

## Risk Assessment Overview

Details	
<b>School:</b>  March CE Primary School	<b>Department:</b>  Whole School

Risk Assessment Title:
<p align="center"><b>General Risk Assessment – Coronavirus COVID 19</b></p> <p align="center">Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.</p> <p align="center">Version 1 – 15/05/20 Version 3 4/7/2020</p>

Who is at Risk?	
<b>People at Direct Risk:</b>  <p align="center">Staff, Pupils and Visitors</p>	<b>Other People Who Could be Affected:</b>  <p align="center">Parents Visitors, Vulnteers, Club users</p>

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk

*Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.*

### Headteachers summary of educational approach:

Priority Is KW and V  
 The Year R 1 and 6. Unable to safely bring in all year 1 and year 6  
 Numbers in each class .  
 All children will return September 3rd in classes of 30 pupils  
 Classes will have staggered starts and ends to the day at different entry points  
 No phased return for year R  
 1 SEN child to be mornings only as per ENCP for 6 weeks

This document will be reviewed on a frequent basis during term 6, based on Government guidance for schools.

**July 2020**

**Please insert in the box below any deviation from the government guidance**

Control Number	Detail



## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	1 1 <b>Trust staff absence policies</b> and school attendance policy updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing. (phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appendix in the handbook. Sent to staff	y
		2 <b>Trust staff absence policies</b> and school attendance policy updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 days. (phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locality attendance policy. On school website <a href="https://www.march.w-sussex.sch.uk/web/attendance/484882">https://www.march.w-sussex.sch.uk/web/attendance/484882</a>	y
		3 Update the school's "Contractor Management Policy" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed foe contractors and visitor in the Visitors handbook This will continue for all contractors. Ensure that most are booked outside the school hours apart from emergencies.	Y

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		4	Communicate the updated policies to Parents and Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polices are on the school website in a covid section. Highlight to parents at beginning of term via the App	y
Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	5	Communicate the updated "Contractor Management Policy" with existing contractors and for new contractors as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Premises aware. Contract policy to be sent to new contractors	y
		6	Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes. Contractors to be booked in when premises officer in or on Thursday pm	y
		7	All visitors and contractors who will access the school beyond reception will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word sign in sheet with extra column please confirm you have no symptoms Just for term 6. In visitors book in school office. This is to remain for the duration	y
		8	Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only office staff or HT will do this . NO visitors or contractors after medical questionnaire completed positive to be allowed on site	y
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	9	Staff or pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes . Room next to HT office will be used for isolation due to the size and empty nature of this room. This is to continue for September.	y

			ACTION PLAN					
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		10	For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only NM or KC or office will supervise children who display symptoms using PPE, this will be to minimise contact with other bubble hub groups Bursar is not to do this due to existing health concern	yes
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	11	For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and an appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only NM or KC or office will supervise children who display symptoms using PPE, this will be to minimise contact with other bubble hub groups. Bursar is not to do this due to existing health concern	yes
		12	Parents should be contacted, and the child / young person collected as soon as practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office to do this now. office will remain a controlled space.	yes
		13	If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The disabled toilet will be used for this due the to nature of the room and wet floor area and tiled room.	yes
		14	School should encourage the parents to have the child/young person tested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact made by NM KC office only.	yes

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Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	15 If the unwell person tests positive, then the child's class or group should be sent home and advised to self-isolate for 14 days. Appropriate procedures in place to contact parents promptly? Liaison with Public Health England is to be expected. Telephone – 0344 225 3861, Option 3 Option 1. Follow government guidance <a href="#">implementing protective measures in education and childcare settings</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NM KC office to make contact with the bubble group of children's parents.	Y send letter on 22/5/2020 Sen new letter after board agrees risk assessment
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. Cont'	Direct transmission of the virus to well individuals.	16 In the event of a positive test the school should ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with <a href="#">COVID 19: cleaning in a non-healthcare setting</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Churchills cleaners will be informed for cleaning asap. Tel: 07880192604	y
		17 Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This teaching staff on site who are COSHH trained Are Churchill's available to clean in one classrooms for emergency - Y	y

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Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	18  School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters up. Day 1 all staff to follow same procedures and lesson to start using video links for the children <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a> EYFS ks1 <a href="https://www.bbc.co.uk/cbeebies/watch/washing-your-hands-song">https://www.bbc.co.uk/cbeebies/watch/washing-your-hands-song</a> KS 1 and 2 <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a> This will be revisited on day 1 for all children and routines for handwashing and social distancing reintroduced for the school. All classes to do this on the first day 3/9/2020	yes
		19 Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminders at the start of the week and as needed All classes to have tissue boxes available and use the lidded bins that are in place in each room	y
		20 Appropriate signage to be placed on display in all rooms, offices, corridors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All toilet areas and classrooms have these displayed.	y
		21 A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins in all classes	y



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		22	Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is to remain as aprt of the good hygiene model in school.	y
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	23	The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment. If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene</b>	Direct infection of a well individual with virus particles transferred to hands	24	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is included in the induction of new staff on 3/7/2020.	y

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	to mucous membranes.	25	Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> <li>- On arrival at school</li> <li>- After visiting the toilet</li> <li>- Returning the classroom after breaks</li> <li>- Before lunch time</li> </ul> Any other time deemed necessary by the supervising staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		26	Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters up. Day 1 all staff to follow same procedures and lesson to start using video links for the children <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a> EYFS ks1 <a href="https://www.bbc.co.uk/cbeebies/watch/washing-your-hands-song">https://www.bbc.co.uk/cbeebies/watch/washing-your-hands-song</a> KS 1 and 2 <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a>	y

