



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: 9 November 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place for national restrictions in England on 5 November 2020 to ensure the school continues to operate in as safe way as is possible. This Risk Assessment is reviewed when new guidelines and advice are issued.

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 has responsibility for: Opening and closing site Cleaning Regular H & S compliance checks Restocking toilet and cleaning supplies</p>	<p>H</p> <p>In the event of the caretaker's absence, his duties can be carried out by:</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 RO can carry out school reopening checks</p> <p>Deep clean by Marcos Cleaners during school holidays</p>	<i>ongoing</i>	<i>L</i>
		Kitchen	<p>M</p> <p>All regular weekly, monthly and annual H & S testing continues, including water risk assessment and PAT testing. Necessary repairs to site continue.</p> <p>M</p> <p>Management of kitchen equipment, supplies and environment managed by The School Lunch Company. Hot meals from 2/11/2020.</p>		<i>L</i>
	<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>Desks arranged to ensure staff at least 2m apart and not facing each other</p>	<i>ongoing</i>	<i>L</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>Open windows to ensure ventilation</p> <p>Arrange virtual meetings with majority of parents and outside visitors. Where this is not possible, visitors to wear face coverings</p>		
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</p>	<p>M</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, Year 2 use playground gate; all other classes use field gate on John Garne Way. 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 or main entrance to CWC when field too wet; Y4 – external door by Y4 classroom; Y5 – side door by SMASH room; Y6 – external door by Y6 classroom.) 1 adult only to come onto school site to drop off and pick up a child. Parents asked to wear face masks. 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. Staggered pick up times: 3:10 Year 5, Year 2 and Year 4; 3:15 Year 6, Year 3, Year 1 & Reception. New Marston Pre-School drop off and pick up times after and before school times. Admin Manager or Head on playground during drop off and pick up – wearing visors. Parents not to enter the building.</p>	<p><i>Social distancing used successfully 2/06/2020 to 17/06/2020.</i></p> <p><i>ongoing</i></p>	<p>L</p>

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				Queuing system outside for people needing to speak to the office – use email for preference Only school staff, children and pre-arranged volunteers and contractors to be allowed in school building		
	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.	<i>ongoing</i>	<i>L</i>
	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,</i> <i>ongoing</i>	<i>L</i>
Emergency Evacuations	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> Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	Children are in designated classrooms, each with separate external exit, or are outside during school day. Each class will use designated external door (see above) as fire exit (this follows normal practice) Need to exit building quickly and safely and disregard social distancing discussed with staff NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	<i>In place since April 2020</i> <i>ongoing</i>	<i>L</i>

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	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	n/a		<p>Practise fire drill under new conditions every half term</p> <p>PEEPs in place for individual children</p>		
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>	<i>In place since April 2020, ongoing</i>	

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				Gvmt advice is for normal thorough cleaning in spaces that symptomatic person has passes through and spend minimal time in (corridors)		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Marcos Cleaners have increased their daily hours to ensure thorough cleaning can take place. This also allows caretaker and head to leave school 1.5 hours earlier every day.	<i>ongoing</i>	<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<p>FIRST WASH YOUR HANDS</p> <p>No expectation that visitors will wash hands when entering school.</p> <p>Classrooms do not have tissues.</p> <p>Supplies of soap etc run low</p>	M	<p>All visitors asked to wash hands when they enter school – use sink in First Aid Room or visitor’s toilet – signage in entrance</p> <p>Contact details of all visitors to school logged by office</p> <p>Hand sanitiser available at Reception</p> <p>Separate bins in classrooms for paper towels & general waste, tissues and recyclables</p> <p>‘Sniffle Station’ clearly labelled in each classroom with paper tissues, hand sanitiser and bin to implement the ‘catch it, bin it, kill it’ approach</p> <p>KD to undertake regular stock check to ensure supplies of soap, paper towels, tissues, hand sanitiser, PPE and cleaning materials sufficient.</p> <p>All sinks around school supplied with soap and paper towels and kept uncluttered – aim that any sink can be used for handwashing. All</p>	<p><i>In place since April 2020,</i></p> <p><i>ongoing</i></p>	<i>L</i>

