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| **RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020** |  |
| **Name of School** | **Date of assessment** | **Review date** |
| **Bridgemere CE Primary School** | **17th July 2020** | **1st September 2020 then 4th September 2020** |
| **Name and Position of Assessor(s):** | **Bev Dolman** | **Assessor(s) Signature:** | **B. Dolman** |
| **Head of School’s Name:** | **Caroline Middleton** | **Headteacher’s signature:** | **B. Dolman** |  |
| **Chair of Governor’s Name:** | **Elizabeth Ford** | **Chair’s signature** | **E. Ford** |  |

**The risk areas below can be used as a guide, but schools may want to adapt this for their use.**

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| **RISK PRIORITY** **HIGH: Accident likely - with possibility of causing serious injury or loss** **MEDIUM: Possibility of accident - causing minor injury or loss** **LOW: Accident unlikely - with control measures in place** |

**5 steps to Risk Assessment**

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably* *practicable* level

Recovery Plan and Risk Assessment September 2020

This Risk Assessment is written and informed by the guidance issued by the DFE in July 2020. It draws upon the knowledge and experience gained since the start of lockdown on March 23rd and the management and control measures that have developed following the expansion of numbers in school since June 1st 2020.

The key guidance can be viewed by clicking here:<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

As part of planning for full return in the Autumn Term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the Autumn Term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

**Overarching Guidance for all staff:**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). The DfE has introduced the following nine-step system of controls which they require schools to work effectively in order to reduce risks and create a safer environment:

**System of controls**

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

**Prevention:**

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) Clean hands thoroughly more often than usual

3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as wipes, detergents and bleach

5) Minimise contact between individuals and maintain social distancing wherever possible

6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all of the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

**Response to any infection:**

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice (HPT)

Numbers 7 to 9 must be followed in every case where they are relevant.

**For staff these principles transform to:**

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the ‘catch it, bin it, kill it’ approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as wipes, detergents and bleach.
6. Follow the whole school cleaning regime and work as a whole school team to maintain cleanliness
7. Continue to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
8. Do not call pupils to the front of the class
9. Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by **updating your classrooms displays with posters.**
10. Do not allow children to share stationery. Some resources such as books and games can be shared but clean as far as possible.
11. Any resources which are shared between pods should be cleaned thoroughly between each use or rotated to allow for them to be left unused for a period of 48hours (72 hours for plastics) before being used by the next class.
12. Keep your classroom door and windows open if possible, for air flow.
13. Limit the number of children from your class using the toilet at any one time.
14. Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.
15. Make sure you’ve read the school’s updated behaviour policy and know what role in it you’re being asked to take.
16. Make sure you’ve read the dealing with Covid 19 staff procedures booklet

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| **Hazard identified** | **People at Risk** | **Existing Control Measures in place** | **Risk Priority** **(High, Medium, Low)** | **Additional Controls Required****to Minimize Risk** |
| 1. **Responding to Someone with Symptoms**
 |
| No one must enter the school with Covid 19 symptoms | All staff, children and families | Staff and children have been advised not to attend school if displaying coronavirus symptoms.  | **Low** if procedures followed | * Staff have received a Dealing with Covid 19 procedures booklet which has been created based on the new guidance for schools published July 2020.
* Parents have received letters advising them not to bring children into school if displaying any Covid symptoms.
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| Procedure for dealing with someone who presents with Covid 19 symptoms | All staff, children and families | Procedure is in place as follows:If a child is awaiting collection, they should be moved, if possible, to where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.  | **High** | * New isolation area is to be used from September. This will be in the foyer of the main entrance. Doors can be opened and a 2m gap can be maintained.
* If isolation area is used, cleaner to implement additional cleaning. Fogger to be used that evening.
* Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 days.
* If a child or staff member tests negative, they can return to their setting and end the self-isolation of their household.
* If any children or staff test positive, the rest of their class and group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.
* Temperature checks will not be used at the school
* Staff advised to contact HOS immediately if unwell and unable to attend school
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| Procedure is known by staff | All staff, children and families | All staff are aware of the procedure and have been advised about this previously.  | **Low** | * New procedures booklet has been produced for staff based on updated guidance. It makes clear the need to don PPE particularly if social distancing cannot be maintained.
* Virtual meeting being held on Monday 20th July to discuss any concerns or possible issues.
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| Follow up measures in place | All staff, children and families | The dealing with Covid 19 procedures booklet states the need to wash hands after responding to someone with symptoms | **Medium** | * The school policy is clear that any staff or pupil should wash their hands thoroughly
* This will be emphasised at the staff briefing on 20th July
* Washing for 20 seconds with soap and running water or use of hand sanitizer after any contact with someone who is unwell will be added to thestaff procedures booklet.
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| Testing procedure | All staff, children and families | Staff and parents have been advised of the need to request a test via NHS.UK online or 119 via telephone if they present with any of the symptoms:A continuous coughA high temperatureLoss of smell or taste | **Low** | * School have advised parents and staff that test kits will be delivered to school to attempt to speed up the diagnosis and therefore the school’s response in light of the result.
* Kits are yet to arrive.
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| **Guidance**[Coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)[Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)[Arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)[FAQ for school staff](https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=6d320e39-ceec-4b6f-a37e-1c13faeb276b&type=PageSectionDocuments) [Testing guidance for schools](https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=b210634d-2895-4fd1-89f6-b3ae08293888&type=PageSectionDocuments)[Testing script for schools](https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=eb4a6273-ed00-4eb1-9259-0502cef0afd8&type=PageSectionDocuments)[Testing data form](https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=96e1c85d-75a5-47db-b9fa-681e5eae14e6&type=PageSectionDocuments) |