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Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene.</b> Cont'	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	27	School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EYFS and KS1 3 basins to every one classroom KS2 1 in every classroom Yr 3/ 4 toilet has 2 sinks – This will have to be a mixed toilet. Yr 5/6 toilets 1 in boys and 3 in girls  This needs to be reviewed with DC on the 15 <sup>th</sup> July.	y
		28	Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside every class room door. This will remain to be used on entry and exit to the school.	y
		29	Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff given at start of lockdown and they canre fill when needed. Staff to ask if need a refill.	y
		30	Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In each toilet	y
Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	31	School to identify staff that can work at home and allow them to do so if possible, to reduce the number of people on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only appropriate for Bursar due to staffing numbers and possible children attending.	y
		32	School to identify any staff that are classified as being clinically extremely vulnerable and required to be shielded and inform them they are not to work at the school. Other tasks may be identified for them to do at home. Seek advice if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School bursar and Chair of Governors	y

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				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	33	School to identify the staff that are classified as clinically vulnerable due to pre-existing conditions they should work from home. If this is not possible then an individual risk assessment is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have asked and none have made school aware	y
		34	Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home where it is practicable for them to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		y
		35	Teaching staff including Teaching Assistants – to be on site only when required to teach their class or conduct supervisory duties. School to adopt a more flexible approach to allowing PPA and marking to be done at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School closing on a Friday for all staff to have PPA. Non contact marking for older children. Staff asked not to take books home so no cross infection. School will be back to normal hours in terms of time allowance for curriculum. KS1 to start at 8.35 – 8.45 3.00 – 3.10 Ks2 8.50 – 9.05 3.10 – 3.20 PPA teacher is able to move between groups – good hygiene measures in place	y
		36	School timetable to be organised to allow flexible working where possible to prevent staff travelling backwards and forwards to school in a single day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PT staff only in on days working. FT are in school	y
		37	Staff working at home have received appropriate guidance for safe working (e.g. DSE workstation guidance).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bursar aware of DSE.	y

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		38	The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spacious staffroom and staggered breaks and lunches.	y
		39	Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff have use of hot wash dishwasher. Individual mugs where appropriate	y
		40	Revised parking arrangements on site (as appropriate) allowing the observation of social distancing to be clarified and communicated to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From 1 <sup>st</sup> June all staff to park in car park opposite This will need to continue although some may have to park on the road – discuss with DC	y
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	41	Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No staff meetings after school on Wednesday. Zoom online if needed. We will have a weekly staffing update via email Staff meetings will return but in the larger classrooms with windows and doors open.	y
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	42	School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		na
		43	School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asthmatics will be asked to seek doctors advice before attending	y

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		44 Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to otherwise measures shall be put in place to support them learning at home. A separate risk assessment may be required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter addition will need to state this. Concerns would be the stringent social distancing in primary school.! We refer to the guidance and spk to parents who may struggle with this .  Letter to restate info re extremely vulnerable, social distancing and measures in place. Info re pick up for ill children	y
		45 If revised, school policies for behaviour and uniform to be reviewed and communicated as appropriate to staff and parents/carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trainers as uniform . This is explicit on the letter going home 21/5/2020  Full school uniform in sep 2020. Behaviour policy to be revisited with staff and children to ensure consistency. New staff induction for behaviour policy 3/7/2020	y
		46 Assess the number of pupils with EHC plans and ensure arrangements are in place to keep them and the adults with whom they will be working safely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 child EHCP year R 1:1 support mornings only as agreed by SENAT team Year 6 1:1 Ta support in the bubble	y
		47 The school has identified the number of children in each year group allowed to return and then allocated them to groups of no more than 15.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Week 1 Key workers/ vulnerable and year R only due to numbers . Email to BB on 19/5/2020	y

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Social Contact on site – Children/Young people  <b>Classrooms.</b>	Direct transmission of virus from carriers to well individuals	48	The school has assessed that identified classrooms for each allocated group has the space to allow adequate social distancing (try to spread your desks out so they're 2 metres apart. If this isn't possible, make sure they're at least 1 metre apart (this is outlined in World Health Organization guidance, page 4) and has the facilities and equipment to meet the needs of the year group concerned. Consider Early Years children having to be taught in classrooms for older children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 pupils to a table facing forwards All children back to their normal classes Pencil cases and water bottles on table.	y
		49	Relocate spare "early years" furniture into other classrooms to allow the age groups to be more comfortable. (Conduct a Manual handling Risk Assessment if needed.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of The DEN to house all soft furnishing furniture.	y
		50	Where schools have a larger number of groups of children than the number of classrooms or rooms available for teaching. Seek advice from your LA or Trust. <i>Guidance suggests schools should prioritise children from priority groups and children in younger year groups.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed this action with BB on 19/5/2020 and timetable for pupil return within parental letter	y

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		51	<p>In the identified classrooms the following is to occur:</p> <ul style="list-style-type: none"> <li>- Remove from use excess seating.</li> <li>- Re-organise desks in the space to allow 2m social distancing between pupils (try to spread your desks out so they're 2 metres apart. If this isn't possible, make sure they're at least 1 metre apart (this is outlined in World Health Organization guidance, page 4)</li> <li>- Remove soft toys and furnishings that cannot be easily hygienically sanitised.</li> <li>- Remove any hard toys that are complex and difficult to clean.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All completed and seen in action by DC	y
Social Contact on site – Children/Young people  <b>Classrooms. Cont.</b>	Direct transmission of virus from carriers to well individuals	52	Children must stay within their identified group for the majority of the time. Children must not be allowed to change groups unless for exceptional reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children will remain in their year group. SEN groups and recovery interventions to have specific areas for each class only.	y
		53	Staff must stay with their class group throughout the day where practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y



