



Love Determination Responsibility Respect Kindness Friendship Honesty



COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: St Michael's C of E Primary School and New Marston Pre-School

OWNER: Rosalind Owen – Head Teacher

DATE: 24 August 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for full opening of the school in September 2020 to ensure the school continues to operate in as safe way as is possible.

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

- Health and Safety Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 201
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities

Preparing buildings and facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Caretaker not be available between 20/03/2020 and 1/09/2020: Opening and closing site Cleaning Regular H & S compliance checks On call for alarm Restocking toilet and cleaning supplies</p> <p>Site has been partially closed throughout August and will require cleaning and reopening H & S checks</p> <p>Food in freezer, fridge and cupboards</p>	<p>H</p> <p>M</p> <p>M</p>	<p>Caretaker back on 1/09/2020, until then his duties will be reallocated:</p> <p>RO/CA continue to take responsibility for opening and closing site Marcos cleaners to take over all cleaning RO carry out regular H & S compliance checks, including fire alarm, emergency lighting, water hygiene, playground equipment. RO/CA on call for alarm KD continue to audit and order supplies TAs to replenish toilet supplies</p> <p>Deep clean by Marcos Cleaners</p> <p>RO to carry out reopening checks and inspection 31/08/2020</p> <p>All regular weekly, monthly and annual H & S testing has continued throughout partial closure including water risk assessment and PAT testing. Necessary repairs to site have also continued.</p> <p>Kitchen supplies and equipment checked 20/07/20 by NA. Full clean of kitchen before 2/09/2020.</p>	<p><i>ongoing until 01/09/2020</i></p> <p><i>w/c 24/08/2020</i></p> <p><i>31/08/2020</i></p> <p><i>ongoing</i></p> <p>1/09/2020</p> <p><i>ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Main, Head's and CWC offices allow for social distancing and ventilation.</p>	<p>M</p>	<p>Limit number of people in each office to 3 at one time – relocate larger meetings to Hall, Library or Staff Room or conduct remotely by Zoom.</p> <p>CWC office to be used by only one staff member and any meetings to be held in Pre-School classroom or Library etc as above.</p>	<p><i>ongoing</i></p>	<p><i>L</i></p>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>Desks arranged to ensure staff at least 2m apart and not facing each other</p> <p>2-metre markers present on ground on playground and outside access routes on site. 2- metre markers in internal corridors. Pre-School, Year 1, Year 5 use car park gates, all other classes use field gate on John Garne Way.</p> <p>Each class to enter and exit school building by a separate specified external door (Y1-3 use external classroom doors; Reception use gate into CWC play area; Y4 – external door by Y4 classroom; Y5 – side door by SMASH room; Y6 – external door by Y6 classroom.)</p> <p>1 adult only to come onto school site to drop off and pick up a child.</p> <p>8:40 – 8:55 window for children to be dropped off in the morning – straight into class and adult leaves site immediately – adults expected to maintain 2m distancing.</p> <p>Staggered pick up times: 3:10 Year 5, Year 2 and Year 4; 3:15 Year 6, Year 3, Year 1 & Reception.</p> <p>New Marston Pre-School drop off and pick up times after and before school times.</p> <p>No parents to enter the building.</p> <p>Queuing system outside for people needing to speak to the office – use email for preference</p> <p>Only school staff, children and pre-arranged volunteers and contractors to be allowed in school building</p>	<p><i>Social distancing used successfully 2/06/2020 to 17/06/2020. Continue from 2/09/2020</i></p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Consideration given to premises lettings and approach in place.	After school clubs and Marston Neighbourhood Church are only external bodies that use school premises	M	All lettings suspended until further notice. Review in September 2020.	02/09/2020	L
	Consideration given to the arrangements for any deliveries.		M	All non-kitchen deliveries made to front entrance – delivery drivers leave boxes outside for office staff to bring in – social distancing observed and no signatures required. Kitchen deliveries to external Kitchen door – delivery driver not to enter Kitchen. Scrupulous hand hygiene by staff handling deliveries.	<i>In place since April 2020, continue from 02/09/2020</i>	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover</p>	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	<p>Children will stay remain in designated classrooms, each with separate external exit, or be outside during school day. Each class will use designated external door (see above) as fire exit (this follows normal practice)</p> <p>Signage to reflect need to exit building quickly and safely will disregard social distancing NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Practise fire drill under new conditions in first week back.</p> <p>RO review need for PEEP for individual children and put in place</p>	<p><i>In place since April 2020, continue from 02/09/2020</i></p> <p>02/09/2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	arrangements in the case of reduced numbers of staff.	n/a				