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| 1. **Hygiene and Handwashing**
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| There are enough washing areas and sanitizer stations | All staff and children | The school has a sink in every classroom and toilets in 2 classrooms. Posters around the school promote the necessity to wash hands regularly with soap and running water for 20 seconds and drying thoroughly or hand sanitiser. Hand sanitiser stations are available. Staff are aware of the need to ensure pupils frequently wash their hands. Current timetables build in handwashing when they arrive at school, when they return from breaks, when they change rooms and before and after eatingembedding the ‘catch it, bin it, kill it’ approach encouraging pupils to clean their hands thoroughly after using the toiletMiddle sinks in toilets have been blocked off.  | **High** | * Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands.
* One adult should supervise pupil to toilet to support management of hand washing and ensure cross over to other pods does not occur.
* Caretaker and cleaner to check soap supply is adequate
* Additional sanitisation points in each classroom will be set up to cope with more pupils.
* Ensure new timetables add hygiene routines regularly.
* Children will receive a welcome back to school booklet in August and handwashing will be explained in the booklet.
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| Support for hygiene processes for children who require assistance | All children | Due to limited numbers of children there have been enough staff to support all pupils with handwashing and enough hand stations set up | **Medium** | * Pupils with complex needs generally have 1:1 support where required and this support will assist with handwashing.
* Teaching staff are aware of other pupils who may need assistance and they will be available to support these pupils and provide regular reminders.
* More hand sanitizer stations are being set up in each classroom.
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| Wipes available for children who may need to clean their face or body. | All children and staff | Skin friendly wipes have been provided by the LA.Additional wipes are available in all classrooms to regularly clean surfaces, play equipment and other resources | **Low** | * Skin friendly wipes will be placed in Reception/Nursery classroom in September to support any new pupils who may have specific needs.
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| **Guidance**[Safe working in education, childcare and children’s social care, including the use of PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)[E-Bug resources](https://www.e-bug.eu/) include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters[NHS Print friendly A4 poster](https://www.nsft.nhs.uk/Find-help/Documents/Coronavirus%20Print%20Friendly%20A4%20Poster.pdf) [6 steps of handwashing’ poster](https://www.e-bug.eu/lang_eng/primary_pack/downloads/hh/hhmm2/Hand%20hygiene%20poster.doc)NHS washing hands video:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> |