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Social Contact on site – Children/Young people  Playgrounds	Direct transmission of virus from carriers to well individuals	54	Stagger break / playtimes / use of outdoor spaces so that different groups are not using the space at the same time where space is limited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See timetable. See new timetables for playtimes, lunches and arrival/end of day.	y
		55	For schools, where there is a larger amount of outdoor space that can be easily and clearly segregated, different groups can be allocated to specific areas. 2m exclusion zones shall be in place between areas to allow social distancing. If there is no fencing or physical barrier then this will need to be supervised by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field to be split into 3 groups using hazard tape . timetable issued to all staff. This will continue.	y
		56	Outdoor play equipment, including climbing frames etc will not be used unless the equipment can be demonstrated that it can be cleaned effectively between groups of children using it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be marked off with hazard tape as wooden.	y
		57	Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ta's and teacher to supervise breaktimes within their groups	
Social Contact on site – Children/Young people  Playgrounds Cont'	Direct transmission of virus from carriers to well individuals	58	For younger children, introduce more structured play, by using games which promote social distancing instead of allowing "free" play.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y

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Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	59	Where possible implement one-way systems in and out of buildings to reduce mixing of people and children. Have a plan to show routes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		60	Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Put in the pick up and drop off plan that has been disseminated to all staff and parents	y
		61	Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a "walk on the left" protocol.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Although corridor by year 3 /4 too narrow . Exits to the playground will be via outside doors for all classes apart from year 1	y
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	62	Ensure that the drop off times for various year groups or class groups are staggered to reduce the number of people trying to access the school at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See timetable	y
		63	Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In parental letter	y

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	64	Develop an appropriate “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See parental letter All staff given a plan of the school to show drop off and pick up points for classes for sep 2020.	y
		65	Assess the school site and identify where appropriate signage and marking designating 2m social distancing can be placed to allow parents / guardians to drop off their children in a controlled manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On letter and floor signs. Sprayed signs on car and pavement to the school.	y
		66	Identify a one-way flow for any drop off system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See parental letter Open front entrance to the school so we don't need a one way entrance to the site.	y
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	67	Children should be collected by an identified member of their household only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		68	Stagger collection times to manage the collection process as much as reasonably practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		69	Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact - <b>Collection</b>	Direct transmission of virus from carriers to well individuals	70	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On parental letter	y
Social Contact. <b>Drop Off and Collection</b>	Direct transmission of virus from carriers to well individuals	71	Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NM RB SJ	y
	Risk of possible transmission to pupils who travel to school by bus/minibus/ coach/taxi or public transport	72	Consider pupils transport arrangements to reduce any unnecessary travel on coaches, buses, minibuses or public transport where possible. Revise school risk assessments in the light of any changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nm has made contact with WSCC – Buses on pause until sep as unable to maintain the social distancing bubble. Will make contact again to restart for sep 2020  Call on the 29 <sup>th</sup> June made review on week beginning 13 <sup>th</sup> with WSCC due to mini buses.	y
		73	Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In letter	y
Social Contact. <b>Dining Hall</b>	Direct transmission of virus from carriers to well individuals	74	Increase the lunch time period to allow effective staggering of the lunch timings for different class groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See new timetables	y

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		75	To maintain social distancing between groups capacity of the dining hall will need to be reduced. Create a layout plan which details the seating arrangements to be put in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New tables discussion with finance team to be had.	y
		76	Class groups should be brought in one group at a time and either allowed to sit in their designated area to eat their packed lunch of join a supervised queue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Packed lunches to eat in classrooms and hot dinners for ks2 to be brought to classrooms on trolley. Designated areas to be used for year groups at lunchtime.	y
		77	Work with the School Caterers to determine how food can be served in a socially distanced manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place during the lockdown This will continue with floor markers Double tables in front of serving areas Discuss with Chartwells the increase in number of trays needed for serving	y
		78	Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between classes. <i>COVID 19: cleaning of non-healthcare settings.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	79	Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		80	Food provision and service should be changed to prevent the need of open salad bars, self service foods, shared condiments and sauces. Individual servings should be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No salad bars.	na
		81	Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will need changing from the serving trolley and place on tables ready or handed by class teachers / TAs supervising.	y
		82	Children should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		83	Children on packed lunches should be provided with hand sanitiser gel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	84	School assemblies should no longer occur, investigate the use of online technology e.g. Teams or Zoom to hold an assembly whilst the children are in their classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Online worships NM/EC to recommend good websites for staff. Outside worship weather dependent for Key stages.	y
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	85	PE for mixed learning groups are not to occur. In large facilities two groups can use the same facility. Risk assess the space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside pe only	y
		86	Sports hall should be used at half capacity for sports that do not promote contact between individuals. Preferably for single class groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hall only used for lunches . unless the weather is poor. New tales to be purchased to support quick movement and safety.	na

