http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss">http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</a></p> <p>Staff are made aware of the OCC counselling services that are available.</p>	31/12/20	L
	Arrangements for accessing testing, when necessary, are in place. Staff are clear on returning to work guidance.	Staff and parents are unclear how to be tested if they suspect they or a member of their family has symptoms.	M	<p>Link to testing guidance to be shared with all parents and staff. A copy of the guidance to be displayed in the staff room and school office.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>	24/08/20	L

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				A supply of home testing kits is held in the school office if needed.	6/11/20	
	The approach for inducting new starters has been reviewed and updated in line with current situation.	Staff do not receive induction.  Social distancing is not adhered to.	M	Update induction packs to ensure they can be delivered electronically. Keep face to face meetings to a minimum and ensure that strict social distancing can take place where this is necessary.	24/08/20	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Too many external visitors on site at one time.</p> <p>Visitors do not understand the hygiene and social distancing procedures at the school leading to increased risk of contact with children and staff.</p>	H	<p>Check with the contractor any requirements their employer has specified before visit. Allow contractor to wear PPE if that is what their employer has specified. Share school protocols.</p> <p>Visitors are asked to wear a face mask whilst in the school building</p> <p>Poster for visitors up in reception.</p> <p>Separate visitors risk assessment and guidance in place which is sent to them in advance of their visit.</p>	<p>24/08/20</p> <p>6/11/20</p> <p>6/11/20</p>	L





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				<p>remind them of the need for social distancing.</p> <p>Families waiting for drop-off or collection are to use painted spots to ensure distancing.</p> <p>Parents are not allowed to enter the school building, unless they have a prior appointment to do so.</p> <p>Restrict the number of visitors allowed to enter the building to those who are necessary to carry out essential work or safeguarding.</p> <p>School lunches to be eaten in classrooms.</p> <p>Toilets to only be used by no more than two children at a time and not at the same time by children from different bubbles. Toilets to be cleaned (particularly door handles, toilet flushes, taps) at regular intervals throughout the day.</p>	31/12/20	
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<p>Parents are not aware of new procedures and DfE advice.</p> <p>Increased risk of exposure to virus.</p>	H	<p>Advice to be given to parents in communication prior to actually starting back in school reiterating the importance of reducing the risk of transmission by travelling to school on foot, bicycle or own car, do not car share with anyone outside of their own household,</p>	24/08/20	M

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				avoid taxis and try not to use public transport unless social distancing is possible		
	Approach to children entering school and classrooms	Children and staff not aware of process resulting in mixing of children between groups and increased risk of transmission.	H	<p>Children to go straight to their classroom with member of staff.</p> <p>Most classrooms will be accessed directly from the outside of the building.</p> <p>Children and staff to wash hands for at least 20 seconds on arrival and then again before and after eating, and after sneezing or coughing as a minimum.</p> <p>Children and staff to wash hands when they return from breaks</p> <p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands.</p> <p>Children to wash hands at the end of the day before going home.</p>	24/08/20	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Deliberate breaches of social distancing can increase risk of other children and staff contracting the virus.	H	<p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	24/08/20	L

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<b>Social Distancing</b>				School to follow normal disciplinary procedure for pupils who deliberately breach social distancing.		
	Approach to communal gatherings e.g assemblies , sports events etc– if still occurring, plan in place to manage social distancing.	Risk of bubbles mixing if assemblies continue in normal format	M	All communal gatherings cancelled till further notice and then reviewed regularly during the academic year based on current advice at that time.	6/11/20	L
	Social distancing plans communicated with parents, including approach to breaches.		M	Parents have been advised on schools plans for social distancing by letter. When date of reopening is confirmed further communication to be sent to parents outlying the school's expectations for social distancing and that we will be following the schools disciplinary procedure in the event of deliberate breaches of social distancing.	24/08/20	L
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.		M	Each group of children allocated their own area of the playground and equipment to be used. This is communicated to both staff and children.	22/06/20	L
	Arrangements in place to provide food to pupils on site, including		M	Liaise with catering team re availability to work.		L