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.			<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of premises by Marcos Cleaners and AN following gvmt guidance after school every day.</p> <p>Hand towels and soap to be checked and replaced by staff in classrooms throughout the day.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Classroom staff to wipe down classroom tables before and after lunch.</p> <p>Antibacterial spray cleaner available in all classrooms for cleaning during the school day as necessary.</p> <p>Gvmt advice is from normal thorough cleaning in spaces that symptomatic person has passes through and spend minimal time in (corridors)</p>	<i>In place since April 2020, continue from 02/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Marcos Cleaners will increase their daily hours to ensure thorough cleaning can take place.	<i>From 02/09/2020</i>	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	FIRST WASH YOUR HANDS No expectation that visitors will wash hands when entering school. Classrooms do not have tissues. Supplies of soap etc run low	M	All visitors asked to wash hands when they enter school – use sink in First Aid Room or visitor’s toilet – signage in entrance Sign-in pad in Reception must be used by all visitors and must be cleaned regularly Hand sanitiser available at Reception Separate bins in classrooms for paper towels & general waste, tissues and recyclables ‘Sniffle Station’ clearly labelled in each classroom with paper tissues, hand sanitiser and bin to implement the ‘catch it, bin it, kill it’ approach KD to undertake regular stock check to ensure supplies of soap, paper towels, tissues, hand sanitiser, PPE and cleaning materials sufficient. All sinks around school supplied with soap and paper towels and kept uncluttered – aim that any sink can be used for handwashing. All sinks have hand washing instruction posters. 2 new hand wash sinks installed by Y5/6	<i>In place since April 2020, continue from 02/09/2020</i>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>classrooms and all 3 sinks now supplied with hot water.</p> <p>Pump action soap dispensers available at sinks without wall mounted soap. To be reused and refilled – labelled to be taken to office when empty.</p> <p>Children reminded to wash hands thoroughly and regularly throughout the day.</p> <p>Adults and children encouraged not to touch mouth, eyes and nose</p> <p>Where face masks are removed they must either be disposed of in covered bin in First Aid Room or kept in sealed plastic bag if being reused</p> <p>Keep use of shared rooms to a minimum – pre-book SMASH room, and areas to be clean all surfaces with antibacterial spray before and after use.</p>		
	<p>Enough time is available for the enhanced cleaning regime to take place.</p>		M	<p>Cleaning contractors employed for additional time every day for enhanced cleaning programme.</p> <p>All staff expected to vacate classrooms, offices, staffroom while cleaning taking place at the end of the school day.</p>	<p><i>From</i> 02/09/2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Waste disposal process in place for potentially contaminated waste.			<p>Lidded bin in First Aid room for contaminated waste</p> <p>Waste bags and containers - kept closed and stored separately (in gated area outside boiler room) from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (typically before start of school day)</p>	<i>In place since April 2020, continue from 02/09/2020</i>	
Classrooms	The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site.			<p>No more than 30 children and 2 adults in each classroom. The same group of children will stay with the same adults throughout the school day and remain distanced from other groups.</p> <p>All classrooms have capacity for 30 children. Staff who have to work with different class bubbles must remain 2m distanced from children (eg.SP – Library slot; CC & SP – Spanish; AC – Italian; RB – Y3 Weds. Children made very aware to keep distant from adults in room who would not normally be with them all day.</p>	<i>From 02/09/2020</i>	
	Classrooms have been re/arranged to allow as much space between individuals as practical.			<p>No more than 15 tables and 30 chairs for children and staff desk and chairs in each classroom. All soft furnishings removed. Other furniture arranged around walls or removed for storage to maximise space.</p> <p>Each child will have their own designated and labelled table space and chair.</p>	<i>From 02/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				In KS2, children's tables will all face front, children will sit side by side, not facing each other. Furniture arranged to maximise space between children. Children's movement around classroom minimised. Windows and doors to be opened to allow for as much through flow of air and ventilation as possible No mess and clutter – empty desk policy for all and all surfaces to be kept clutter free – especially sink areas.		