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	87	PE Department / PE leads to develop appropriate sports / PE lesson plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		na
		88	Outdoor PE lessons are preferred to reduce the risk of transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		89	Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hygiene spray to be used on equipment between groups if using same equipment.	y
		90	For older pupils that would require a changing room, consider allowing the children to arrive at school wearing appropriate sports kit that would be worn for the remainder of the day to avoid the need for changing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		na
		91	Assess the current changing facilities, to determine if they are large enough to maintain a 2m social distance for a maximum of 15 pupils at a time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		na
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	92	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs of social distancing and reduce the risk of disease transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		93	Shared resources are prohibited. Children to be provided with individual resources where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children to bring in pencil cases. Scissors to be on their tables for older children	y

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	94	School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	indirect transmission of virus from carriers to well individuals	95	If, contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		96	If the school employs their own cleaners, discussions will be required to determine changed working patterns throughout the day to meet the requirements of the above guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		na
		97	All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Churchills to complete this in line with their contract RB to do	y



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces:  <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	98 The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> <li>Each room that is in use shall receive a deep clean once per day.</li> <li>Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use.</li> <li>Each room in use shall have its high use hard surfaces cleaned frequently.</li> <li>Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> <li>Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will need to be communicated asap with INGRID from Churchills and with Ian the school cleaner. At lunchtime all classes	y
		99 School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EYFS , Toilets , touch points and door handles, individual desks	y

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		100	Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contacted Churchills re this RB will liaise if needed.	y
Contact with virus particles on surfaces:  <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	101	Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> <li>What is to be cleaned,</li> <li>What chemicals are to be used,</li> <li>The frequency of cleaning,</li> <li>Who is to undertake the cleaning,</li> <li>Method of cleaning,</li> <li>Safety precautions to be taken.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact Churchills re this RB  Lunchtime all areas to be cleaned. Staff.	y
		102	Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Up to date level of cleaning products in the cleaners cupboard	y
		103	Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		104	Identify any higher risk or new chemicals (e.g. cleaning materials) that require a separate COSHH assessment. Train cleaning staff on the findings if employed directly by the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Churchills confirmed. All TA's COSHH trained	y

				ACTION PLAN				
What are the hazards	What might happen?	Controls		Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
				Yes	No	N/A		
		105	Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Churchills confirmed	y
Contact with virus particles on surfaces:  Effective cleaning.	Indirect transmission of virus from carriers to well individuals	106	Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England health Protection team on this matter if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need a PPE risk assessment from Darren Trust wide agreed PPE room all set up	

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
		107 Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method:					
		<ul style="list-style-type: none"> <li>use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> </ul>					
		or <ul style="list-style-type: none"> <li>a household detergent followed by disinfection (1000 ppm av.cl.).</li> </ul> Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprays to be in place for staff to use mid day	y
		108 Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside bins for this	y
Contact with virus particles on surfaces:  Effective cleaning.	In Direct transmission of virus from carriers to well individuals	109 Assess there is sufficient waste storage space to securely store any increase in waste generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside bins available	y

What are the hazards	What might happen?	Controls		Control in Place?			ACTION PLAN	
				Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces:  <b>Toilet facilities / handwashing.</b>	In Direct transmission of virus from carriers to well individuals	110	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		y
		111	Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knock and wait signs . This will be revisited again in September by all classes	y
		112	Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KS1 and EYFS toilets are within the classroom setting and therefore can be monitored.	y
		113	Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot water tanks in year 3&4 classrooms Anti Bac in classrooms and hot water in the toilet areas.	y
Fire Procedures	Due to changes in use of building / direction in corridors fire evacuation may not be clear	114	Share updated fire evacuation information with all staff and children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New evacuation drills to take place. Field and playground to be used.	

NB. The above risk assessment has been devised using the following guidance:

[Coronavirus \(COVID -19\): implementing protective measures in education and childcare settings](#)  
[Actions for schools in the Coronavirus outbreak](#)  
[Supporting vulnerable children and young people during the coronavirus \(COVID – 19\) outbreak.](#)

[COVID-19: cleaning of non-healthcare settings](#)

[COVID-19: guidance for households with possible coronavirus infection](#)

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[COVID 19: Staying Alert and safe \(social distancing\)](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

### Sign Off Sheet

Headteacher Details:		
Headteacher(s) name:	Headteacher(s) signature:	Date:
Mrs Nicky Metcalfe	<i>N Metcalfe</i>	21/05/2020

Trust Officer to sign below to accept the assessment		
Officers name:	Officers signature:	Date:
	<i>[Signature]</i>	

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:

## Appendix I: DCAT Sign off

Date of on-site visit:	Thursday, 21 May 2020 (AM)
Name of DCAT Executive Leader completing check:	Darren Carpenter

Risk Assessment reviewed: **Yes** / No

Action Plan reviewed: **Yes** / No

### Notes from on-site visit

Year	Key + Vuln	Total In	Notes
R (2 Classes)	13 + 2	22	Split into two classes
1	14 + 3	17 (Overspill to year R) 24 Requested	Unable to facilitate return other than key workers & vulnerable. Overspill to reception if needed
2	13 + 3	15	Key workers and vulnerable
3	14 + 1	15	Key workers and vulnerable
4	14 + 2 (1)	15	Key workers and vulnerable
5	11 + 4	15	Key workers and vulnerable
6	11 + 5	15 19 Requested	Unable to facilitate return other than key workers & vulnerable.

All classrooms have been modified to suit 15 children in each.

One additional classroom provisioned to facilitate a total of eight classes. Tables spaced to maintain 2 metre distance.

Proposal to close the school to all pupils at 12.15 on a Friday to facilitate a deep clean of the school (this will be also used to facilitate PPA and NQT time) \*\* Child minding facilities available in emergency.