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Catering	the requirement of universal free school meals.	School kitchen has been closed.  All catering staff shielding, unable to return to work onsite from 1 <sup>st</sup> June.	H	Kitchen reopen and now providing both hot and cold lunches which are being delivered directly to the classrooms and eaten in the classrooms to maintain the social bubbles.  Liaise with caterers re provision of meals from neighbouring schools.  In event of kitchen not being able to reopen parents will be requested to provide a packed lunch for their child.	6/11/20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.		M	Children will have both a hot lunch and a packed lunch available and this will be eaten in their classrooms to enable social distancing and ensure that they do not mix with children from other groups.	6/11/20	L
Catering	Arrangements for food deliveries in place	Unnecessary visitors on site	M	Food delivered via site gate directly into the kitchen. There will be no contact with the main building of the school.	24/08/20	L
Reduce the risk of spreading the virus	Twice weekly lateral flow testing at home of school staff to identify any asymptomatic Covid-19	Low uptake of staff willing to undertake regular testing	M	School Business Manager attended DfE webinars around lateral flow testing for primary schools.	5/2/2021	

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	cases within the school staff community	<p>Poor communication to staff around why lateral flow testing is important and how it should be conducted</p> <p>Staff not reporting results of lateral flow tests either to test and trace or the school</p>		<p>Email communication and verbal communication in teacher meeting explaining how lateral flow testing would work and with links to explanation videos.</p> <p>Staff survey conducted to gain understanding of how many staff would volunteer to take the lateral flow tests – over 95% of staff have confirmed they will take the tests</p> <p>Google form created so that staff can easily report their test result to school from home.</p> <p>Testing monitored to ensure expected results are received – so far 100% of tests taken have been reported back to the school and all tests have been negative.</p> <p>Communications to staff have been clear on actions to take should a test be positive and SLT have procedures in place to undertake test and trace within the school community should this be necessary.</p> <p>If a member of staff has symptoms of coronavirus (COVID-19) (even if they recently had a negative LFD test result) should still self-isolate immediately in accordance with</p>		

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				the government guidelines. They will need to arrange a lab-based PCR test to check if they have the virus.		
<b>Response to suspected/ confirmed case of COVID19 in school</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Unable to access sufficient PPE equipment meaning staff exposed to additional risk.	H	<p>PPE purchased in advance of school opening and includes gloves, masks, aprons, hand soap and hand sanitiser. Ongoing PPE equipment to be sourced from multiple sources including cleaning company, school suppliers e.g ESPO and OCC via weekly PPE ordering system. Supplies of PPE monitored by office staff to ensure that supplies are ordered well in advance.</p> <p>PPE equipment available made known to staff and advice given on situations when it needs to be used.</p> <p>A contingency supply of face masks is held in the staff room and is available for people who are struggling to access a face covering, are unable to use their face covering as it has become damp, soiled or unsafe or have forgotten their face covering.</p> <p>The wearing of additional PPE for coronavirus (COVID-19) is only required in a very limited number</p>	24/08/20	L

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				<p>of scenarios for example when a pupil becomes ill with coronavirus (COVID-19) symptoms, only then if a 2 meter distance cannot be maintained.</p> <p>PPE to be used by staff for all personal care and this should be changed between each child. Only children who are toilet trained to return to nursery or reception to reduce the need for staff to undertake personal care.</p>		
	If an individual develops coronavirus (COVID-19) symptoms or has a positive test either in or outside of school		H	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>• They have one or more coronavirus (COVID-19) symptoms</li> <li>• a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> <li>• they are required to quarantine having recently visited countries outside the common travel area</li> <li>• they have had a positive test</li> </ul>	23/2/2021	L



