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| **RISK ASSESSMENT FOR THE WIDER OPENING OF SCHOOLS** | | | | | |  |
| **Name of School** | | **Date of assessment** | | **Review date** | |
| **Bridgemere CE Primary School** | | **28th May 2020** | | **8th June and then weekly** | |
| **Name and Position of Assessor(s):** | **Bev Dolman** | | **Assessor(s) Signature:** | | **B. Dolman** |
| **Headteacher’s Name:** | **Bev Dolman** | | **Headteacher’s signature:** | | **B. Dolman** |  |
| **Chair of Governor’s Name:** | **Elizabeth Ford** | | **Chair’s signature** | | **E. Ford** |  |

**Before completing this risk assessment, please refer to Cheshire East’s Risk Assessment Framework. 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

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| **Hazard identified** | **People at Risk** | **Existing Control Measures in place** | **Risk Priority**  **(H, M, L)** | **Additional Controls Required**  **to Minimize Risk** |
| **Buildings and Facilities** | | | | |
| **Closure of building for past 12 weeks could mean facilities and premises are not fit for use and could pose other health risks** | All staff and children on school site | Prior to closure the school followed a schedule of health and safety checks and caretaker daily checks. Although the school has been closed, the caretaker has been on site undertaking his regular checks. Security alarm has been used throughout the period.  Caretaker has been briefed 20/5/20 on the checks to complete  **DfE Guidance:**  **Managing school premises during the coronavirus outbreak**  During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. | **Medium** | * Checks have been made to the building in line with the DfE guidance for schools on managing premises which have been partially open during the COVID-19 outbreak * Caretaker has checked hot/cold water systems. Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. * HOS/Caretaker will check fire alarm works. Weekly call points, fire doors and emergency lighting will be tested. * HOS will review fire escape routes and amend if necessary. * Fire alarm to take place day 1 of return on 15th June 2020 as children may now be in a different classroom. * Cheshire East Catering has completed a risk assessment for the kitchen and additional cleaning has taken place. |
| **Classroom layout must ensure the 2m social distancing measure is applied** | All staff and children on school site | Classrooms have been measured to ensure what the maximum capacity is within the space.  **DfE Guidance:**  **Planning Guide for Schools**  Desks should be spaced as far apart as possible.  Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days. | **Low** | * Desks to be moved 2m apart and further where possible. * Channels for the teacher to be created behind the desks for teachers to move * Sink areas to be marked with masking tape for pupils to follow. * All furniture not being used is to be stored and moved to another empty classroom. * Classroom spaces to be accessed by outside doors at start and end of day |
| **Toilets must ensure the 2m social distancing measure is applied** | All children on site |  | **Medium** | * Toilets to be set up so middle sinks and urinals are blocked off to maintain the 2m social distance. |
| **Reduce transmission opportunities** | All staff and children on school site | Numerous resources are available in classrooms but not all can easily be cleaned following use.  Resources have been purchased so each child can have their own pack so sharing is not required.  Door wedges have been ordered  Pedestal bins have been ordered  **DfE Guidance:**  **Covid 19: cleaning of non-healthcare settings guidance**  **Implementing Protective Measures** | **Medium** | * Review equipment available and remove items such as books and play equipment which cannot be easily cleaned. * Soft furnishings moved to the mobile. * Make up resource packs for each child and place in wallets which can be wiped at the end of the day. * Remove and store old bins. Place new bins in all areas. * Prop internal doors open to limit use of door handles and aid ventilation. * Wedges to be used to keep doors open. * Areas cordoned off if they are not in use to prevent further risk of transmission. * Outside learning to take place as often as possible in pod designated areas whilst weather allows. * All classrooms will be ventilated, windows will be opened each day. |
| **Maintain social distancing around school and reduce contact with others** | All staff and children on school site | **DfE Guidance:**  **Planning Guide for Schools** | **Low** | * One-way circulation to be implemented for corridors. This will be accessed via corridors which will have 2m taped lines for children to follow. A schematic to be created and placed on the website for parents * Routine of movement shared with children. * Signage for movement around buildings for children will be displayed * Caretaker to use tape on the floor to demarcate areas and walkways, all complying with the 2m social distance. |
| **Class sizes and groups** | | | | |  |  |  | * Checks to **gas safety** |