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| 1. **Cleaning**
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| Cleaning schedule produced | All staff, children and families | The school has put in place an enhanced cleaning schedule in line with government guidance. | **High** | * Cleaning schedule is to be re-visited and amended where required in order to cope with demand of increased numbers attending.
* Staff will discuss cleaning schedules at virtual meeting on 20th July. Decisions will be made and cleaning schedule updated by HOS. The cleaning schedule will increase wiping of areas and cleaning of toilets.
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| Cleaning schedule followed by all staff and can be delivered | All staff, children and familiesCrystal clean contractors | The current cleaning schedule has been agreed with the cleaning contractor/relevant staff and changes in work patterns agreed. The cleaning schedule is appropriate for the number of children in school. | **Low** | * The new schedule will be discussed with all staff on 20th July and the schedule will be firmed up by HOS.
* The schedule will then be discussed with Crystal Clean and site staff.
* Crystal clean will provide their updated Risk Assessment
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| Surfaces frequently wiped | All staff, children and families | The school’s cleaning schedule includes frequently touched surfaces being cleaned more often than normal. All staff are wiping surfaces and encouraging children to do the same. | **Low** | * All staff will continue to ask children to wipe areas, particularly after lunches have been eaten. Staff will continue to wipe areas also.
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| Resources are frequently wiped | All staff, children and families | The school’s cleaning schedule includes classroom-based resources, such as books and games and playground equipment which are shared within the pod are cleaned regularly | **Medium** | * The school’s cleaning schedule will be revised to include classroom-based resources, such as books and games and playground equipment which are shared. HOS will update the cleaning schedule following the virtual meeting on 20th July.
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| Shared resources are frequently wiped and stored | All staff, children and families | The school’s cleaning schedule includes resources that are shared between pods.Some resources are left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different pods. Only equipment which is easily wiped can be shared the following day. | **High** | * The cleaning schedule will be updated to include resources such as sports, art and science equipment. These will be cleaned frequently and meticulously between use by different classes. Alternatively, resources will be put away for 48 hours before use or 72 hours if plastic.
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| Stationery is not shared | All staff and children | Pupils have their own items that are not shared. These are kept in plastic wallets which are wiped daily. | **Low** | * All stationery has been ordered and all children will be given their own set of essential resources which will be kept on their desk. At the end of the day these will be placed on the chairs which will be put under their desks.
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| Equipment travelling from home and school has been limited to the essentials | All staff, children and families | Pupils have been advised to limit the amount of equipment they bring into school each day, to coats if needed and lunch in a disposable bag. | **Medium** | * Pupils have been advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, PE kit, communication diaries and reading books. Small school bags are allowed.
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| Equipment travelling from home and school has been considered in terms of cleaning and storage | All staff, children and families | No resources such as books are travelling between home and school currently | **Medium** | * Communication books can be used but must be wiped at the start of the day and clipped open onto the relevant page with a bull dog clip for teachers to stamp.
* Reading books can be sent home once per week and put into a box on a Friday. New books will be given to children. The books in the box will not be touched until Monday and they will then be put back into the relevant places.
* All exercise books have been purchased with anti-bacterial covers.
* Fogger will be used each Friday across the entire school.
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| Waste is discarded appropriately | All staff and children | The school has arrangements to dispose of waste in line with government guidance, in particular in relation to a possible case. Procedure is to double bag and place in the PE shed for 72 hours before removal to outside waste bins. | **High** | * The current procedure will remain in place. All bins will be emptied at lunchtime.
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| **Guidance**[COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |

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| 1. **Social Distancing**
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| Mixing of pupils is restricted | All staff and children | All children will remain in their classes throughout the day thus limiting the need to travel around school. Each class will have a specified place for lunch and playtimes.  | **Low** | * Movement required will be supervised by adults on site. This will generally be to toilet. All whole class movement will be supervised by classteachers.
* One-way circulation implemented in corridors. This will be accessed via corridors which will have 2m taped lines for children to follow.
* Routine of movement shared with children.
* Signage for movement around buildings for children will be displayed
* Caretaker has taped the floor to demarcate areas and walkways, all complying with the 2m social distance.
* Toilets to be set up so middle sinks and urinals are blocked off to maintain the 2m social distance.
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| Shared areas have been considered | All staff and children | No area in school is currently used by more than one pod. Hall will be used by 1 class for lunch and after school club. | **Medium** | * Hall will be used for Class 2 for lunches. It will be thoroughly cleaned after use in readiness for ASC at end of day.
* If any serious spillages or cleaning required, fogger can be used.
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| Mixing of staff is limited | All staff and children | No current mixing of pods.The school has identified where there may be mixing into wider groups from September: PPA cover, transport, Breakfast and ASC and Active 30.  | **Medium** | * Some staff will be circulating around classes. These staff will maintain a 2m gap from all pupils. No staff should be within 2m of each other on school site. Staff circulating around classes must wash their hands at the beginning and end of every session. Individual risk assessments will be completed for any staff who requires these or reviewed if one currently exists and may be moving between pods.
* Active 30 will take place outside at all times as far as possible.
 |
| Layout of classroom complies with guidance for schools | All staff and children | The school has made adaptations needed to the classroom to support current social distancing requirements. Unnecessary equipment has been removed. | **Low** | * All classrooms will be changed to comply with new social distancing measures (from September) at the end of July. Desks will be separate and in rows, all facing forwards. Some furniture may need to be added to classrooms.
* There must be a 2m zone where the teacher will stand at the front of the class.
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| Staff informed of social distancing measures | Staff | Staff have been informed of the measures needed to socially distance within the classroom.  | **Low** | * The information has been updated in the Dealing with Covid 19 procedures for staff booklet. Also discussed at virtual staff meeting 20th July 2020.
 |
| Timetables are planned  | All staff and children  | The school timetable enables groups to be kept apart and movement around the school site kept to a minimum.  | **Low** | * All timetables must be approved by SLT.
* Staggered parts of the day are in place and children will be notified of their timetable in their welcome back to school pack they will receive in the summer holiday. Children attending breakfast and ASC will be escorted to and from the hall.
* Children attending ASC will remain in their class pods until 3.25pm when they will be collected for ASC by a member of staff
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| Staggered arrivals and collections,breaktimes and lunchtimes have been planned for | All staff, children and families | There are currently staggered start and end times for the pods in operation. This has been revised to allow for the full opening from September. All times are documented in the staff procedures booklet. The school has communicated with parents around the staggered start/end times and has reminded them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. | **Medium**  | * All staggered starts, ends, breaktimes and lunchtimes have been scheduled for the smooth operations and restricting of mixing. All classes will stay in specified areas for these parts of the day.
* Children attending ASC will remain in their class pods until 3.25pm when they will be collected for ASC by a member of staff
* Lunch to be eaten at the same desk in the classroom area for all classes except Class 2 who will eat in the hall.
* Lunches will be brought to the classrooms by a nominated member of staff.
* Gloves will be worn to place the meals in front of the children. Dishes will be removed by support staff and taken back to the kitchen.
* Children are not to access the building once they have been taken out during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own class.
* One staff member per class to stay with them for their entire lunch time and manage inside and then outside with them.
* Children not to be sent inside for first aid incidents, where avoidable and in the interest / safety of the child. Instead staff member to contact office for a first aider to come to a designated point on the playground.
* Lunch is on a rota
* During breaks children will be escorted to their area as a class. Children will have designated play areas.
* If weather is too wet to go outside either at break or, children will stay in their pods and will be supervised by staff on the duty rota (the same routine) as wet play currently.
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| Planned use of shared areas has been considered | Staff | The school has planned how shared staff spaces are set up and used to help staff to distance from each other. (Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day). | **Low** | * Lunch and break times are staggered to allow for greater, safe use of the staffroom. No more than 3 staff in the staffroom.
* An extra staff space will be set up to reduce numbers.
* Staff need to maintain 2m social distancing at all times by the photocopier, where there may be high demand. Staff need to wait or return at a later time.
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| Face masks must be authorised if worn and only considered for medical reasons. Face masks used for travel to school must be disposed of before entry | All staff and children | The school has a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them.  | **Low** | * Any staff/pupils wearing face masks to school must dispose of these at the entry to school.
* The guidance is clear that face masks should not be worn in school. Exceptions will only be made where there is a clear medical requirement.
 |
| Provision has been considered for children with SEND | All parents and children with SEND and relevant staff | The school has made specific steps to help and support those pupils with SEND prepare for the changes to routine involved, for example using social stories. Virtual meetings have been held with staff and parents and SENCO and plans adopted. Person Centred Reviews have been held for all children on the SEND Record to ascertain individual needs for school return | **Low** | * SENCO will organize additional meetings for the first week in September if required
* Specific photos of the school environment and relevant staff have been provided to children, alongside letters & social stories for specific children as relevant to need.
* Relevant links, books and videos are available to all families on the SEND page of the website.
* Social Stories and other resources (e.g. Back to School Success Pack) are available on the website.
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| Hygiene procedures for children with complex needs have been considered | All staff and children with SEND | Increased hygiene protocols are in place when working with children and young people with complex needs, or those who need close contact care; the school supports them to maintain distance and not to touch staff and their peers, where possible. | **Low** | * No complex cases currently in school. This will be reviewed in September once the new reception and nursery children have started.
* PPE is to be worn by any staff who made need to deal with accidents and the intimate care policy must be adhered to.
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| Visitors on site will be restricted | All visitors, contractors and delivery staff | The school has procedures in place to manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.  | **Low** | * Any visitors who are not critical will not enter the school building.
* Any visitors permitted to enter the school will only do so with prior approval. They will enter and meet the HOS in the HT office
* All visitors must sign in at the School Office in order to fulfil the NHS track and trace requirements
* Parents will not enter the school building under any circumstances, unless prior approval has been agreed by HOS
* Any communication with school will be done via email, telephone or conference call.
* Letter to parents to inform them of restricted access to school.
* Bursar will create a designated area for essential deliveries which will be placed in the area. Parcels will be opened by the Bursar only who will use gloves if available and then dispose of these. Hand sanitization to be used if gloves not available. All packaging will be binned immediately.
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| Contractors and suppliers know procedures | All contractors and suppliers | Expectations have been communicated to contractors and suppliers around for example, cleaning, catering, food supplies, hygiene supplies etc.A new information sheet has been created | **Low** | * Information sheet will be printed and laminated
* New information sheet will be given to all suppliers and contractors
 |
| Contractors and suppliers attend school out of hours  | All contractors and suppliers | The school plans for visits to happen outside of school hours, where this is possible. | **Low** | * All works will be scheduled to take place out of school operational hours unless there is an emergency and access to site cannot be avoided
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| Sign in system is always used | All visitors, contractors and delivery staff | The school procedures ensure a record is kept of all visitors. | **Low** | * Hand sanitizer must be used before signing in. All pens will be used, cleaned and put away for 72 hours.
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| **Guidance**  [Safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) |