- 1 – Communicate Trust (staff) absence policy. Clarify that pupil absence policy is school's own.
- 2 – As above
- 3 – Policies to be communicate to stakeholders as required
- 7 – Clarified that this can be a 'check box' on sign in sheet. Sign in sheets can be temporarily amended to include this.
- 17 – Raise with Churchill. Discussed the possible need to close a class if there was a suspected Covid-19 case until deep cleaning can take place
- 27 – Discussed numbers/ratios. Possibility of creating temporary gender-neutral toilets if needed (further advice needed)
- 44 – Refer to guidance around social distancing in primary school. Need to communicate to parents/carers who may choose not to send in their children anyway.
- 59 – Discussed possible routes to reduce contact during lesson transition. Refer to DfE guidance.
- 72 – To communicate with WSCC about plans. Refer to WSCC update regarding transport arrangements.
- 72 – To communicate with parents/carers as needed
- 80 – N/A but to discuss with Chartwells if needed.
- 81 – Temporary procedure required to reduce risk. School has already liaised with Chartwells to facilitate this.
- 86 – N/A as PE will be provided outside and/or in class (e.g. Joe Wicks).
- 87 – N/A. PE leads have provided suitable classroom or field-based activities.
- 90/91 – N/A. No changing required as will be in school uniform.
- 95 – N/A. Service Level Change not required and COSHH sheets provided.
- 97/98/100 – School has sought confirmation from Churchills.
- 101/103/104/105 – Confirmed responsibility with Churchills
- 106 – PPE Risk Assessment required
- 113 – No hot water in one WC facility

Additional issues identified		
Issue	Action required	By when
1,2,3	TRUST - Communicate staff absence policy to school SCHOOL - Staff/pupil absence policies to stakeholders	29 May
7	SCHOOL - School to produce revised sign in sheets	1 June
17, 95, 97,98,100,101,103,104,105	SCHOOL - School to make contact with Churchill regional manager to seek confirmations	ASAP
27	SCHOOL – To communicate to parents/carers temporary creating gender neutral WCs in Y3/4.	27 May
72	SCHOOL - School to communicate with WSCC re transport plans	22 May
81	SCHOOL - Make adjustment to lunch procedures as necessary	1 June

106	TRUST – PPE Risk Assessment required	27 May
113	SCHOOL – To arrange for the hot water tanks to be repaired	ASAP

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk

*Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed*

## APPENDIX 2: Site visit following wider opening

<b>Date of on-site visit:</b>	Tuesday, 2 June
<b>Name of DCAT Executive Leader completing check:</b>	Darren Carpenter

**Risk Assessment reviewed:** **Yes / No**

**Action Plan reviewed:** **Yes / No**

Notes from on-site visit
<p>Action plan reviewed from the previous visit. All actions have been completed.</p> <p>The hot water tanks have been ordered and DCAT will fund the replacement through the SCA capital grant.</p> <p>No significant parent or staff issues.</p>

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern			Controls			Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
							Yes	No	N/A		
Vulnerable Pupils	The continued prioritisation of vulnerable pupils and the children of critical workers remain in place	115	Robust systems are in place to maintain levels of contact for any children not attending		X		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		116	A plan is in place for the phasing in of the target year groups via step approach				<input type="checkbox"/>	X	<input type="checkbox"/>	School is nearly full on key worker and vulnerable children so cannot yet plan for additional year groups returning until guidance is updated	

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
Pupils with underlying health issues	Pupils with underlying health issues or those who are shielding are risk assessed and supported appropriately	<p>117</p> <ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>A risk assessment is conducted to ensure that risks can be mitigated if the child attends school</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions and clear plans are in place</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	X	No children in school who are shielding or with underlying health conditions. School is aware via parent communication of those children with medical conditions.	

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
Pupils Learning	Planned learning provides children with a nurturing experience, attends to their wellbeing and swiftly allows them to make progress from their starting points this term	118 Subjects and/or year groups have considered:					
		<ul style="list-style-type: none"> <li>What's the overarching purpose of this part of the curriculum and its contribution to the whole?</li> <li>How does it contribute to pupils' wellbeing, nurture them and provide opportunities for fun and laughter?</li> <li>When and how will you assess where children are currently?</li> <li>What are the main things you want children to know, do and remember as a result of this part of the curriculum?</li> <li>How are you going to evaluate the impact of this part of the curriculum?</li> <li>What are your broad plans for implementation and how are you mitigating the possible negative impact of staffing shortages?</li> <li>What organisational concerns do you have to consider?</li> <li>Books are not taken home for marking</li> <li>Planned learning includes arrangements to ensure physical contact is limited (for example not marking children's work or sharing books with home)</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>		

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
Pupils mental health	Pupils' mental health and by the COVID-19 crisis in general	119 <ul style="list-style-type: none"> <li>Children's welfare and emotional wellbeing is prioritised in learning to meet their emotional needs</li> <li>Children are encouraged to talk and share experiences to promote positive mental health upon their return</li> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues – Use of support from the TRUST</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> <li>Bereavement support is available, when needed.</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>		

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
Transition	Pupils moving on to the next phase - Transition	120 <ul style="list-style-type: none"> <li>• A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>• A Transition plan outlining tasks and timetable is in place ensuring children achieve connection with their new setting/ class</li> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> <li>• Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online updates – use of school website.</li> <li>• Virtual tours/ photobooks of the school are considered for parents and pupils.</li> <li>• Online induction days for pupils and parents will be implemented to allow children connection with their new setting.</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	Variable response from the different High Schools. Most have made controlled contact directly with the children via telephone or Zoom, and have made direct contact with staff, but no direct contact for pupils from Bishop Luffa.	



## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
Recruitment and induction of staff	Staff to be recruited for September	<p>121</p> <ul style="list-style-type: none"> <li>Staff recruitment for September 2020 completed using Trust remote interview materials</li> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>Ensure individuals understand how testing tracing and isolating work locally</li> <li>Require new staff to be tested before joining school-based staff</li> <li>Individual risk assessment conducted to ensure the member of staff can work in the school-based team</li> <li>The revised staff guidance is issued to all new staff prior to them starting.</li> <li>A meeting with new staff to fully induct will be held on first day</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Two Teaching Assistants and EYFS teacher recruited.</p> <p>Office administrator has been re advertised.</p> <p>Office administrator has been employed ready for Sep. 2020</p>	

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
Communication strategy	Parents and carers are fully informed of the requirements for the reopening of the school and kept informed	<b>122</b> Website updated with a COVID-19 area and the following documents added: <ul style="list-style-type: none"> <li>Updated arrangements for parents</li> <li>Links to government guidance</li> <li>Updated trust / school policies</li> <li>Home/school communication</li> <li>Resources / website links for mental health</li> <li>Uniform expectation / Expectations and guidance on what to wear and to wash clothes regularly are communicated to parents.</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	Trust will send information – schools to set up area on website if not already done.	
		<b>123</b> Weekly newsletter for parents re-iterating procedures and updating parents on school life during the week	X	<input type="checkbox"/>	<input type="checkbox"/>		

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls		Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
				Yes	No	N/A		
Staff understanding / communication	Staff training, induction and orientation	124	<p>Induction and CPD programmes are in operation for all staff prior to reopening, and include:</p> <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> <li>• Dealing with a child with symptoms</li> <li>• First aid</li> <li>• Data protection when communicating with parents and children</li> <li>• Use of PPE only in defined circumstances</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Curriculum based INSET days cancelled in T3/4 due to need to be open for key workers.</p> <p>No INSET days booked for September but school has planned to deliver annual statutory updates, e.g safeguarding update.</p>	
	Staff with underlying health issues or those who are shielding	125	<ul style="list-style-type: none"> <li>• All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.- Shared with TRUST (HR)</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>1 Shielding member of staff</p> <p>1 clinically vulnerable</p>	

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
Staff mental health	The mental health of staff has affected during the period that the school has been closed and by the COVID-19 crisis in general	126 <ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>All staff aware of Employee Assistance Programme</li> <li>Regular wellbeing surveys undertaken with staff</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>		

## APPENDIX 2: Site visit following wider opening

Risk Area	Areas for concern	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete Yes/No
			Yes	No	N/A		
	Working from home can adversely affect mental health	<b>127</b> <ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	Only one member of staff working from home (Bursar).	
Premises Management	Ensuring the ongoing checks and cleaning are undertaken by site team	<b>128</b> <ul style="list-style-type: none"> <li>Site checklist to be used</li> <li>Enhanced cleaning schedule ongoing</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>		

## APPENDIX 2: Site visit following wider opening

Additional issues identified		
Issue	Action required	By when
Item 116	<p>School is nearly full on key worker and vulnerable children so cannot yet plan for additional year groups returning until guidance is updated.</p> <p>To monitor DfE guidance and school pupil numbers and communicate plans for additional year groups to return in priority order R, 1 6 and then in line with future guidance.</p>	

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	X Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	X Medium risk	<input type="checkbox"/> Low risk

*Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately(e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed*

## Governance Section


Risk Area	Areas for concern	Controls		Control in Place?			Evidence / Information	Complete Yes/No
				Yes	No	NA		
Trust Governance	Trustees remain fully informed to enable decision making	129	Continuation of Trust meeting schedule and any necessary extra-ordinary meetings needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Remote Meeting policy approved and implemented</li> <li>Teams set up and being used by Trust</li> </ul>	Yes
		130	Regular contact with the Chair of Trustees is maintained to share developments in provision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEO and Governance Manager regularly update Chair of Trustees	Ongoing
		131	Trust Board are involved in key decisions on wider reopening from 1 <sup>st</sup> June 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra Ordinary meeting held 22/5/2020 – see minutes of meeting re decision making	Yes
		132	Trustees are briefed regularly on the latest government guidance and its implications for the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>N2K circulated weekly to all Trustees</li> <li>Trustees briefed at Trust Board meetings / Committee meetings</li> </ul>	Ongoing
		133	Trustees continue to monitor budgets and receive management accounts and plan budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budget approval process scheduled for June 2020 – A&R meet 17/6/20 and Trust Board 25/6/20	

## Governance Section

Risk Area	Areas for concern	Controls	Control in Place?			Evidence / Information	Complete Yes/No
			Yes	No	NA		
		<b>134</b> All relevant Trust policies have been revised to take account of government guidance for COVID-19 and implications for the Trust / school and have been cascaded to schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DCAT Statutory policies:</b> <ul style="list-style-type: none"> <li>New policies for reporting of potential and confirmed COVID-19 cases and remote meetings approved</li> <li>Review of the following policies and COVID-19 annexes added:               <ul style="list-style-type: none"> <li>Child protection and safeguarding</li> <li>Attendance</li> <li>Staff Attendance</li> <li>Contractor management</li> </ul> </li> <li>New model policies written and shared with schools for:               <ul style="list-style-type: none"> <li>Homeworking</li> <li>Home Learning</li> <li>Communication</li> </ul> </li> </ul>	Yes
	Communication with stakeholders	<b>135</b> Communication strategies for the following group are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils / Parents</li> <li>Governors</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Staff – letter from CEO regarding decision making process / decision taken by Trustees</li> <li>Parents – Letter sent from CEO re wider opening of schools</li> <li>Governors – email sent to all governors. The decision making process had been discussed at the Chair of Governors Hub on 7/5/2020. Next Chairs Hub 25/6/20.</li> <li>All updates communicated via N2K to HT, SLT, DSL and Governors</li> </ul>	Ongoing