| **Ensure pods are manageable to reduce contact and limit risk of transmission** | All staff and children on site | Parents have completed a parent survey. Those parents that did not complete the survey from targeted year groups have been contacted via a telephone call. Numbers for each pod have now been determined and staffing sorted.  **Planning Guide for Schools**  For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.  Keep cohorts together wherepossible and:  ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days  ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days  In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days | **Medium** | All year groups planned for return will be grouped into pods as per the criteria below:   * Vulnerable and key workers’ children will take priority * Wider opening will only be accessible for children if there is capacity on school site. * If in the event key workers require further places the wider opening pods will be closed to allow the children of key workers to attend. * No more than 10 in one class group as per 2m social distancing requirements * Social distancing applies with chairs and movement around the building at all times. * Pods should remain apart from each other for the entire day. * Children should not mix with other children in a different pod * Teachers should not mix with other pods as far as possible. * Wrap around care is only accessible for key workers’ children/vulnerable children. These children will remain in a pod together. * Pods will be based in the same designated base each day. * Registration and attendance reporting will take place each day. This will be reported to the DfE * Some EYFS children may have difficulty coming back into school. If this is the case, we will allow the parent to escort the child to the outside play area to perhaps engage them in a game. If the child cannot be calmed by verbal coercion and parental support, the child will not be admitted to school. A telephone call will be made to the parents to decide on a strategy for the next day such as change of arrival time for example. |
| **Staff** | | | | |
| Pods can run with appropriate staff capacity | All staff | Staff have been audited in readiness for school re-opening  One member of staff is shielding due to age.  Staff have had access to the proposed arrangements.  **Planning Guide for Schools**  Keep cohorts together, ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff.  Stagger the use of staff rooms and offices to limit occupancy | **Medium** | * Virtual staff meeting has been scheduled for 1pm 5th June 2020 to discuss the arrangements. * Capacity will be as much as school allows. If additional capacity is required for key workers’ children then a pod will be accessed at Acton CE Primary Academy. * SENCO will be available remotely. HOS will deal with on site issues. * All pods will be supported with other staff who will remain with only one pod * Paediatric first aider is on site. Two additional staff will be trained on 8th/9th June. * HOS is the DSL. EHT will be available to provide remote support if needed. * Bursar, cleaners and caretaker will be on site daily. * Each pod has 2 staff so if any teacher takes ill the pod can continue to run unless having to isolate. * Each member of staff will cover PPA for the other. * Spare time will allow staff to make phone-calls to all children not attending school and prepare remote learning. * HOS will receive safeguarding, policy updates to be read and shared with staff prior to school opening * Virtual staff meeting to be held by HOS week beginning: 8th June * Workload for teachers will be discussed at the virtual meeting. * If staff require support from their pod, they are to email HOS/Bursar. Alternatively, the support staff member could request help * HOS will check in with staff to support well-being/ mental health at least weekly and more often if required * HOS will also access counsellor services whenever required. EHT has details of the counsellor. * Staff will be advised about clothing to wear at the virtual staff meeting * Staff should only be on school site between 8am and 4pm except for Boost which will operate in school hall * Cleaner in after 3.45pm * HOS to record outcome of the RA for individual vulnerable staff. * Teachers can sit together in staffroom (max occ. 3 people at one time) Staggered breaks and lunch will support this * Teacher should stay in their designated areas as much as possible. |
| **Communication** | | | | |
| **All stakeholders are clear of requirements** | All stakeholders | CEC position statement has been shared with parents.  Parents have been sent letters about Covid 19 updates and general FAQs. Parents are aware of the Governments intentions.  **Planning Guide for Schools**  tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend  tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)  make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)  also think about engaging parents and children in education resources such as [e-bug](https://www.e-bug.eu/) and [PHE schools resources](https://campaignresources.phe.gov.uk/schools) | **Low** | * Parents to receive their next letter 4th June which will confirm opening routines and year groups. It will share staggered arrival and collection details. * It will advise only 1 parent to drop and collect, pathways and movement around the site. * It will further advise parents about coats only to be brought into school for all weather risks * children discouraged from bringing anything from home that is unnecessary and only a water bottle will be required. Lunches to be brought in a disposable bag. No rucksacks or book bags. * Parents will be told they must not fetch their children into school with any symptoms. * Parents will be alerted to remote learning via emails and website. * Staff will communicate with parents via text if a need arises. * EHT to share Risk Assessment with HOS, Governors and school Union Reps * EHT will share risk assessment with all staff * HOS to check in with staff on an at least weekly Virtual staff meeting in to look at anxiety and stress levels to support staff in returning to school. * Admin teams: One person in the office at one time. Normal working in office. Limit contact with other adults. |