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| 1. **Personal Protective Equipment (PPE)**
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| PPE is used correctly | All staff | The link to the training video about using PPE correctly is listed in the staff procedures book.  | **Low** | * The Dealing with Covid 19 staff procedures booklet explains when PPE should be used and has been updated.
 |
| PPE is available | All staff | Arrangements are in place to ensure that the school has sufficient supplies of PPE.Arrangements are in place to monitor supplies of PPE. | **Low** | * The LA provided PPE to the school in June. Supplies are still available. Alternative suppliers are available if further PPE is required.
* PPE is monitored by HOS/Bursar
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| Staff can safely use PPE | All staff | Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance. This is listed in the refresher training link in the procedures booklet. | **Low** | * Refresher training link is provided in the Dealing with Covid 19 staff procedures booklet
 |
| PPE is stored safely | All staff | PPE will be stored safely when not in use. | **Low** | * PPE is available in each classroom.
* The surplus PPE is kept in the School Office.
 |
| Relevant policies are in place | All staff, children and families | Executive Headteacher has updated First Aid Policy and Health and Safety Policy to comply with guidance released in June 2020. | **Low** | * Executive Headteacher will amend First Aid Policy, Health and Safety Policy to comply with July 2020 guidance.
 |
| First Aiders are in place and on site  | All staff and children | First aid provision has been in place during the lockdown period. More first aiders will be available from September 2020.  |  | * First Aid Policy addendum will be updated further.
* Continence issues and soiling will be dealt with following the Intimate Care Policy. All staff will don PPE when addressing these issues.
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| **Guidance**[Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)[Quick guide for putting PPE on and off](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) |