## Governance Section

Risk Area	Areas for concern	Controls		Control in Place?			Evidence / Information	Complete Yes/No
				Yes	No	NA		
Local Governing Boards	LGB oversight during the COVID-19 crisis	136	The LGB continues to meet regularly via online platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Yes
		137	The LGB agendas are structured to ensure all statutory requirements are discussed and school leaders held to account for their implementation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LGB's will devise their own agendas, however the Trust Governance Manager has sent guidance as to the areas that should be included for terms 5 & 6.  Governance Update_03Jun20.doc	See Minutes
		138	The Headteacher report to LGB includes content and updates on how the school is continuing to meet its statutory responsibilities in addition to covering COVID-19 response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above	yes
		139	Regular dialogue with the Chair of LGB and Headteacher is in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussed at Chairs Hub on 7/5/2020 (and individually with Chairs not in attendance) regarding weekly catch up	Weekly updates
		140	Regular dialogue with the Safeguarding Lead governor and DSL is in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Expectation set on 26/5/20 for SLG to contact DSL weekly (phone or email) to support.</li> <li>SLG to undertake SCR check in T5 / T6 – this can be done virtually</li> </ul>	yes
	Trust Board is aware of local issues and concerns	141	Process is in place for Chairs of LGBs to accelerate any concerns and questions to the Trust CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Chairs are concerned about situation at a local level, they have been advised to contact Trust Governance Manager (phone or email) so that this can be accelerated to CEO.	yes

## Governance Section

Risk Area	Areas for concern	Controls	Control in Place?			Evidence / Information	Complete Yes/No
			Yes	No	NA		
		<b>I42</b> Minutes of LGB meetings are reviewed to ensure that they accurately record governors oversight and holding leaders to account for areas of statutory responsibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust Governance Manager to review minutes once uploaded to Trust Sharepoint folder. <b>Clerk to upload all up to date papers</b>	

	<b>Statutory requirements / Compliance</b>	<b>I43</b> All relevant Trust policies have been personalised and shared with appropriate stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		yes
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Any deviation from the government guidance must be highlighted in the risk assessment and detailed on [page 2](#) of the document

Headteachers summary of educational approach – this should be considered alongside the sections within the guidance on minimising contact between individuals and maintain social distancing wherever possible.

All pupils to return for sep 2020

New Reception children to have induction on 20<sup>th</sup> July

Children will have staggered start and end times to the day although will still have correct educational hours in school.

Children will continue to cover a broad and balanced curriculum experiencing the challenge and enjoyment of learning through challenging and interesting contexts.

Lunchtimes will be split into 2 sessions

Children will have set areas for the bubbles to play in for breaks.

#### Contingency plan for continuation of education in the event of closure of groups / bubbles and local lockdowns

Home learning will resume with online planning for lessons that are interactive via the school website. This incorporates all subjects to be taught

Emails via the class reps and weekly zoom meetings with the classes online

This document will be reviewed on a frequent basis during term 1, based on Government guidance for schools.



Staff							
Hazards	What might happen		Controls	Control in place (please RAG)			Complete Y/N
				Yes	No	N/A	
Social Contact on site – Staff	Direct transmission of virus from carriers to well individuals	144	All staff to be advised that they are expected to return to work at the start of term 1.	x			Staff have received an email from School re holidays and expectation to be here for the start of term.
		145	School to identify any staff that are classified as being clinically extremely vulnerable and clinically vulnerable (including staff who are pregnant – more guidance available <a href="#">here</a> ) complete a staff risk assessment	x			
Support for MHEW	Increased cases of support	146	DSL – consideration to supporting DSL capacity in the first weeks of opening	x			1 DSL ( NM) 2 Deputy DSL ( SJ KW)
Pupils							
<i>The details of how education will be delivered in groups / bubbles can be found under the heading ‘Headteachers summary of educational approach’ at the start of the document. These are additional controls to be considered.</i>							
Hazards	What might happen		Controls	Control in place (please RAG)			Complete Y/N
				Yes	No	N/A	
Social Contact on site – Pupils	Direct transmission of virus from carriers to	147	<ul style="list-style-type: none"> <li>Parents have been asked to make the school aware of pupils’ underlying health conditions and the school has sought to ensure that</li> </ul>	x			Within letter and will be in the next letter too Medical register to all staff

	well individuals		<p>the appropriate guidance has been acted upon.</p> <ul style="list-style-type: none"> <li>• A risk assessment is conducted to ensure that risks can be mitigated if the child attends school</li> <li>• The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• Schools have a regularly updated register of pupils with underlying health conditions and clear plans are in place</li> <li>• School to identify the children within the groups of children returning to school who are unable to attend as they are complying with clinical advice to support them remotely.</li> </ul>					
		148	Assess the number of pupils with EHC plans and ensure arrangements are in place to keep them and the adults with whom they will be working safely	x			These children ( 2 ) are supported in class. I new pupils in EYFS may possibly need changing and adults doing this will need to use aprons gloves and PPE as appropriate	
		149	Wrap around care and extra-curricular clubs to be reviewed as to how consistent groups can be implemented or how contact can be minimised within these groups		x		<p><b>CONCERN</b></p> <p>Multiple groups that change daily would use this.</p> <p>Is this a possibility due to limited space to run. After school club in hall could have designated areas for the year group bubbles</p> <p>Reassess after half term for school clubs timetable and staffing . Freedom leisure, Portsmouth football club, Sama Karate</p>	