| **New starters updates** | New parents | New starters pack have been produced.  A virtual tour has been created and placed onto the website in an allocated area for new starters | **Low** | * New packs to be distributed next week. * Transition will be scheduled for September 2020. * No new staff will be joining the school in September 202 |
| **Curriculum and Learning** | | | | |
| **Appropriate learning is taking place** | All children | Lessons and timetable have been determined by SLT. Chosen due to low level risks  Remote learning is planned for by allocated, shielding staff.  SENCO is contacting all SEND pupils to ensure provision whilst they are not attending school.  Staggered breaks and lunchtimes have been planned for to avoid mixing.  **Planning Guides for Schools**  Refresh the timetable after 2 weeks:  decide which lessons or activities will be delivered  consider which lessons or classroom activities could take place outdoors  Reduce mixing within education or childcare setting by:   * staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time * staggering lunch breaks - children and young people should clean their hands beforehand, groups should be kept apart therefore in our situation children should be brought their lunch in their classrooms   In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you’ll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.  Areas schools may wish to add to their behaviour policy are:  following any altered routines for arrival or departure following school instructions on hygiene, such as handwashing and sanitising  following instructions on who pupils can socialise with at school  moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)  expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands  tell an adult if you are experiencing symptoms of coronavirus  rules about sharing any equipment or other items including drinking bottles  amended expectations about breaks or play times, including where children may or may not play  use of toilets  clear rules about coughing or spitting at or towards any other person  clear rules for pupils at home about conduct in relation to remote education  rewards and sanction system where appropriate  Identify any reasonable adjustments that need to be made for students with more challenging behaviour. | **Low** | * Children’s gaps in learning will be assessed by staff. * Maths - marking to be done by children in green pen through teacher led visualiser work. Oral feedback from teachers to children. * English - to be marked with children in class. If marking of writing is required, this must be completed in the morning. Children will leave work on desks whilst out to play during lunch. Staff will photograph the work and use this to produce post-it note feedback which can be left on desks before children arrive next day. Writing should only be done once a week. * Active 30 undertaken each day but only if outside. No changing required. * Children will work on paper, which will be filed in their plastic wallets which can be wiped down at the end of each session. Wallets will remain on desks throughout. * SENCO undertaking RA for all pupils with EHCPs that will return to school. * Pupil behaviour policy will be reviewed by EHT and an addendum will be attached to the policy. Children who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team may ring parents and that pupil may be sent home. Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet. * Any equipment required for sharing will be wiped down at the end of the day in readiness for the next pod. * Transition activities for Y6 will be arranged for July 2020. SLT to discuss at the next meeting * Class groups have staggered break times and lunch times. * Staff have been allocated time to prepare remote learning and for contact to all children not on site. * CGP books have been purchased for children not on site |
| **Safeguarding and arrangements for vulnerable and keyworker children** | | | | |
| **Safeguarding procedures reviewed in light of school closures** | All staff and children | Arrangements with SLT are in place to encourage the vulnerable to attend school.  An addendum has been added to the Safeguarding Policy  Agreements made for pupil requiring medication  **DfE Guidance**:  **Covid 19 – Safeguarding in schools**  **Supporting vulnerable children during the Covid 19 outbreak** | **Medium** | * EHT to share safeguarding update from SCIES with HOS * Safeguarding updates will be shared with all staff by HOS * DSL on site full time supported by EHT if required so any referrals can be followed up promptly. * Three houses disclosure strategy from signs of safety to be used if needed with individual children. * PHSCE sessions planned for as part of the curriculum. * Pupils’ mental health will be discussed at the SLT meetings 2 weeks after we start. Referral to student councilors will be accessed if required. All concerns will be discussed over telephone with the parents. * HOS to complete RA for child returning that requires medication |
| **Travel to school** | | | | |
| **Arrangements in place to limit contact with others** | All children, staff and parents | Parents have not been advised to walk or cycle to school due to hazardous routes/roads  Parents will arrive at school in 3 groups. Each group will be given a 15 minute window to arrive and collect children.  **DfE Guidance:**  **Covid 19: Safer Travel guidance for passengers** | **Low** | * Parents to be advised of the staggered arrival and collection routines via individual emails. * Signage will be placed around the site so parents are clear. * Parents to drive into the car park, like a “drive thru” * Children disembark at gate and are met by a member of staff. Children will walk to their classes via the playground following the 2m tape. CM will be at the gate. Teaching staff at their doors and SR on the playground. * Children must queue on 2m tape lines as they must wash their hands on entering the classroom. * Register children |
| **Lunchtime, Breaks and movement around the school** | | | | |
| **Lunchtime procedures appropriate to reduce contact/mixing with others** | All children and staff | Lunch is planned to be staggered.  **DfE Guidance:**  **Planning Guide for Schools**  Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart, based on our situation, children will be brought their lunch in their classrooms | **Low** | * Lunch to be eaten at the same desk in the classroom area. * Lunches will be brought to the classrooms by a nominated staff to that pod. 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 pod. * 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 * Vouchers will continue to be distributed to eligible children who are not on school site. * Kitchen Risk Assessments have been completed by Cheshire East Catering. See separate risk assessments * Cook needs to be removed from any contact due to health risks. Food will be brought out for staff to collect and take to children * Final numbers to be emailed to the cook by HOS |
| **Ensure limited touching of doors** | All staff and children | Door wedges purchased  **DfE Guidance:**  **Planning Guide for Schools**  accessing rooms directly from outside where possible  consider one-way circulation, cannot separate corridors as they are too narrow in all schools. | **Low** | * Door closers to be removed and doors to be wedged open at all times including toilet doors (exceptions staff). * No fire doors will be wedged open * Channels and internal corridors around school using masking tape to show pupils movement with signs. Supervision at all times as far as possible to maintain social distancing. |
| **External visitors** | | | | |
| Limit all visitors onto school site |  | Parents will be informed they are not to attend site and that all communication is to be via telephone and email Only essential visitors will be allowed onto school site eg deliveries.    **DfE Guidance:**  **Planning Guide for Schools:**  Limit visitors onto site | **Low** | * Any visitors who are not critical to teaching pods 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 or if more space is required the meeting will be held in Class 4. * 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 to 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. |
| **Cleaning and waste disposal** | | | | |
| **Reduce the risk of transmission** |  | Cleaning schedule has been set up.  A fogger has been purchased, proven to kill Covid 19 bacteria for 8 days.  Supplies have been purchased for:  Tissues  Anti-bacterial soap  Hand sanitiser  Anti-bacterial wipes  Tape  Pedestal bins have been ordered  **DfE Guidance:**  [**COVID-19: cleaning of non-healthcare settings guidance**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  **Implementing Protective Measures**  Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments  Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal  Toilets to be deep cleaned at the end of each day.  Toilets to be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.  Tables and contact points to be cleaned regularly.  Equipment that has been used (and that can be cleaned) is identified by the teacher at the end of the day to the cleaner so that those objects can be disinfected.  No toys to be brought from home.  Resources that cannot be cleaned according to the instructions ae packed away until after the CO-VID-19 epidemic is over.  Tablets should be wiped several times daily and between use.  Contact points to be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, arm rests, light switches etc.  Staff to clean surfaces and touch points when used.  Bins to be emptied before they are full and at least once daily.  Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day. | **High** | * Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Share cleaning schedule. * Crystal clean to provide their updated RA * Fogger to be used each Friday. HOS to access training. * Waste from bins will be double bagged and emptied twice a day. |
| **Hygiene and handwashing** | | | | |
| **Reduce the risk of spread of the infection through appropriate hygiene routines** | All staff and children | Hygiene opportunities are built into timetables  **DfE Guidance:**  **Implementing Protective Measures**  Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time   * If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [**COVID-19: guidance for households with possible coronavirus infection guidance**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)**.** | **High** | * Physical contact such as handshakes and hugs should be avoided between educational staff and children as far as possible. * Staff, pupils and adults on site should endeavour to stay 2m apart. Constant reminders to children should be made by staff. * Strict adherence to this requirement will be monitored by SLT on site. * Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands. * Middle sinks to be sealed off. * Different classroom pods pupils do not mix in the toilets. * One adult should supervise pupil to toilet to support management of hand washing and ensure cross over to other pods does not occur. * Door wedges to keep the doors semi open to ensure privacy but keep ventilation. * Caretaker and cleaner to check soap supply is adequate * PPE should be worn (gloves and masks) when dealing with a first aid incident. * Individual teachers / support staff (with first aid online training) should administer basic first aid in the first instance. * Serious injuries should be seen by a fully trained first aider. * Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait outside their classroom door for parents. * Support staff to report to the office for a first aider to attend an outside incident after moving child to a designated space on the field, not send the child in. * Posters displayed as a reminder for all * Staff will explicitly teach and supervise children around health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing. * Staffroom will be wiped down after every use. |
| **Personal Protective Equipment (PPE)** | | | | |
| **Correct use of PPE** | All staff on site in direct contact with children | PPE is not generally used on site other than disposable gloves  **DfE Guidance:**  **Implementing Protective Measures**  Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission. | **Low** | * Staff training session arranged for 10th June for all staff to access regarding fitting of PPE, use of PPE and Q & As. This will be led by a qualified first aid specialist. |
| **Prevention of transmission in vulnerable circumstances** | All staff on site in direct contact with children | PPE is not generally used on site other than disposable gloves. Not all PPE is currently available on site.  **DfE Guidance:**  **Implementing Protective Measures**  Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:   * children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way * if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | **High** | * The LA have arranged for the delivery of 4 sets of PPE equipment. Due to arrive week beginning:1/6/20 * First Aid will be updated with an addendum about arrangements in school with regard to the use of PPE and administration of first aid.      * Continence issues and soiling should not be dealt with by staff. Parent should be rung immediately, and children sent home. * The area outside of Class 4 will be used as an isolation area for any pupil who may become ill with symptoms of Covid 19. The area is well ventilated as 2 double doors can be opened. Parents can walk around the back of the school to collect the child without entering the site. * The support teacher from the pod will notify the office to contact the parent. The teacher or support worker will isolate the pupil from the group and remove to isolation area using appropriate PPE equipment. |
| **Staff anxiety** | All staff on site in direct contact with children | **Implementing Protective Measures**  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. | **Medium** | * Teachers to wear a facial covering when in close contact with pupils if they choose. This may help to reduce anxiety. Training session scheduled on 10th June 2020 may also help to alleviate anxiety. |
| **Pupils’ anxiety** | All children and staff | **Implementing Protective Measures**  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 to show pupils what PPE use may look like by using pictures and explaining the need for such equipment in the first session on day one to reduce any child’s anxiety if they witness staff using these. |
| **Testing and managing symptoms** | | | | |
| **Isolation of pupils that present with symptoms** | All staff and pupils | **DfE Guidance:**  **Implementing Protective Measures**  The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.  **Procedure:**  If a child is awaiting collection, they should be moved, if possible, to a room 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. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. | **Medium** | * Use of isolation area if symptoms are apparent. Outside Class 4 by double doors for easy collection and ventilation. * If isolation room 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 pod 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 * Testing procedures will be shared with all stakeholders * EHT will be responsible for requesting a test for any employee * Staff advised to contact HOS immediately if unwell and unable to attend school * Parents informed by letter to not fetch in their children if any symptom emerges * Post testing arrangements to be shared with staff. |
| **Governance** | | | | |
| **Governance has been operational during the ongoing closure** | All stakeholders | Governing Body Meetings have been taking place through use of an online platform.  There have been regular meetings to discuss ongoing arrangements for re-opening of the school. | Low | * Governing Body to ensure staff have been briefed regarding the arrangements for re-opening. * Governing Body have signed off the RA * All policies and procedures requiring an addendum have been approved by the GB * GB to liaise with the EHT to monitor ongoing costs for Covid 19 expenditure * GB to monitor mental health and well being of their staff. |