	Classroom entry and exit routes have been determined and appropriate signage in place.			Each classroom has separate external entrance/exit. Parents instructed to use this external door for specific class. (Y1-3 use external classroom doors; Reception use gate into CWC play area; Y4 – external door by Y4 classroom; Y5 – side door by SMASH room; Y6 – external door by Y6 classroom.)	<i>In place since 02/06/2020 continue from 02/09/2020</i>	
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Shared stationery Shared books Soft toys, cushions and beanbags in classrooms not easily washable. No COVID19 information posters currently in place.	L M	Separate stationery resource trays available for each child in school – to be labelled with their name and only used by them. Children instructed not to bring their own stationery resources into school. All soft furnishings, soft toys, dressing up resources and any items not easily cleanable removed from classrooms. Resources to be shared between class groups (eg plastic small world/construction) will be	<i>In place since 02/06/2020 continue from 02/09/2020</i>	L L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 			First aid kit in each classroom and inhalers for individual children in classrooms All office staff available for work DSL and Deputy DSL available for work Caretaker available for work SENCo available for work		L
	Approach to staff absence reporting and recording in place. All staff aware.	Normal practice continues		JD/KD continue with normal practice	<i>ongoing</i>	
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.			AN/RO/CA/JD/KD can all open and close the school building CA can deputise for RO JD/KD can manage email communication; in the event of either becoming ill, their emails can be diverted to each other RO/CA can both cover Safeguarding should either become ill	<i>Status 01/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>RO can cover SEN should EJB become ill</p> <p>In the event of teacher illness, supply cover will be sought. TAs will be redeployed to areas of greatest need to cover for TA absence.</p>		
	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</p>			<p>Staff dress code is smart casual – no change required</p> <p>If staff teaching PE, come to school in appropriate sportswear and footwear</p>	<p><i>ongoing</i></p>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approaches for meetings and staff training in place.			<p>Staff directed to externally available online training.</p> <p>2m social distancing maintained in face to face meetings in school or held on virtual platform where possible</p> <p>Staff meetings in Hall or by Zoom</p> <p>All governor meetings to continue to be conducted using Zoom (school currently paying for an account)</p> <p>Meetings with external providers eg SENSS/Social Services conducted using Skype or Teams</p> <p>1:1 sessions with SLT, KC, Arch Readers can take place in person – participants to maintain social distancing as much as possible and sit side by side</p>	<i>In place since July 2020, continue from 02/09/2020</i>	
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from OCC: http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</p> <p>Staff can access services through OH (OCC offer) and staff absence insurance.</p> <p>Individual risk assessments where appropriate</p>	<i>ongoing</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				We will continue to follow current practice in the event of staff bereavement ie at least the amount of leave directed in staff absence policy and then sufficient time judged necessary for individual staff members.		