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				<p>They must immediately cease to attend school and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>the start of their symptoms</li> <li>the test date is they did not have any symptoms but have had a positive test (whether this was a Lateral flow device or PCR test)</li> </ul> <p>Anyone told to isolate by NHS test and Trace or by their public health protection team has a legal obligation to self-isolate.</p> <p>Anyone who develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) must be:</p> <ul style="list-style-type: none"> <li>sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days</li> <li>advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>advised to arrange to have a test as soon as</li> </ul>		
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>possible to see if they have coronavirus (COVID-19)</p> <p>Other members of the household (including any siblings and members of their support or childcare bubble) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms and the next 10 full days. If a member of the household starts to display symptoms whilst self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for</p>		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>The member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, does not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see Confirmed case in a family or staff members</p>		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				household below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .		
	Confirmed Covid-19 case in school			<p>Contact the dedicated advice service by phoning the DfE helpline on 0800 0468687 and select option 1. They will guide the school through the action that is needed based on the latest public health advice.</p> <p>Based on the advice received anyone who has been in close contact with the person testing positive must be sent home and advised to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>anyone who lives in the same household as someone with coronavirus (COVID-19)</li> </ul>	6/11/20	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<ul style="list-style-type: none"> <li>anyone who has any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:               <ol style="list-style-type: none"> <li>face to face contact including being coughed on or having a face-to-face conversation within 1 meter</li> <li>been within 1 meter for 1 minute or longer without face-to-face contact</li> <li>been within 2 meters of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>travelled in the same vehicle</li> </ol> </li> </ul> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case</p>		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days</li> <li>• if the test is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible of confirmed coronavirus (COVID-19) infection.</li> </ul>		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Suspected case in a family or staff members household		H	<p>Child/staff member not to attend school for 10 days from first symptom detected in family member or for 10 days from the onset of the child's/staff member's first symptom if they go onto develop COVID-19</p> <p>Child/staff member not to attend school for 10 days from first symptom detected in family member or for 10 days from the onset of the child's/staff member's first symptom if they go onto develop COVID-19</p> <p>Deep clean of the classroom and area that child/staff member may have used</p> <p>Child/staff member can return to school sooner if the symptomatic person tests negative for Coronavirus (Covid-19)</p>	<p>6/11/20</p> <p>6/11/20</p>	L
	Confirmed case in a family or staff members household	-	H	<p>Contact PHE (South East)</p> <p>If child/staff member receives a positive test the school will follow phone the DfE advice line and follow their advice.</p>	6/11/20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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	Current learning plans, revised expectations and required adjustments have been considered.	Planning and expectations have not been modified to account for COVID19	M	Education continuity Plan Recovery Curriculum Resources and guidance distributed Staff meetings and briefings at least weekly	24/08/20	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>	Social distancing measures are not in place for certain subjects	M	<p>All lessons planned with social distancing in mind e.g. non-contact PE</p> <p>Pupils to work at a social distance wherever possible</p> <p>Some activities (assembly, group and paired work) will not take place while social distancing measures in place. 'Bubbles' created to ensure least amount of contact for staff and pupils as distancing cannot be guaranteed in EYFS and Year 1</p> <p>Pupils should be kept in consistent groups for PE and the sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Outdoor sports should be prioritised over indoor PE but when doing indoor PE windows and doors need to be opened to maximise natural ventilation flow and enable distancing between pupils. Only team sports whose national governing bodies have developed guidance under the principles of the government's</p>	24/08/20	L



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>guidance on team sport and been approved by the government should be considered.</p> <p>Competition between different schools cannot take place until wider grassroots sport for under 18s is permitted.</p>		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> <li>accelerated learning</li> </ul>	Inconsistent approach to an adapted curriculum	M	<p>Guidance and training on recovery curriculum approach Staff meetings and briefings and least weekly Ongoing staff support</p> <p>Monitoring of work submitted to GoogleClassroom and MTP <b>coverage by senior Leaders to capture pupil achievements about outcomes</b></p>	24/08/20	L
<p><b>Curriculum / learning environment</b></p> <p><b>Pupils with SEND</b></p> <p><b>Attendance</b></p> <p><b>Communication</b></p>	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Current policy may advise physical restraint in certain situations which means that social distancing cannot be adhered to posing a possible risk to staff.	H	Review the current behaviour policy and make amendments to procedures where they would have involved touching or handling a child to ensure that physical contact is avoided unless not to poses a direct risk to a child. In that situation appropriate PPE for the staff member needs to be considered.	24/08/20	L
	Approach to provision and return to school for children with SEND.	Children may become distressed and unable to understand the new procedures in school.	H	Individual plans and Risk Assessments (for specific pupils) to be drawn up for each child and their return to school tailored to meet their individual needs.	24/08/20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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	Monitoring children who are absent but due to be in school.		H	Normal attendance registers to be resumed and office staff to follow up any child who is due to be in but is absent from school as per the school's attendance policy.	24/08/20	L
	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	Regular staff communications to keep them informed of plans, risk assessments. Ensure staff are aware of the communications being sent home to parents	24/08/20	L
<b>Remote Education</b>	Remote education plans in place to ensure continued learning for pupils who are unable to attend due to self-isolation		M	Remote education lessons planned in advance to ensure provision is ready for when a child has to self-isolate. All children are already set up on google classroom or tapestry and both staff and children are familiar with the system	23/2/2021	
<b>Pupils with SEND</b>	Opening plans shared with governors.		M	Headteacher to share plans and risk assessments regarding opening so that the governing body is aware of and in agreement with the school's plans	24/08/20	L
<b>Attendance</b>	Communications with parents:  Wellbeing/ pastoral support/ support and acknowledgement to parents		M	Regular parental communications to keep them informed of plans, risk assessments. Give parents notice before or any changes are made.	24/08/20	L
<b>Communication</b>  <b>School events, including trips</b>	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing arrangements</li> <li>Handwashing</li> </ul>		M	Pupils to be advised by classroom staff on first day back at school what the new arrangements and expectations are and then reminded regularly as needed.	24/08/20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<ul style="list-style-type: none"> <li>• 'Bin it, catch it, kill it' approach</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>			Posters up in classrooms to remind children regarding handwashing and sneezing.  Children to be taught the principle 'catch it, kill it, bin it' and hand washing techniques.		
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Communicate with parents with regular newsletters, Twitter updates and information on school website	24/08/20	L
	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. <ul style="list-style-type: none"> <li>•</li> </ul>		M	All school trips and events, such as sports day, KS2 play have been cancelled.  <b>All educational visits remain cancelled following DfE guidance. This will be reviewed as and when we receive more guidance from DfE..</b>	24/08/20  <b>23/2/2021</b>	L

## APPENDIX A

### EYFS Additional Control Measures

Water storage	Two trays for water bottle storage, one for each group		M	Children will put water bottles into a tray for their group. Trays will be changed between groups.	1x week	L
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Handwashing	Children in EYFE will wash their hands frequently according to a schedule: upon entry to the building, before and after eating, after using the toilet, upon entry when coming in from outdoor play, after tidying up, before going home.		M	Review times of day children wash hands to ensure the schedule is robust.	1x week	M
Water Bottles for drinking	Water bottles will be kept out of reach of children. Children will ask staff as/when they need a drink. Staff will wash hands before handling water bottles.		M			
Changes of clothes	Children will have a named carrier bag with 2 changes of clothing which will remain in school. This will only be sent home if child has needed to have a change of clothing		M			
Waterproof and Wellies	Children will have a set of waterproof clothing and wellies which will remain in school.		M			
Artwork	All artwork children have made will be clearly dated and quarantined for 72 hours before it is sent home		M	Children will put things they make into Take Home boxes. Paintings and othe artwork will be hung up on pegs.	1 x week	L
Health and Self-Care	Children will be required to be independent in toileting, hand		M	If a child needs to be changed, staff will wear a face mask, gloves and an apron whilst changing	1x week	M

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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	washing, dressing/undressing, changing into outdoor clothing					
Resources	Resources will be grouped and put in a rota. After use, resources will be sprayed with Dettol spray and put away until next time in use (at least 72 hours between uses)		M	Review provision to ensure children are able to access a variety of resources and activities.  Teachers will plan for additional daily small group activities.		
Sand Play	This resource will not be in use.		L			
Play Dough	This resource will not be in use		L			
Water Play	All resources will be sterilised with Milton tabs on a daily basis					
Use of Outdoor Area of Classroom	Teachers will plan for more teaching time outdoors for all students.		M			
Drop-off and Pickup (Nursery)	Parents/carers will be allowed to enter the premises to drop off and collect their children in nursery. Parents/carers will be kept socially distanced whilst waiting to be let into school and whilst waiting for the children to be let out of school. Parents/carers must leave the premises immediately upon dropping off or collecting their children. Clear signage will be posted.		M		1 x week	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Socially Distanced Drop Off and Pick Up (Reception)	<p>Parents/carers will be allowed to enter the premises to drop off and collect their children in nursery.</p> <p>Parents/carer will be kept socially distanced whilst waiting to be let into school and whilst waiting for the children to be let out of school.</p> <p>Parents/carers must leave the premises immediately upon dropping off or collecting their children.</p> <p>Clear signage will be posted.</p>					
Separation Anxiety	<p>Staff will help children who find it difficult to leave their parents/carers one at a time.</p> <p>Staff will ask permission to hold child's hand (both reception and nursery) or to pick up child (nursery only). Staff will then bring child into the classroom to the other member of staff before coming outside to get any other children.</p>		M	Children must be standing up next to parent/carers for staff to hold their hand or pick them up. Staff cannot take a child from parent's arms.	1 x week	L
Cooking	No cooking activities during this time.					