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| 1. **Managing Symptoms, Testing and Responding to a Local Outbreak**
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| Information has been distributed | All staff and families | The school has ensured that all staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms.  | **Low** | Letters have been distributed to parents and information put into the staff procedures booklet. |
| Records of staff and pupils in different groups are kept | All staff and children | The school has a system to keep a record of pupils and staff in each class and any close contact that takes places between children and staff in different classes so that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.  | **Low** | All pupils will be registered in the morning and afternoon. Separate register will be taken for Breakfast and ASC. Staff must sign in and out daily on the login system. This will be monitored by the Bursar to ensure there is an accurate overview of staff on site. If staff enter a class they are not timetabled to work with, they will need to sign in on the class sheet changes document on the inside of the classroom door. |
| Testing kits in schools | All staff and families | Once available, the school will follow government advice and give home testing kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.  | **Low** | School are awaiting kits to be delivered.Parents and staff have been informed that testing kits will soon be available in school |
| Response to a positive test | All staff, children and families | The school has procedures in place to ensure that they can take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). A class and other staff that have been attached to the class will be sent home to self-isolateThe school’s procedures include contact with the local health protection team when someone has tested positive for coronavirus (COVID-19).  | **Medium** | The procedures, having been updated, have been listed in the Dealing with Covid 19 Procedures for staff. |
| Letter in place to share with all stakeholders if required | All staff, children and families | The school has a template letter to send to parents and staff if needed on the advice of the health protection team  | **Low** | Letter will be shared by the LA |
| Post-test arrangements in place | All staff | Post-testing support arrangements are in place for staff. | **Low** | The procedures, have been listed in the Dealing with Covid 19 Procedures for staff booklet. |
| Procedures for following advice from the local health protection team | All staff, children and families | The school has procedures in place to respond to any outbreak based on the advice from the local health protection team  | **Low** | The procedure is outlined in the Dealing with Covid 19 Procedures for staff booklet. |
| **Guidance**[Testing and tracing for coronavirus (COVID-19)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/).**Contact:** Public Healthphbusinessteam@cheshireeast.gov.uk[Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams) |
| 1. **Curriculum Adaptations**
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| Recovery Curriculum is in place | All staff and children | The key principles that underpin our advice on curriculum planning are:education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. | **Low** | * Curriculum has been audited to establish missed learning in particular new knowledge and skills in the core curriculum.
* Additional time will be made available for Maths and English.
* Science, RE and Computing will also be taught.
* Children’s gaps in learning will be assessed frequently by staff.
* Active 30 undertaken each day at a set time, plus 2 hours of PE.
* Special “A Time to Talk” sessions implemented to focus on children’s mental health and well-being.
* Exercise books with antibacterial covers have been ordered.
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| Contingency plan in place for remote learning if required | All staff and children | If in the event of localized, national or class lockdowns, school needs to respond immediately with a remote learning offer:* use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations
* give access to high quality remote education resources
* select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
* provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
* recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.
* set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
* teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
* provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
* gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
* enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils’ understanding
* plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
 | **Medium** | School has accessed the DfE funding to set up Google Suite. The school has integrated its management information system to set this up for all pupils.The school is leasing Chromebooks for every pupil. These will be distributed to all pupils and will be used both at home and at school therefore if a class pod needs to isolate or there is a further lockdown overnight, the devices will already be at home, ready for use. Teachers will be accessing training about the use of Google Suite.Timetables and minimum expectations have been decided and will be shared with all staff at Inset in September. These will formulate the blended learning policyChildren will be taught how to use G Suite as part of their computing curriculum.SENCO will liaise with all staff to modify provision for SEND pupils so it is appropriate.Assemblies will be held virtually.Curriculum maps will be produced for each year group by the DfE. |
| **Guidance**Guidance for full opening for schools |
| 1. **Other Themes**
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| Attendance at school | All children and families | School attendance will be mandatory from the beginning of the Autumn Term: Rules in place are:* parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
* schools’ responsibilities to record attendance and follow up absence
* the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct
 | **Low** | * School will prioritise supporting children back into school.
* Attendance will be monitored and template letters are in place for initial conversations with families.
* If families choose not to engage with any support fines will be implemented.
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| Staff holidays are known | All staff | The guidance expects leaders to establish which staff are travelling abroad during the holidays in case of any delays due to quarantine or Covid outbreaks. | **Medium** | * HOS to establish holidays being taken by all staff and share list with Executive Head.
* Executive Headteacher will prepare any back up plans required for staffing from September.
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| Safeguarding Policy has been updated | All children | The safeguarding Policy had an addendum added to it for lockdown. This Policy will be updated in light of the new KCSIE in place from 1st September 2020. | **Low** | * Safeguarding Policy will be updated in readiness for September 2020.
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| School Uniform | All children | All schools are encouraged to return to their usual uniform policies. | **Low** | * All families will be encouraged to wear school uniform and fetch in PE kit. Flexibility will be applied if required.
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| New starters | All children and families | New starter families have been receiving the up to date information with regard to the September start dates. Transition letters and packs have also been sent. Tours of the school have been uploaded to the website along with meet the new teachers.  | **Low** | * New starters meeting to be set up in the first few weeks of school.
* On the first day of school new starters will enter last in case of any issues or upset. If any child cannot be coerced into school after 30 minutes, the parents will be asked to leave with the child and a plan for the next day will be agreed with the family via telephone.
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| Pupils’ anxiety | All children  | Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. | **Low** | * Teachers show pupils what PPE use may look like by using pictures and explain the need for such equipment in the first session on day one to reduce any child’s anxiety if they witness staff using these.
* This will also be explained in the Welcome Back to School booklet for pupils.
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| Soft/fabric resources | All children and staff | Soft and fabric resources have been removed currently | **Low** | These resources still need to be avoided as far as possible.  |
| Governance | All Governors | The Risk Assessment must be signed off by the Governing Body. | **Low** | Risk Assessment and Checklists have been shared with the working party.  |
| **Guidance**Guidance for full opening for schoolsImplementing Protective Measures Keeping Children Safe in Education  |