	Risk of possible transmission to pupils who travel to school by bus/minibus/coach/taxi or public transport	150	Consider pupils transport arrangements to reduce any unnecessary travel on coaches, buses, minibuses or public transport where possible. Revise school risk assessments in the light of any changes. See <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>		X		Nm in Contact with WSCC transport for bus organisation and protocols for Sep 2020  Agreement that children can wear face masks on bus if parents wish this?  <a href="mailto:Laura.Bowles@westsussex.gov.uk">Laura.Bowles@westsussex.gov.uk</a> <a href="mailto:Ani.beams@westsussex.gov.uk">Ani.beams@westsussex.gov.uk</a> <a href="mailto:Caroline.Martin@westsussex.gov.uk">Caroline.Martin@westsussex.gov.uk</a>	
		151	Have in place a procedure for pupils arriving on public transport to remove any face masks.			x	Under 11 do not need to wear face masks.	
Parents / Visitors								
Hazards	What might happen	Controls		Control in place (please RAG)			Action Plan	Complete Y/N
				Yes	No	N/A		
		152	Communicate expectations to parents: <ul style="list-style-type: none"><li>• Timings for school day</li><li>• Drop off / collection arrangements</li><li>• Uniform expectations</li><li>• Lunch time arrangements</li><li>• Behaviour expectations</li></ul>	x			This will be via letter at the end of the term	
Social Contact – school and public transport	Direct transmission of virus from carriers to well individuals	153	Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>		x		Not yet as waiting for info from wscs bus transport for Oving pupils.  Copied DC in to email 13/7/2020	

Facilities / Buildings								
Hazards	What might happen	Controls		Control in place (please RAG)			Action Plan	Complete Y/N
				Yes	No	N/A		
Social Contact on Site – Pupils and Staff	Direct transmission of virus from carriers to well individuals	154	The school has assessed that identified classrooms for each allocated group, considering: <ul style="list-style-type: none"><li>Adults can maintain a 2m social distance / minimising time spent a 1m</li><li>Review of seating arrangements – considering pupils side by side and facing forwards</li><li>Removing unnecessary furniture to make more space</li></ul>	x			Desks are facing forwards and spaced.	
		155	Consider minimising movement around the site - Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a “walk on the left” protocol.	x			Children will enter and leave classroom via their back doors not through the corridors due to width of year 3 /4 corridor	
Social	Direct transmission of virus from	156	To maintain social distancing between groups capacity of the dining hall will	x			Investment in new tables for Sep 2020 enables clearer spacing for the pupils.	



<b>Contact – Dining Hall</b>	carriers to well individuals		need to be reduced. Create a layout plan which details the seating arrangements to be put in place.					
<b>Contact with virus particles on surfaces:</b>  <b>Effective cleaning</b>	Indirect transmission of virus from carriers to well individuals	157	School has a copy of <b>UPDATED “COVID 19: cleaning of non-healthcare settings”</b> guidance for reference	<b>x</b>				
		158	Update the schools cleaning regime, including: <ul style="list-style-type: none"> <li>Each room that is in use shall receive a deep clean once per day.</li> <li><b>Shared spaces to be cleaned between groups</b></li> <li>Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use.</li> <li>Each room in use shall have its high use hard surfaces cleaned frequently.</li> <li>Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> </ul> Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break.	<b>x</b>			<b>Hard surfaces and Tables in classrooms to be wiped down when leaving for lunchtimes</b>  <b>Aim is not to use shared spaces apart from the hall at lunchtime. PE lessons to be outside whilst weather is good.</b> <b>Sen room will have to be timetables for the afternoon to allow cleaning between any sessional groups</b> <b>Laptops must be cleaned between usage.</b>  <b>Bodily fluids packs in the cleaning store cupboard -</b>	
		159	Update the cleaning schedule specific to each area of the school to detail:				<b>RB to meet with Ingrid Churchills . 14/7/2020</b> <b>Timetable for cleaning in school by staff so all</b>	

			<ul style="list-style-type: none"> <li>What is to be cleaned,</li> <li>What chemicals are to be used,</li> <li>The frequency of cleaning,</li> <li>Who is to undertake the cleaning,</li> <li>Method of cleaning,</li> </ul> Safety precautions to be taken.				aware.	
		160	Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	X			<b>Re order book with Bursar. Make staff aware this summer term again !</b> <b>Re order more hand gel</b> <b>Hand gel dispensers in place in every classroom.</b>	

Additional issues identified		
Issue	Action required	By when
Influenza Vaccinations OCT 2020	All the team will wear Level 2 Personal Protective Equipment (eye protection, face mask and nurses uniform) and will follow covid-19 infection control processes throughout the session	<b>NM in contact with</b> Primary Vaccination Project Coordinator  01273 696011 x3977 <a href="mailto:michele.silvester@nhs.net">michele.silvester@nhs.net</a>
Visitors to school	Paul Olsson	

### Summary of Risk

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk

*Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately(e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed*