

Grange First COVID-19: Operational risk assessment for school reopening September 2020 Version 2



Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: (This Risk Assessment replaces the Risk Assessments for Partial Reopening in Summer term 2020)

Assessment conducted by:	Clare Clougher	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of initial assessment:	1. 9.20	Review interval:	Fortnightly	Date of next review:	February 2021

Related documents that have been consulted in drawing up this risk assessment

Government guidance:

Risk assessment should be read and understood in conjunction with the following guidance:

Trust/Local Authority documents: Exemplar risk assessments Primary and Secondary, Union Guidance: Planning Guide for Primary Schools: NEU/GMB/Unison Commentary and Checklist

<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>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

<https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools>

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>
<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>
<https://www.educationsupport.org.uk/>

SEE ALSO: Behaviour Policy, Marking and Feedback Policy, Visits and Visitors during Covid 19

Likelihood	5 Almost Certain	5	10	15	20	25	Risk Rating	
	4 Probable	4	8	12	16	20		20-25 High Risk
	3 Possible	3	6	9	12	15		15-16 Medium/High risk (Amber risk level will be adjusted according to R rate)
	2: Unlikely	2	4	6	8	10		8 -15 Medium Risk
	1 Rare	1	2	3	4	5		1-6 Low Risk
		1	2	3	4	5		
Consequence/Severity/Injury								

RAG RISK RATING INDEX

Key Measures and rationale from DFE Guidance

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Grange Covid 19 Risk Assessment

This is a dynamic and ongoing document and will respond to advice from PHE, Government and local Promise Board/LA Risk Assessment Groups.
The Risk Assessment is shared with all staff and governors and will be reviewed on a weekly basis. All changes will be tracked and consulted on with staff

Teaching Groups and Interactions

Area of Focus	Who is at risk	Residual Risk Level after actions	Actions to minimise Risk	Action carried out and monitored & Responsibility of
Risk of transmission of Covid among children and staff in school	Children and staff	2 x 3	<p>Risk managed through Class Bubbles max 30 pupils (during Jan/Feb 2021 lockdown max bubble size is 15-16 depending on the size of the classroom)</p> <p>General principles</p> <ul style="list-style-type: none"> • Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary • Children will remain in class bubbles at all times during the day. • No circulation around school other than to the office if necessary (only to the office window), using the toilet, access to the hall for PE and the dining hall for lunch. • The same teacher(s) and other staff are assigned to each class and, as far as possible, these stay the same during the day and on subsequent days. However, guidance allows staff to move between bubbles where needed. • Each class bubble has a separate area for playtimes • Where possible, children in KS1 and KS2 will maintain social distancing rules. • Children use the same classroom throughout the day with a thorough cleaning of the rooms at the end of the day. • Children will use the same desk and resources each day • Students are to remain seated and to be discouraged from 'wandering' in the classroom. • Posters displayed and verbal reminders to follow social distancing . • Whenever possible, students will avoid close face to face contact and minimise time spent within 2 metre of other members of the school. Whenever possible, students should not touch other students or adults. • The school timetable has been reviewed to ensure lessons with a view to ensure movement around the school at the same time is kept to a minimum. Only virtual assemblies will take place. • Each Year Group has a designated toilet area. The school toilets are now unisex. Only one child at a time will go to the toilet. They will be cleaned twice throughout the day. • Each Year Group has a phone or a designated and labelled walkie talkie for emergency contact. This should be set on channel 6 	CC/BKS

		<p>2 x 3</p>	<p>Classroom Organisation</p> <ul style="list-style-type: none"> • The senior leadership team have carried out physical examination of spaces • Windows and doors will be open as often as is possible and safe in all rooms, including offices where there is more than one person working. • Children in KS1 and KS2 will sit facing forward in rows or tables of 2. The carpet area will not be used in KS2 classes. A small number of children may use a designated spot in Year 1 and Year 2 for a limited time period as long as they can all sit facing forwards. • An aisle will allow movement of the teacher between desks. • Each child will have their own pencils, glue, ruler, and scissors etc which are not shared. These will be in their own trays on each table. • Coats will be kept on pegs. If the pegs are outside the classroom, classes will access them at different times • Each class has self-contained resources for teaching their class. If resources need to be used by another class bubble, they will be wiped down with anti-bacterial spray or quarantined for 72 hours. • Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff • Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Soap and washing facilities are in every classroom as well as a bottle of hand sanitiser. • Pupils and staff will be encouraged not to touch their mouth, eyes and nose • Tissues to be available in all rooms so that staff and adults can 'Catch it, Bin it, Kill it' • Students are to wash hands with soap and water on first entering the building, before eating and before exiting the building at the end of the day. Hand sanitiser can be used when a class leaves or returns to the classroom up to a maximum of twice between these hand washes. • PPE sets are in each classroom • Each classroom has a lidded pedal bin for tissues and potentially infected waste • Children have a labelled water bottle (no use of water coolers by children) • A 'clear desk policy' should be adopted for staff and student desks 	<p>CC BKS</p>
		<p>6</p>	<p>Social Distance Teaching</p> <ul style="list-style-type: none"> • Training/Briefings are given to staff on correct social distancing routines • Teachers are asked to modify teaching approaches try to keep a distance especially avoiding face to face support whenever possible. • Teachers should avoid bending down to children making close contact • Children will use books as usual to record learning/activities. Feedback on learning will be written and verbal. Staff will revisit the school marking policy and ensure that marking/feedback is pertinent and moves children on while being less time consuming for staff. Effective verbal feedback will be the main teaching strategy. • Each child has their own resources at their work station • Teachers should limit any resources going home to reading books. • Teachers should wash hands after touching any books/surfaces 	<p>CC BKS</p>

			<ul style="list-style-type: none"> No food-based activities will take place SEESAW and Tapestry will be used to set and receive Homework activities. 	
EYFS classrooms – risk of transmission		3 x 3 = 9	EYFS <ul style="list-style-type: none"> In Nursery, the bubble will involve all Nursery pupils, as some children are full time and others part time. In Reception, students will spend all of their time within their class bubble of 30 children maximum. Students are not expected to maintain social distancing but are expected to stay in their bubble. Soft furnishings such as cloth chairs, rugs, cushions, cuddly toys and bean bags to be removed. Equipment on surfaces will be kept to a minimum to allow cleaning to occur. Sand trays must be sealed and not used. Playdough can be used by one cohort but students will wash their hands after playing with it. Reception students will have their own white board, pen and cloth in their drawer The outdoor classroom will be divided into two areas, one per class. Reception students must stay in their designated area of the yard. 	CC BKS
Risk of Transmission of Covid among children and staff in school	Children and staff	2 x 3 = 6	Dinnertimes <ul style="list-style-type: none"> A timetable is set to allow Years R to Yr 2 to eat in the school dining hall. KS2 children and Nursery will eat packed lunches in their classrooms (During National lockdown, all children will eat dinners in the hall and will be given the option of a hot meal) Payment for dinners will be cashless. Parents will use Parent Mail Children will be encouraged to have a school packed lunch. If a child brings in their own packed lunch, it will be stored within their class bubble. No sharing of food. Each class bubble will have one assigned member of dinner staff Staff will support the dinner staff to ensure every child washes their hands before dinner and sanitises afterwards Children will eat either at work stations or socially distanced in the outdoor area. Children will place any packed lunch dinner waste in a black bag that will be returned to the kitchen for safe disposal. The member of dinner staff will have the bubble's labelled Walkie Talkie (this needs to be wiped before and after use) Dinner staff will wipe down surfaces between sittings and/or class desks. Outdoor equipment is only used by one class bubble Student dismissal from the dining hall should be staggered so as to avoid congestion in corridors. 	CC BKS

		3 x 3 = 9	Challenging Behaviour <ul style="list-style-type: none"> Behaviour issues to be dealt with by bubble teacher wherever possible. Should internal exclusion be needed, then this will be done with the Headteacher either outside the classroom or in a well ventilated room where social distancing can be maintained. Where physical restraint has occurred, all parties should wash thoroughly after the event. PPE should be worn if possible Children with an individual behaviour risk assessment will include covid measures where necessary and appropriate School will carry out a risk assessment, if it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. This will include risks of leaving doors open 	CC BKS
	Staff and children	2 x 3 = 6	Administering First Aid <ul style="list-style-type: none"> Only qualified staff are to administer first aid First aid staff should wash hands prior to and after administering first aid. Where social distancing cannot be maintained, the use of PPE should be employed. <p>Available PPE: ○ Disposable gloves ○ Aprons ○ Face masks ○ Visors</p> <ul style="list-style-type: none"> Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned. None disposable PPE should be specific to the user or cleaned after use. Equipment will be identified with the person's name using a permanent marker. First aid box stocks to be maintained by Mrs Rosby Key Staff trained in correct use of PPE (Virtual training 10.6.20) The SEN/Medical room is available for First Aid- stock will be replenished and monitored by Debbie Rosby 	CC BKS
	Staff and children	2 x 3 = 6	Wrap Around Care <ul style="list-style-type: none"> Children will be in Key Stage bubbles School will work closely with Chill Out to ensure protective measures are in place Class LSAs walk pupils from their class to Chill Out. Chill Out hold a record of who attends each day 	CC BKS
		2 x 3 = 6	Cross Contamination when using the Hall <ul style="list-style-type: none"> The hall is available for individual class bubbles to use. Students and staff should wash or sanitise their hands before and after using these areas. Any equipment in the halls must be cleaned immediately after use by the teacher or teaching assistant. Sanitisation supplies will be available in the hall. PE lessons will involve individual work and non-contact sports. 	CC BKS

		3 x 3 = 9	<p>Caring for children who have soiled themselves</p> <ul style="list-style-type: none"> • Staff will wear PPE if they need to change a child • The child will be asked to change and put their clothes in a bag. Where possible, the member of staff will be there to support from a distance <p>Children who are sick</p> <ul style="list-style-type: none"> • Staff follow the suspected Covid procedures with the child. • Inform the school office and caretaker • Evacuate class to the school hall or an outdoor area if necessary until the room is cleaned 	
		2 x 3 = 6	<p>Educational Visits</p> <ul style="list-style-type: none"> • Only visits which are essential to pupil learning should take place. • Educational visits must have an associated risk assessment reviewing Covid19 restrictions. • Residential visits are not to take place until April at the earliest. This will then be reviewed. • No visitors allowed into the building unless they have been approved by the Head teacher or Deputy • Hand sanitisers will be used by visitors on entry to the school 	CC BKS
<p>Risk of suspected Case of Covid 19 in school</p> <ul style="list-style-type: none"> • To individual • Spreading to others 	<p>Children, Staff +wider community</p>	3 x 3 = 9	<ul style="list-style-type: none"> • Staff and parents/carers have been informed of their responsibility to inform us if they or any members of their households have any symptoms. • If anyone becomes unwell with a new, continuous cough or a high temperature or any associated symptoms of Covid 19 in school, they will be sent home and advised to take a test and self-isolate • The school office should be contacted immediately to contact parents • HT or DHT must be informed. • Children will be moved to the Medical Room (SEN BASE) This room will have PPE, window open and window in door to observe child. There is also a phone in the room, toilet next door and door with access to outside for pick up. Remote thermometer to be used. • If the child needs the toilet they use the marked rainbow toilet cubicle. This should be closed after use. If the child is ill and a wider area is judged to be contaminated, the entire room will be closed. • PPE (Kit stored in room) will be worn This includes disposable gloves, visor, disposable plastic apron, fluid resistant surgical facemask (include eye protection if the child is coughing or sneezing) • In an emergency 999 will be called. • If a parent cannot be contacted or is late picking up, the child stays in the medical room – contact a member of the SLT (A set of books are in the room for a child waiting. They will be put away for 72+ hours in the SEN cupboard after use) • Steve and the cleaning team should be alerted and any area/resources where the child has been should be disinfected. During the day staff will be asked to wipe area with disinfectant. • The class should be taken outside or to the hall so that surfaces with which the child has had contact can be cleaned using antiviral spray. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with normal a household detergent followed by a disinfectant 	CC BKS

			<ul style="list-style-type: none"> • If a member of staff has helped a child who is unwell, they do not need to go home unless they develop symptoms themselves. • School will work with PHE/Public Health Protection Team at all stages of test and trace, as shown on flow diagram. • Staff members leave immediately if they develop symptoms at work. Class taken outside or to the hall so that surfaces with which the staff member has had contact can be cleaned using antiviral spray. <p>School to wait for test result and then follow actions on the flow chart and as directed by PHE Public Health Protection Team.</p> <ul style="list-style-type: none"> • School will inform COVID Control Team at NCC by completing the online form. • If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. • If a child is suspected of having COVID they will use a toilet and a rainbow will then be stuck on the door. This alerts children and staff that this toilet cannot be used and must be cleaned. 	
Pupils & Staff				
Risk to wellbeing of children returning to school	Children	2 x 2 =4	<ul style="list-style-type: none"> • Priority after returning from a lockdown (especially for younger children) will be given to establishing new routines and hygiene requirements • Resources have been provided and signposted for families through well-being section on the website. • Resources supplied and signposted for teaching staff to use with children in school. • Staff should be mindful when using PPE that their appearance may make students feel uneasy. 	CC BKS

Risks to vulnerable pupils and disadvantaged pupils	Children	2 x 3 = 6	<ul style="list-style-type: none"> • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. • Updated Behaviour Policy identifies additional risks: • A risk assessment will be carried out for children who have an education health and care (EHC) plan to ensure that their needs can be met as safely as possible in the educational environment. • For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place. • BKS and Dan Tolan will review vulnerable children on a fortnightly basis • Teachers will update CPOMs with any concerns • Free School Meals will be supplied for all FSM pupils out of school who are quarantining • DT and BKS to attend virtual care meetings 	BKS, DT. TG, CC
Loss of learning for pupils out of school	Children	3 x 2 = 6	<ul style="list-style-type: none"> • In the case of a partial or full lockdown staff will use Seesaw and online learning • Where an individual is quarantining, staff will share set work as well as directing the family to the Oak National Academy and White Rose Maths. The teacher will communicate via Seesaw with children who are isolating • 'Catch up' will begin as quality first teaching and DfE grant/funding will be allocated and spent according to clearly assessed needs. 	CC BKS
Risk to school safeguarding or safety due to Staff Availability	Staff and children	2 x 2 = 4	<p>The school has at all times:</p> <ul style="list-style-type: none"> ○ The Headteacher and/or deputy ○ Adequate teachers/LSAs for each Class Bubble ○ At least one qualified paediatric First Aider ○ Designated Safeguarding Leads ○ SENCO or member of staff to cover the role ○ Admin office staff ○ Caretaker and cleaners to fulfil cleaning roles <ul style="list-style-type: none"> • If the school cannot safely operate within staffing guidelines, the Local Authority will be informed and a full or partial closure will take place following set out procedures 	CC BKS
The number of staff who are available is lower than that required to teach classes in school	Staff and Children	3 x 2 = 6	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned • Flexible and supported use of HLTAs/LSAs to support groups • Where a supply teacher is required, they will need to only work with one bubble and be fully trained in school routines before starting. • Head and deputy to speak regularly to First Class Supply about needs 	CC BKS
Risk to staff or children who are	Staff		<ul style="list-style-type: none"> • Staff will be made aware of all guidance and how it applies to them 	CC BKS

Clinically Extremely Vulnerable	and Children	2 x 4 = 8	<ul style="list-style-type: none"> If a staff member is clinically extremely vulnerable they are to follow shielding measures in order to keep themselves safe. Staff must not attend work. Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to not attend school 	
Risk to staff who are Clinically Vulnerable	Staff	2 x 3 = 6	<ul style="list-style-type: none"> Staff will be made aware of all guidance and how it applies to them Staff are encouraged to talk to HT re their own health conditions or vulnerability (eg ethnicity, medical, age, pregnancy) and to follow distancing rigorously. All staff have been consulted re their own clinical vulnerability and that of household members. New guidance issued during summer holiday re clinically vulnerable and this will be used by school. 	
Risk to staff Wellbeing – high levels of staff anxiety	Staff	3 x 2 = 6	<ul style="list-style-type: none"> School will signpost staff to the Education Network and other agencies to support well-being and mental Health. Weekly emails to update staff and share concerns and successes. Staff workload will be considered carefully by the SLT Risk assessment shared with all staff and staff asked to comment and feedback, not just initially but throughout time it is in use. Every time an amendment is made, it will be shared. Staff all encouraged to talk to SLT and each other. 	
Parents/visitors and accessing the school site: See Visits and Visitor During Covid Checklist				
Risk to visitors to premises: Including Contractors, parents and deliveries Contracting Coronavirus	Employees, pupils, contractors, visitors.	6	<ul style="list-style-type: none"> Visitor access is restricted to essential visits only. Where visits are essential school will look at alternative methods of working including: <ul style="list-style-type: none"> Elimination of the need for the visit (Use of technology to carry out appointments) Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evening's weekends). Reduce the amount of time within our premises Limit the numbers of visitors Communication will be provided to parents, visitors or suppliers: <ul style="list-style-type: none"> Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus Visitors must wash/sanitise their hands upon entering our premises. Reminding them of social distancing measures in place Posters have been placed at the school entrance Only one person at a time is allowed in the school reception area. Staff will keep the glass window closed 	
The start and end of the school day create risks of breaching social distancing	Children, staff and parents	2 x 3 = 6	<ul style="list-style-type: none"> Parents are asked, where possible, to walk, cycle or scooter to school. Parents are asked to wear masks on the school site. Members of the SLT on the yard will also wear a mask. Parents are told not to enter the school grounds if they are displaying any signs of the virus A member of school leadership will be present at all key times on the yard The start and end time for school have been staggered 	

guidelines (including Travel to School)			<ul style="list-style-type: none"> • Parents drop off and pick up directly from the class door • Markings will outline to parents where to wait before children enter class • Parents have been asked not to drive near school • Parents have been asked to arrive and leave promptly • A one way system directs parents to keep a distance • Only one parent may accompany a child at drop off • No parents may enter the building. Parents are asked to ring or email the school to talk to the teacher • If a child is late (before 9.20), they will wait at the main Reception and be marked as late. Kerry or Debbie will ring the classroom and ask teachers open the class gates to the child 	
Risk of Covid being transmitted from home	Children, staff and parents	2 x 3 =6	<ul style="list-style-type: none"> • Parents are told that no child should come to school if they are showing any symptoms of Covid • No items should be brought in from home except water bottles/soap/reading folder/packed lunch • Children will not be allowed to bring anything to school other than water bottles, reading folders and coats. Water bottles will be stored on each child's table and must be taken home and washed every night. • Transfer of reading books between school and home: Staff will sanitise hands between handling each book/reading record. Children can record comment and page number if able to. When returned, books will be quarantined before going back into book boxes. • No PE kits in school (children to wear PE kits on days which they have PE – teachers will let parents know which days in half termly letters) • Children and staff will wash hands at the start and end of the school day • Staff must leave all personal belongings in the classroom cupboard or in a staff room at the beginning of the day. 	CC BKS
Emergency Procedures				
Changes of use of building Risk of fire or similar emergency during exceptional period	All in school	8	<ul style="list-style-type: none"> • School will ensure key posts are present within school at all times, this includes <ul style="list-style-type: none"> ○ First Aiders ○ Safeguarding Lead ○ Fire Wardens ○ SLT ○ Caretaker • Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. • Each Bubble to Fire Register • Doors are left open to prevent frequent use of handles and touch plates: Doors should be closed if the room is left unoccupied. • Everyone will maintain social distancing from other bubbles as far as possible during evacuation and at assembly points. • Regular practice drills to ensure pupils have awareness of actions to take • Social distancing enforced where possible at assembly points. • Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid 	CC BKS

			<ul style="list-style-type: none"> • First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available • First Aiders for the school have been issued with the current advice and guidance and alongside school cleaners will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of • Contact details for all parents have been reviewed and updated where needed. 	
Premises Effective infection protection and control				
Risks associated with reopening Areas of Schools which may have been unused since closure	All in school	2	<ul style="list-style-type: none"> • All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation are in place and deemed suitable prior to opening • Check water standards re legionella • All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. • All areas and surfaces have been cleaned and disinfected prior to reopening 	CC BKS
Risk of transmission from surfaces cleaning/resources	All in school	2 x 3 =6	<ul style="list-style-type: none"> • School will follow the COVID-19: cleaning of non-healthcare settings guidance • School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) in classrooms, entrance and exit points and other learning environments • Touch points (door handles, light switches, sinks, bathrooms) to be cleaned at lunchtime by Norma • Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. • Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms • Staff to advise Admin team when additional tissues or sanitising products are required. • Stocks of essential items to be monitored by caretaker and Mrs Rosby (Toilet rolls, soap, sanitisers etc.). Concerns to be discussed with the Head Teacher. • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours. • Where possible we will close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required. 	
Risk from transmission by use of Toilets	All in school	3 x3=9	<ul style="list-style-type: none"> • Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Staff and children will only use toilets nearest to their bubble • Each bubble has a designated unisex toilet • A rainbow toilet is reserved in case of a child who is unwell/showing symptoms of the virus (KS1 toilets) • The number of children who use the toilet facilities is restricted to one at one time (X2 max in KS1) 	CC/BKS

			<ul style="list-style-type: none"> • Posters in toilets to follow social distancing and regular handwashing • Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. 	
Staff workrooms and offices do not allow for observation of social distancing guidelines		4	<ul style="list-style-type: none"> • A physical examination of spaces has been carried out to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Staff should clean desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned. • Staff wipe down any devices used • Only three staff members are allowed in Celia's room (windows must be open at all times) • Up to 5 members of staff can work in the IT suite • Only X2 admin staff allowed in the school office • Staff using a phone should wipe it before and after use • Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. 	CC/BKS
Staffrooms/kitchens do not allow for observation of social distancing guidelines		8	<ul style="list-style-type: none"> • The IT suite is to be used for KS1 breaks • The hall is used for limited staff briefings and PE lessons by class bubbles • The staffroom is used by max X6 people. Windows must be open. Staff may enter the staffroom for making tea;/coffee with meals eaten in the classroom • Posters displayed to follow social distancing and regular handwashing • Wherever possible, stagger breaks to reduce the number using the facilities. • Use of fridge limited to milk/medicines/ sealed food where necessary. Staff must sanitise hands before and after touching fridge/milk • Disposable towels only. • Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily by Steve 	CC/BKS
Financial				
Financial loss and budget deficit		6	<ul style="list-style-type: none"> • Governors have agreed possible £30,000 recovery fund to support return to school of pupils • The school will continue to use Value For Money principles when purchasing equipment e.g. PPE • Supply costs may be incurred and will be recovered through maternity/sickness insurance • HT to continue to monitor budget through monthly updates 	CC/ Governors