	The approach for inducting new starters has been reviewed and updated in line with current situation.			2 new teachers to start in September 2020 and plan to recruit new TAs. Current plan is for them to receive standard face to face induction when they start in September. If existing conditions do not allow this, then induction will take place virtually using Zoom, email etc. All relevant policies are available in the shared area		
	Return to school procedures are clear for all staff.			All staff briefed on reopening plans on 20/07/2020. This risk assessment and final plans for Sept opening to be circulated to staff in 2 nd half August. All staff attend INSET on 1/09/2020 for most up to date briefing. Risk Assessments for vulnerable staff	<i>August 2020</i>	
	ITT Trainees			The intention is to provide opportunities for trainee teachers to work in school. They will stay with one class and, when observing other classes, will maintain social distancing		
	Staff room			Clear staff room of all unnecessary clutter. Staggered breaks times should allow staff to socially distance while in staff room. Stagger PPA times and ensure sufficient space for teachers to work effectively Minimise sharing of snacks		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Arrangements to return any furloughed staff in place.			SMASH staff can continue to be furloughed until 31/10/2020. Current plan is for them to return to work in Sept with reopening of SAMSH	01/09/2020	
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			KD continues to keep all contracts under review Contracts for new staff underway, any changes to contracts for exiting staff (eg upgrading, change of hours, move from temporary to permanent, underway)	ongoing	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	n/a		KD continues to manage all HR issues	ongoing	
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			Only pre-booked contractors will be allowed on site. All contractors entering building asked to abide by school covid-19 protocol as well as following usual practices. To wear PPE as directed by their employer. KD to liaise with contractors' employers to check with the contractor any requirements their employer has specified before visit. Contractors to visit outside hours that children are in school if possible.	In place since 02/06/2020 continue from 02/09/2020	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>			<p>DfE guidance states that specialists should provide interventions as usual Following external staff expected in:</p> <ul style="list-style-type: none"> • Adam to teach sport on Wednesday and Friday • OWL centre 1:1 and small group speech CH coming into school on Thursday afternoon • Kate Chorley working with groups and 1:1 every afternoon • Alice Cerutti in on Tuesday afternoon • ARCH readers <p>Need confirmation from music tutors, hockey coach, English and maths tutors and other volunteers</p> <p>Adults teaching whole classes and moving between class bubbles to keep 2m distance from children and to work outside if possible.</p> <p>Adults working 1:1 or in small groups to sit beside children and maintain social distancing. Use Library, SMASH room and space outside Y5/Y6 in preference to smaller rooms (Den/First Aid Room)</p> <p>Share this risk assessment with all visiting staff</p>	<p><i>In place during July 2020 continue from 02/09/2020</i></p>	
<p>Group Sizes</p>	<p>Class groups have been determined on the basis of consistent groups of pupils, that can remain</p>			<p>Maximum class size is 30</p>	<p><i>In place since 02/06/2020 continue</i></p>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	separate from other people and groups.			<p>Children to stay in year group classrooms or pre-timetabled outdoor spaces for majority of day.</p> <p>Play times staggered and children using separate playground areas.</p> <p>Assemblies and collective worship will be virtual.</p> <p>Lunch to be eaten in classrooms.</p> <p>Hall only to be used when pre-timetabled for indoor PE when weather is bad</p> <p>Classes have separate toilets/supervised toileting times</p> <p>Staggered drop off and pick up times</p> <p><i>NB School has no control over mixing between classes outside school</i></p>	<i>from 02/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.			<p>Majority of teachers and TAs will spend the day with their designated class group. Following staff will need to move between classes to deliver the school timetable: RB (Y5 Mon – Tues & Y3 Weds); SP (all classes) mobile librarian and Spanish teaching; CCM Spanish teaching; EE & AB (potentially all classes); lunch time supervisors Staff who cross into different class bubbles must be particularly aware of maintaining social distancing</p> <p>Administration: Judith Davies and Kaye Devine – potentially exposure all members of the school community so must maintain social distancing</p> <p>In the event o teacher absence, DfE advice states that supply teachers can be used. Where support staff are absent, other members of support staff may need to be redeployed.</p>	2/09/2020	
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) Staggered or limited amounts of moving around 	“children cannot be expected to remain 2 metres apart from each other and staff” DfE 14 May 2020		<p>Younger children reminded not to touch other children or adults; older children encouraged to keep their distance</p> <p>Parents asked to enter and exit school site using field gate, minimising bottle neck. Drop off between 8:40 and 8:55 – children (apart from Y5 and 6) to be accompanied by 1 adult. At least 2m distance to be maintained from other parents/children while on school site</p>	<i>Mostly in place since 02/06/2020 continue from 02/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>the school/ corridors</p> <ul style="list-style-type: none"> • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<p>(playground and walkways have 2m distancing markers). Staggered pick up: Staggered pick up times: 3:10 Year 5, Year 2 and Year 4; 3:15 Year 6, Year 3, Year 1 & Reception. Staff at entrance to playground during drop off and pick up to ensure social distancing maintained and to be available for any questions</p> <p>Children should remain in classrooms or in designated outdoor areas with the exception of toilet breaks. Children can be allowed to use toilet throughout the day to minimise queuing. Children needing to use toilet during break must go to their designated toilet.</p> <p>Children to use designated external exits to room and move between classroom and playground.</p> <p>Internal doors to be propped open during the day to minimise need to touch them</p> <p>Toilet breaks to be supervised by an adult. Toilet use to minimise cross contamination of bubbles: Y1/2 toilets made unisex – girls toilet for Year 2 ; boys toilet for Year 1 KS2 toilets – unisex: boys for Y3 & Y6; girls for Y4 & Year 5. Reception have own toilets in classroom.</p>		

Theme	Control Measures	Risk to Implementation	Risk Level Pre- Action	Action Required / Decision Made	Action Completed Date	Risk Level Post- Action
				<p>All toilets fitted with lids, children instructed to flush with lids down Y6 girls will be allowed to use staff toilet by Y6 classroom. Signs on toilets – to show capacity All classrooms have first aid kit to minimise need to come to first aid room KS2 classrooms with desks facing forward and children sitting beside each other. Staggered lunch and break times with children allowed in particular zones of playground on certain days All lunches to be eaten in classrooms – packed lunches from home and/or supplied by School Lunch Company</p>		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Majority of families walk, cycle or scoot to school.		Parents will be reminded of risks of transmission of covid-19 if they use public transport		
	Staff			<p>Staff to keep 2 metres from other adults as much as possible Where possible staff maintain 2m distance from children Staff avoid close face to face contact and minimise time spent 1 metre from anyone</p>		
	Supply Staff			Supply teachers should minimise contact with other staff and children and maintain as much distance as possible from other people		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			On arrival, students move straight to classroom, wash hands and sit at named table with relevant activity and wait for rest of class to arrive/class to begin. Children will keep coats and bags on their chair. After breaks children line up in playground using social distancing markers, enter classroom gradually to allow for handwashing	<i>In place since 02/06/2020 continue from 02/09/2020</i>	
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			Remind children not to touch other people Use of social stories Conversations with parents, if children are finding social distancing instructions hard to follow Plans to be put in place for individual children if necessary	<i>In place since 02/06/2020 continue from 02/09/2020</i>	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			Hall will not be used. Assemblies will continue to be virtual including class assemblies which will be filmed and shared with parents	<i>In place since 02/06/2020 continue from 02/09/2020</i>	
	Social distancing plans communicated with parents, including approach to breaches.			Information to be circulated to parents	<i>21/08/2020</i>	
	Arrangements in place for the use of the playground, including equipment.			Staggered playtimes Playground area is zoned, with each class timetabled to use zones on different days	<i>2/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				Year 1 and 2 to have exclusive use of specific areas of playground: Y2 to use lower main playground & tunnel area Reception will share playground CWC play area with Pre-School, taking turns to use specific areas. Plan to extend play area will provide more space. Hand rails on climbing frame and trim trail etc wiped with antiseptic spray at the end of the day		
Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.			School Lunch Company will provide meals for those requiring them. All school meals will served in classrooms.	<i>In place since 02/06/2020 continue from 02/09/2020</i>	
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			Morning snack time will take place in classrooms with children seated at tables, which will be wiped Hall will not be used for lunches. All lunches will be eaten in classrooms and tables wiped down afterwards	<i>In place since 02/06/2020 continue from 02/09/2020</i>	
	Arrangements for food deliveries in place			School Lunch Company places orders and, as with other deliveries to school, delivery drivers leave deliver outside school building to be taken in by staff.	<i>ongoing</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			KD to continue to order PPE as necessary Government advice for use of PPE in schools adhered to: "The majority of staff in education, childcare ... settings will not require the use of PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others" DfE 14/05/2020. DfE guidance states that PPE should be used where it is routinely used for intimate care needs and if a distance of 2m cannot be maintained for a child displaying coronavirus symptoms.	<i>ongoing</i>	
Infection Control Measures in event of possible case of Covid-19	Keeping track of all people in school			Class registers will be taken as normal All staff and visitors must sign into school Visitors to leave contact details for use in event of need to test and trace Touch screen sign-in pad to be cleaned regularly	<i>2/09/2020</i>	
	Approach when member of school community displays Covid-19 symptoms			We will follow current PHE guidance Anyone with COVID-19 symptoms, or who has someone in their household who does, must not to attend school. If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next (ie length of isolation and testing). Staff must go home and a child's parents will be called. All other family members in school will be sent home. An unwell child awaiting collection, will be isolated in the First Aid Room, or outside, with adult supervision Staff caring for a child awaiting collection to keep a distance of 2 metres. PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>Staff to wash their hands after caring for a child with symptoms.</p> <p>All areas where a person with symptoms has been to be cleaned after they have left.</p> <p>Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days</p>		
	Approach in event of confirmed Covid-19 cases			<p>We will follow current PHE advice (See PHE flowchart).</p> <p>Immediate household will be advised to isolate and get tested and PHE will be called for advice. Spaces used by person will be thoroughly cleaned.</p> <p>School community will be informed in line with PHE advice</p> <p>School will keep in regular contact with those who have symptoms or have a member of their household who does</p>		
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	Approach and expectations around school uniform determined and communicated with parents.			<p>Children will need to wear an adapted form of school uniform – children must wear school uniform tops. Clothes worn should be suitable for use for PE, including school tops and shorts, leggings, casual trousers and trainers. Aim to minimise need for children to get changed in school and need to bring in unnecessary equipment. Also means children are ready for outdoor sessions at any time of school day</p> <p>All clothing must be clearly named – if not school staff will name clothing</p>	<p><i>In place since 02/06/2020 continue from 02/09/2020</i></p>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Changes to the school day/timetables shared with parents.			Parent information sheet and video	<i>In advance of 2/09/2020</i>	
	All students instructed to bring a named water bottle each day and reminded to take home at the end of each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.			Water fountains turned off Children to bring in clearly named water bottle and take it home at the end of every day Children who do not have a water bottle to be provided with one by school	<i>ongoing</i>	
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.			Particular attention will be given to ease in those children who did not attend school in June and July, staff already aware that they, as well as others, may find the return difficult. Plans in place to assess where all children are academically so that we can target support. Approach to support children will be discussed at INSET on 1/09/2020	<i>On 1/09/2020 & from 2/09/2020</i>	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			Central aim of staff will be to provide stability and reassurance to children with emphasis on following school values. Use of PSHE Association and other materials to support children returning to school Kate Chorley to provide additional support where needed	<i>2/09/2020</i>	
	Consideration of the impact of COVID19 on families and whether any			JD keeping close eye on families we know to be on limited incomes and who may have applied for Universal Credit.	<i>ongoing</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			RO working with Social Services re vulnerable families and new referrals, attending all meetings virtually Most vulnerable children will be encouraged to attend school should we need to lock down again		
Education in future lockdown	All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed, including support for those pupils who are shielding/ clinically vulnerable.			Families asked to complete survey of technological capacity at home – not all responded, need catch up with these families at the start of the new school year and plan for how to best support them We can now use Google Classroom to post work and interact more effectively with children if they need to work at home – teachers to set up their own virtual classroom and teach children how to use software in first few weeks of new school year. Review other on line teaching resources, eg Oak Academy, that it may be appropriate to incorporate if home learning required again.	<i>From 2/09/2020</i>	
	Children who cannot attend school because they need to self-isolate			Children will be offered access to remote education and will be expected to engage with this. Class teachers are responsible for ensuring children in their class receive appropriate resources and feedback.		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means fewer children in eligible year groups can return		JD keeping in contact with families to ensure we cater for all key workers children in the event of another lock down	<i>As necessary</i>	
SEN	Children with EHCP and significant additional need			SENCo and class teacher to keep individual children's needs under careful review and adjust support where necessary, ensuring Pupil Profile is updated	<i>02.09.2020</i>	
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff safeguarding training including new KCSIE on 1/09/2020	<i>01.09.2020</i>	
	Updated Child Protection Policy in place.			Safeguarding Policy revised in line with OCSB March 2020 guidance and updated in line with KCSIE 2020, to be approved by governors	<i>Sept 2020</i>	
	Work with other agencies has been undertaken to support vulnerable pupils and families.			RO continues to work with Social Services providing information, attending meetings virtually and offering support to particular families.	<i>ongoing</i>	
	Consideration given to the safe use of physical contact in context of managing behaviour.			Staff directed to avoid direct physical contact with children in behaviour management situations unless not to do so would endanger the child or other bystander	<i>In place since 02/06/2020 continue from 02/09/2020</i>	
	Current learning plans, revised expectations and required adjustments have been considered.			Children to be taught full curriculum from start of September 2020. All children will be assessed in English and maths in first 2 weeks of term so that staff are	<i>From 02/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Curriculum / learning environment				clear about what gaps in learning need to be addressed and so plan to plug them as well as provide targeted support for individual children. KS2 timetable amended to include 5 lessons a day to accommodate full curriculum. Staff to understand that no learning time must be wasted this year.		
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated			Teachers to assess the risk to reduced social distancing of any activity they plan. Traditional paired and group working may need to be avoided/adapted All teachers to amend classroom risk assessments in line with social distancing requirements Use of outdoor space for learning as much as possible – timetabled for fair coverage through the week. Subject coordinators review subject specific advice and relay to staff, including providing relevant risk assessments	02/09/2020	
	Shared Resources			All shared resources to be cleaned with antiseptic wipes/spray, mild bleach solution before and after use by another class eg laptops/i-pads; science equipment No shared playground resources – each class to have their own labelled playground balls, bats etc.		
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum 			All teachers to focus on: Clear routines Calm atmosphere in classrooms English and maths learning – tailored to class after careful assessment	02/09/2020	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<ul style="list-style-type: none"> recognising 'non-curriculum' learning that has been done capturing pupil achievements/outcomes 			Targeted individual support Plan for as much outdoor learning as possible Praise Emphasis on restoring children's confidence and building social bonds		
	PE and Sport			Children taught PE in class bubbles Sports equipment thoroughly cleaned between each use Intra sport competitions will be between children in same class Avoid contact sports Outdoor sports sessions unless weather makes this impossible Await further guidance on school swimming	2/09/2020	
	Music and Singing			Singing, wind and brass playing will not take place in larger groups eg assemblies. When singing or playing wind instruments eg recorder, children should be <ul style="list-style-type: none"> physically distanced playing outside wherever possible; positioned back-to-back or side-to-side; avoiding sharing of instruments; in well ventilated areas 	2/09/2020	
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			Children in school will be expected to follow same behaviour code as usual. Staff will reinforce this in the same calm manner as always. Focus on school values will continue. Aim is for children to settle back into clear routine. Slow and socially distanced	<i>In place since 02/06/2020 continue from 02/09/2020</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				movement around the school building (toileting only) will be particularly emphasised with children supervised at all times		
Attendance	Approach to supporting attendance			DfE advice is that all children should start to attend school full time from Sept 2020. This is the school's expectation.	2/09/2020	
After School Clubs	Arrangements for after school care and after school clubs			No after school clubs will run with the exception of SMASH, as this will mean too much mixing of class bubbles SMASH will use Hall and outside areas to allow for maximum social distancing between children and staff Staff and children in SMASH to maintain social distancing as much as possible. Current DfE advice allows for after school care to take place	2/09/2020	
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.			Initial meeting about return to school held on 20/07/2020 Weekly teacher staff meetings on Wednesday after school – can be held in Hall or by Zoom. Weekly support staff meetings time TBC All staff have school email address and are expected to use it	<i>ongoing</i>	
	Re-opening plans shared with governors.			This risk assessment discussed with FGB 27/08/2020	27/08/2020	
	Communications with parents			September opening plan shared by parentmail and available on website Ongoing communication through Class Dojo, weekly missive, ad hoc communications	25/08/2020 & <i>ongoing</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				through parent mail, email and phone as necessary		
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 			Social story available for younger children and SEN. Video for children on website prior to return to school Assembly at start of week 1 for whole school to introduce/stress how school has changed – to cover all areas highlighted – including pictures of school	2/09/2020	
	On-going regular communication plans determined to ensure parents are kept well-informed			Use of Class Dojo, weekly Missive via Parent Mail, information on website, parent mails for individuals or groups of parents. Staff respond to individual parent queries	<i>ongoing</i>	
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			Governors meetings held on Zoom.	<i>ongoing</i>	
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between			Documentation shared with Governors – meeting on 27/582020 to finalise arrangements for September opening. Governors will need to state whether they feel arrangements made are suitable to support wider opening	21/08/2020	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Leaders and governors is clear and understood.			Documents shared using Governor Hub and school email used for communication		
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			FGB and Resources Cttee meetings continuing through Zoom. Admissions Cttee decisions by phone and email. Report provided for Currirulum Ctte. Face to face meetings with Safeguarding Governor. Discuss way ahead at next FGB meeting on 27/08/2020.	<i>ongoing</i>	
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			All regular trips and events currently on hold DfE guidance is that day trips can resume – if so these will be thoroughly risk assessed. No overnight trips until further notice – safety of planned Woodlands trip for Year 6 will be assessed closer to the date Children kept in class groups in event of need to use transport, social distancing to be implemented where possible on transport with face coverings for adults and hand sanitiser used on entering and leaving any transport Assurance from transport company that vehicles is cleaned between uses by different organisations PTA events on hold – virtual fund raising will take place. PTA meetings can be held virtually. Parents will not be invited into school or to take part in school events until further notice.	<i>ongoing</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
-------	------------------	------------------------	-----------------------	---------------------------------	-----------------------	------------------------

				Class assemblies can be filmed and provided to parents in an on-line secure environment (photo permission documentation has been updated) Class Dojo will be used from September opening to provide parents with up to date information of happenings in their child's class		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			KD keeping a list of all additional payments incurred because of Covid 19.	<i>ongoing</i>	
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			KD to make claims as necessary	<i>ongoing</i>	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Loss of income from SMASH factored into 2020/21 Budget. Church continuing to pay. May have to consider financial implications of coronavirus on Pre-school' finances. No major financial implications expected from cancellation of trips. Payments for Woodlands will be carried over for trip in 2021.		
	Insurance claims, including visits/trips booked previously.	<i>n/a</i>				
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning 			IT support has continued throughout provided by 123ict	<i>Ongoing</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<ul style="list-style-type: none"> • IT support • Catering 			<p>Marcos Cleaners have continued to provide cleaning services throughout and will carry out deep clean w/c 24/08/2020</p> <p>School Lunch Company will provide school meals from 2/09/2020</p>		
	<p>Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.</p>			<p>Cherwell Partnership heads in contact through email, Zoom meetings held and practical advice and documents shared. Chair of the Partnership attends OCC briefings and feeds information between heads and LA.</p>	<p><i>ongoing</i></p>	
<p>Review and Monitoring</p>	<p>Measures in place to review effectiveness of this risk assessment (RA)</p>			<p>Risk assessment circulated to all staff, who need to sign to confirm they have read and understood its contents</p> <p>Compliance monitored by office staff</p> <p>Issues rising from RA regular discussion point at weekly staff meetings</p> <p>Non-compliance must be reported by staff so that it can be addressed</p> <p>Head & Deputy monitor effectiveness of protection measures, change as necessary and report to governors for review</p> <p>RA will be reviewed in event of changes to local/national risk level and guidance</p>	<p><i>ongoing</i></p>	