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				<p>sinks have hand washing instruction posters. 2 new hand wash sinks installed by Y5/6 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>		
	Enough time is available for the enhanced cleaning regime to take place.		M	<p>Cleaning contractors employed for additional time every day for enhanced cleaning programme. School not closed until all cleaning completed.</p> <p>All staff expected to vacate classrooms, offices, staffroom while cleaning taking place at the end of the school day.</p>	<i>ongoing</i>	<i>L</i>

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	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>	<p><i>In place since April 2020,</i></p> <p><i>ongoing</i></p>	
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 3 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; CCM & SP – Spanish; AC – Italian; RB – Y3 Weds; AF Weds & Fri).</p> <p>Children made very aware to keep distant from adults in room who would not normally be with them all day.</p>	<p><i>ongoing</i></p>	
	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>	<p><i>ongoing</i></p>	

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				<p>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.</p> <p>Windows and doors to be opened to allow for as much through flow of air and ventilation as possible</p> <p>No mess and clutter – empty desk policy for all and all surfaces to be kept clutter free – especially sink areas.</p>		
	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 or CWC entrance dependant of field; 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</i> <i>ongoing</i>	
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>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].</p>	<p>Shared stationery</p> <p>Shared books</p> <p>Soft toys, cushions and beanbags in classrooms not easily washable.</p>	<p>L</p> <p>M</p>	<p>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. Pencil cases available to help reduce clutter</p> <p>All soft furnishings, soft toys, dressing up resources and any items not easily cleanable removed from classrooms.</p> <p>Resources to be shared between class groups (eg plastic small world/construction) will be</p>	<i>In place since 02/06/2020</i> <i>ongoing</i>	<p>L</p> <p>L</p>

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	<p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	L	<p>washed in bleach solution/wiped with antiseptic wipes before moving to another classroom</p> <p>Staff to manage access of children to resources in class</p> <p>IT equipment wiped down with antiseptic wipes between each use. Children to wash their hands before and after using laptops and i-pads.</p> <p>Children will be allowed to have books in school for their use and take them home. All books returned will be quarantined – return book box in each classroom quarantine for 5 days – managed by SP</p> <p>SP to supply each class with a selection of appropriate books from library</p> <p>Information posters – hand washing, catch it bin it kill it, symptoms, social distancing in each classroom and at entrance points.</p>		L
	Room ventilation			<p>Through flow of air essential in all classrooms, offices, group rooms and hall when occupied. Windows need to be kept open at all times while rooms are occupied and external doors if outside temperature allows.</p> <p>As outside temperature becomes colder windows need to remain open, but doors can be closed. When rooms are unoccupied eg at</p>	<i>ongoing</i>	

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				<p>break times or once children have gone home - rooms can be fully ventilated with doors open and windows fully open.</p> <p>Children can wear extra layers, coats etc to keep warm.</p>		
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>Staff may choose not to come to work because they do not feel that conditions are safe enough or their unions may advise them not to.</p>	<p>H</p> <p>H</p>	<p>All staff in school from 1/9/2020</p> <p>3 teachers on maternity leave KD/RO have carried out individual risk assessments for all vulnerable staff.</p> <p>From 5/11/2020 staff clinically extremely vulnerable staff remain at home</p> <p>Majority of classroom staff are first aiders, including 3 paediatric first aiders (Years 1, 3 and Reception). New Marston Pre-School staff are paediatric first aid trained.</p> <p>First aid kit in each classroom and inhalers for individual children in classrooms</p> <p>All office staff available for work</p> <p>DSL and Deputy DSL available for work</p> <p>Caretaker available for work</p> <p>SENCo available for work</p>	<p><i>Status:</i> 05/11/2020</p>	<p>L</p> <p>L</p>

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	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 RO can cover SEN should EJB become ill In the event of teacher illness, existing part time teachers will be asked to cover. If this is not possible, supply cover will be sought. TAs will be redeployed to areas of greatest need to cover for TA absence.	<i>Status 05/11/2020</i>	
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).			Staff dress code is smart casual – no change required If staff teaching PE, come to school in appropriate sportswear and footwear	<i>ongoing</i>	

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	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/training in Year 4 classroom (where social distancing possible) or by Zoom</p> <p>TA meetings/training in Hall with 2m distancing</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 Speech and Language Therapist (SLT), KC, Arch Readers and volunteers, music tuition can take place in person – participants to maintain social distancing as much as possible and sit side by side and wear face coverings if possible</p>	<i>In place since July 2020, ongoing</i>	
	Approach to support wellbeing, mental health and resilience in place, including bereavement support			<p>Staff are aware of available support and advice for schools and pupils available from OCC: <u>Bereavement</u> advice.</p> <p>Head checks in with all staff on at least a daily basis</p>	<i>ongoing</i>	

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	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			<p>Staff can access services through Occupational Health(OCC offer) and staff absence insurance.</p> <p>Individual risk assessments where appropriate including for clinically vulnerable staff</p> <p>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.</p>		
	The approach for inducting new starters has been reviewed and updated in line with current situation.			All new staff receive face to face induction, access to copies of relevant documentation and appropriate training.	<i>ongoing</i>	
	Return to school procedures are clear for all staff.			<p>All staff briefed on reopening plans on 20/07/2020.</p> <p>All staff attend INSET on 1/09/2020 for most up to date briefing.</p> <p>Risk assessment and procedures are discussed at every teacher (weekly) and TA (fortnightly) staff meeting</p>	<i>ongoing</i>	
	ITT Trainees			Opportunities provided for trainee teachers to work in school. They will stay with one class and, when observing other classes, will maintain social distancing. They will be reminded of the importance of following social distancing and current lockdown rules when not in school and their responsibility towards the children and staff they work with.	<i>ongoing</i>	

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	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 Regular reminders to staff to maintain social distancing.	<i>ongoing</i>	
	Arrangements to return any furloughed staff in place.			SMASH staff were furloughed until Sept. No current plans to furlough more staff.	<i>ongoing</i>	
	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 and manages all changes to contracts for existing staff (eg upgrading, change of hours, move from temporary to permanent)	<i>ongoing</i>	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>n/a</i>		KD continues to manage all HR issues	<i>ongoing</i>	
	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. Contact details held by office 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.	<i>In place since 02/06/2020</i> <i>ongoing</i>	

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				<p>KD to liaise with contractors' employers to check with the contractor any requirements their employer has specified before visit.</p> <p>Contractors to visit outside hours that children are in school if possible.</p>		
	<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 external specialists can continue to come into school 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 • Guitar, piano and drum teachers • Jill Lloyd – whole class and 1;1 strings tuition from Music Service • Karate teacher • Leaders of workshops • Forest School helpers <p>Adults teaching whole classes and moving between class bubbles to keep strict 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.</p>	<p><i>In place during July 2020</i></p> <p><i>ongoing</i></p>	

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				<p>Use Library, SMASH room and space outside Y5/Y6 in preference to smaller rooms (Den/First Aid Room) and wear face coverings where possible</p> <p>Share this risk assessment with all visiting staff</p>		
Group Sizes	Class groups have been determined on the basis of consistent groups of pupils, that can remain separate from other people and groups.			<p>Maximum class size is 30 – class bubbles to include teacher and class TAs</p> <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>Movement around school only for toileting and walking to Hall.</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>	<p><i>In place since 02/06/2020</i></p> <p><i>ongoing</i></p>	

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	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 (Y2 to Y6) & AB (Y3); lunch time supervisors</p> <p>Staff who cross into different class bubbles must be particularly aware of maintaining social distancing – 2m distant from children. Wear face coverings and sit side by side when working 1:1. SMASH and Breakfast Club staff</p> <p>Head and Administration: Judith Davies, Kaye Devine and Rosalind Owen – potential exposure all members of the school community so must maintain social distancing and wear face coverings when on playground at drop off and pick up</p> <p>In the event of teacher absence, DfE advice states that supply teachers can be used. Part time teaching staff will be asked to cover as preference. Where support staff are absent, other members of support staff may need to be redeployed.</p>	<i>ongoing</i>	
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Staggered school drop off/pick up times 	“children cannot be expected to remain 2 metres apart from each other and staff” DfE 14 May 2020		Younger children reminded not to touch other children or adults; older children encouraged to keep their distance	<i>I place since 02/06/2020</i> <i>ongoing</i>	

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	<p>and locations (if possible)</p> <ul style="list-style-type: none"> • Staggered or limited amounts of moving around the school/ corridors • 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>Parents asked to enter and exit school site using different entrances as detailed above, 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 (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. Parents asked to wear face masks. Staff at entrance to playground during drop off and pick up to ensure social distancing maintained and to be available for any questions – wear face coverings</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>Timetable separate use of sinks in Y3 cloakroom corridor for Y3 and 4</p> <p>Children to use designated external exits to room and move between classroom and playground.</p>		

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				<p>Internal doors to be propped open during the day to minimise need to touch them, not fire doors</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. All toilets fitted with lids, children instructed to flush with lids down Y6 girls will be allowed to use staff toilet by Y6 classroom. 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		

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	Staff			Staff to keep 2 metres from other adults Where possible staff maintain 2m distance from children Staff avoid close face to face contact and minimise time spent 1 metre from anyone Wear face coverings where appropriate Staff meetings held in Hall and Y4 classroom Staggered breaks allow for social distancing in staff room	<i>ongoing</i>	
	Supply Staff			Supply teachers should minimise contact with other staff and children and maintain as much distance as possible from other people		
	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 designated table with relevant activity and wait for rest of class to arrive/class to begin. Children will keep coats and bags on their chair where possible to minimise congregating in cloakrooms After breaks children line up in playground using social distancing markers, enter classroom gradually to allow for handwashing Y5/6 cloakroom only to be used by Year 5	<i>In place since 02/06/2020</i> <i>ongoing</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</i> <i>ongoing</i>	

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	Approach to assemblies – if still occurring, plan in place to manage social distancing.			Hall will not be used for assemblies Assemblies will continue to be virtual including class assemblies which will be filmed and shared with parents. Friday sharing assemblies held by Zoom link Staff led assemblies pre-recorded	<i>In place since 02/06/2020 ongoing</i>	
	Social distancing plans communicated with parents, including approach to breaches.			Information circulated to parents – information available on website and reminders/changes sent out via parentmail and weekly missive	<i>ongoing</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 Year 1 and 2 to have exclusive use of specific areas of playground: Y2 to use lower main playground & tunnel area Reception will share CWC play area with Pre-School, taking turns to use specific areas. Fencing in place to define distinct areas. Play area extended from Nov 2020, will allow additional play space. Each class has own play equipment for its exclusive use: balls, skipping ropes, bats etc Children wash hands immediately on return to classroom after break	<i>From 2/09/2020 ongoing</i>	
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. Hot food from 2/05/2020.	<i>In place since 02/06/2020 ongoing</i>	

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	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 before and afterwards	<i>In place since 02/06/2020</i> <i>ongoing</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>	
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			PPE available in First Aid room for all staff and visitors to take from freely as required. 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 no 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 Staff absences logged by office Office keeps record of all external visitors to school	<i>ongoing</i>	
	Approach when member of school community displays Covid-19 symptoms			We will follow current DfE and local guidance Anyone with COVID-19 symptoms, or who has someone in their household who does, must not attend school. The household will be advised to follow the latest fguidance. If anyone becomes unwell at school they will be isolated, sent home and provided with	<i>ongoing</i>	

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				<p>information on what to do next (ie length of isolation and testing). Staff will be sent home. A child's parents will be called and, when child is picked up, parents will be advised to arrange a test for child. 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. Staff to wash their hands after caring for a child with symptoms. All areas where a person with symptoms has been to be thoroughly cleaned and disinfected after they have left.</p>		
	Approach in event of confirmed Covid-19 cases			<p>We will act quickly to follow current DfE and local advice including calling the DfE helpline. Actions will be based on advice received including carrying out a risk assessment, identifying close contacts and providing information to test and trace. Remote learning provision will be provided for any child needing to isolate. Appropriate communication will be made with school community. All areas where a person with a confirmed case has been to be thoroughly cleaned and disinfected after they have left.</p>	<i>ongoing</i>	

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All pupils in school from Sept 2020	Approach and expectations around school uniform determined and communicated with parents.			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 All clothing must be clearly named – if not school staff will name clothing	<i>In place since 02/06/2020</i> <i>ongoing</i>	
	Changes to the school day/timetables shared with parents.			Shared through parent mail and missive	<i>ongoing</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.			Baseline assessments in Sept 2020 have identified where whole class and individuals need to catch-up. DfE dedicated funds are being used to pay for resources for specific group and 1:1 interventions to support catch-up.	<i>ongoing</i>	

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	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>			<p>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 for individuals</p>	<p><i>From 2/09/2020 ongoing</i></p>	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			<p>JD keeping close eye on families we know to be on limited incomes and who may have applied for Universal Credit. 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</p>	<p><i>ongoing</i></p>	
<p>Remote Education for children needing to isolate</p>	<p>All students have access to technology and remote learning offer.</p>			<p>A third of families replied to a survey of technological capacity at home. The vast majority do not have a dedicated device for each child to use for remote learning. As all school laptops have been converted to chrome books and 30 more chromebooks have been ordered, we have some capacity to lend devices to individuals to support home learning – a whole class at the most. Individual children are able to join their class for the day using Google Classroom and this will be our medium for delivering remote learning from now on. The expectation is that teachers retain close contact with their class in the event of class</p>	<p><i>From Sept 2020 ongoing</i></p>	

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				<p>closure or individual children needing to isolate. We have a remote learning protocol in place which states the principles under which remote learning will operate</p>		
	<p>Children who cannot attend school because they need to self-isolate</p>			<p>We will provide remote education for all children who need to isolate for covid related reasons. Currently no children come under the clinically extremely vulnerable (CEV) category so do not need to work from home. Current government advice for children who live with someone who is CEV, but are not CEV themselves, is that they should still attend school. There are children where medical advice is they work from home to protect the CEV people they live with. Children who offered access to remote education will be expected to engage with this. Class teachers are responsible for ensuring children in their class receive appropriate resources and feedback in line with our remote learning protocol.</p>	<p><i>ongoing</i></p>	
	<p>Intelligence around critical worker parents – numbers intending to take up provision is known.</p>	<p>Increased numbers of critical worker children – means fewer children in eligible year groups can return</p>		<p>JD keeping in contact with families to ensure we cater for all key workers children in the event of another lock down</p>	<p><i>As necessary</i></p>	

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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 Socially distanced face to face parent meetings for high need children if required instead of Zoom meetings	<i>ongoing</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 ongoing for new staff</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 ongoing</i>	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Children to be taught full curriculum from start of September 2020. All children were assessed in English and maths in first 2 weeks of the new school year so that staff are 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.	<i>From 02/09/2020 ongoing</i>	

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				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.		
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p>			<p>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</p> <p>All teachers to amend classroom risk assessments in line with social distancing requirements</p> <p>Use of outdoor space for learning as much as possible – timetabled for fair coverage through the week.</p> <p>Subject coordinators review subject specific advice and relay to staff, including providing relevant risk assessments</p>	<i>ongoing</i>	
	Shared Resources			<p>Children wash hands regularly throughout the day and use hand gel as necessary</p> <p>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</p> <p>No shared playground resources – each class to have their own playground balls, bats etc.</p>	<i>ongoing</i>	
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done 			<p>All teachers to focus on:</p> <p>Clear routines</p> <p>Calm atmosphere in classrooms</p> <p>English and maths learning – tailored to class after careful assessment</p> <p>Targeted individual support</p> <p>Plan for as much outdoor learning as possible</p>	<p><i>From 02/09/2020</i></p> <p><i>Ongoing</i></p>	

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	<ul style="list-style-type: none"> capturing pupil achievements/ outcomes 			Praise Emphasis on restoring children's confidence and building social bonds		
	PE and Sport			Children taught PE in class bubbles External PE coaches maintain strict 2m distancing 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	<i>From 2/09/2020</i> <i>ongoing</i>	
	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 External music teachers maintain strict 2m social distance	<i>From 2/09/2020</i> <i>ongoing</i>	
	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</i> <i>ongoing</i>	

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				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. Reasons for any absences sought by 10am every day	<i>ongoing</i>	
After School Clubs	Arrangements for after school care and after school clubs			No after school clubs will run with the exception of SMASH and Breakfast club, as this will mean too much mixing of class bubbles SMASH will use Hall (ventilated) and outside areas to allow for maximum social distancing between children and staff Staff and children in SMASH to maintain 2m social distancing as much as possible These clubs only for use by parents who need care for work, to seek work, for education or respite Staff to wear face coverings when handing children over to parents	<i>From 2/09/2020</i> <i>ongoing</i>	
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 Year 4 classroom or by Zoom. Fortnightly support staff meetings in Hall All staff have school email address and are expected to use it	<i>ongoing</i>	

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				Covid safety first point of discussion at all staff meetings		
	Plans shared with governors.			Revisions to risk assessment shared with FGB and discussed. Covid safety a point of discussion in FGB meetings and governor committee meetings	<i>ongoing</i>	
	Communications with parents			Plans shared with parents using parentmail, the weekly missive and available on website. Classroom specific communication through Class Dojo. Ad hoc communications through parent mail, email and phone as necessary. Head and Admin Manager on playground at drop off and pick up. Parent Consultation meetings held by Zoom.	<i>ongoing</i>	
	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. Regular formal reminders in class and at assemblies during the week. All staff to remind children as necessary throughout the day Covid safe classroom routines practised and managed by staff	<i>ongoing</i>	
	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>	
	Meetings and decisions that need to be taken prioritised.			Governors meetings held on Zoom.	<i>ongoing</i>	

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Governors/ Governance	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			Reopening documentation shared with Governors – meeting on 27/8/2020 to finalise arrangements for September opening. Governors stated whether they felt arrangements were suitable for full opening. Documents shared using Governor Hub and school email used for communication. All changes to plans shared with FGB.	27/08/2020 <i>ongoing</i>	
	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 Cttee. Face to face meetings with Safeguarding Governor. From Sept 2020 all governor committees resumed meetings using Zoom.	<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. Replace with virtual visits/workshops where possible In November 2020 only trips allowed will be walking to local parks where social distancing can be guaranteed. Avoid busy times and routes. Workshops will be allowed where external leaders can maintain a strict 2m distance. No overnight trips until further notice – safety of planned Woodlands trip for Year 6 will be assessed closer to the date	<i>ongoing</i>	

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				<p>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</p> <p>PTA events on hold – virtual fund raising will take place. PTA meetings can be held virtually.</p> <p>Parents will not be invited into school or to take part in school events until further notice. Class assemblies can be filmed and provided to parents in an on-line secure environment (photo permission documentation has been updated)</p> <p>Class Dojo will be used from September opening to provide parents with up to date information of happenings in their child's class</p>		
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			Loss of income from SMASH factored into 2020/21 Budget. Income from rents and lettings will be reduced		

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	financial implications of possibly not restarting.			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 • Catering 			IT support has continued throughout provided by 123ict Marcos Cleaners have continued to provide cleaning services throughout including deep cleans in holiday periods School Lunch Company continues to provide school lunches	<i>Ongoing</i>	
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Cherwell Partnership heads in contact through email, Zoom meetings held and practical advice and documents shared. OCC weekly heads briefings	<i>ongoing</i>	
Review and Monitoring	Measures in place to review effectiveness of this risk assessment (RA)			Risk assessment circulated to all staff, who need to sign to confirm they have read and understood its contents Issues rising from RA regular discussion point at weekly staff teacher and support staff meetings Non-compliance must be reported by staff so that it can be addressed Head & Deputy monitor effectiveness of protection measures, change as necessary and report to governors for review	<i>ongoing</i>	

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				RA will be reviewed in event of changes to local/national risk level and guidance		