

**School Effectiveness COVID-19 Risk Assessment Plan – Reopening following National Lockdown March 2021  
SOUTH END JUNIOR SCHOOL**

**Our planning is underpinned by the Department for Education’s advice on effective infection protection and control**

Risk: Transmission Through Contact	Who	Measures taken:
Continue with existing or adapt or implement new strategies to <b>minimise contact between individuals and maintain social distancing wherever possible</b> , whilst delivering a broad and balanced curriculum.	All staff	<ul style="list-style-type: none"> <li>• Year groups to be classed as a “bubble” that will be kept apart from other “bubbles” where possible</li> <li>• Assemblies/whole school celebrations will be conducted virtually</li> <li>• If staff need to operate across different year groups (in order to facilitate the delivery of the school timetable) those staff should try to keep their distance from pupils and other staff as much as they can – ideally 2m away from other adults.</li> <li>• SLT may visit different year groups, in which case they should wear a face covering.</li> <li>• When circumstances allow, adults to maintain 2m distance away from each other and from the children. Staff reminded that they are expected to maintain this social distancing during their own break and lunch.</li> <li>• Adults minimise the time spent within 1m of anyone.</li> <li>• Children to be supported to maintain distance and not touch staff and their peers where possible. Reminders about this.</li> <li>• Children with EHCPs will be reminded on ways to minimise transmission and supported appropriately.</li> <li>• Staff should keep out of the eyeline of children ie. not on same level/face-to-face.</li> <li>• Classrooms adapted to support distancing -             <ul style="list-style-type: none"> <li>- pupils to be seated side by side and facing forwards,</li> <li>- unnecessary furniture moved out of class</li> <li>- unneeded chairs stacked away to allow extra space</li> </ul> </li> <li>• Staff briefed on expectations in whole school by sharing this risk assessment and by Managers reiterating relevant control measures to their staff</li> <li>• Lunchtime arrangements shared with Lunchtime Staff</li> <li>• Children permitted to move between rooms within the same Bubble, although no more than deemed necessary. There will be occasions where individual children may need to go to a different area, but this should be limited to essential only eg. interventions, specialist services and this is acceptable.</li> </ul>

		<ul style="list-style-type: none"><li>• If toilet blocks need to be used by different Bubbles, middle cubicle/urinal/sink will be taken out of use to force social distancing.</li><li>• Lunches to be eaten in classrooms and eating times and outside times staggered to avoid Bubble's mixing.</li><li>• Playground to be used by no more than 2 bubbles and both bubbles to stay in their own zones.</li><li>• When weather permits, field can house all bubbles, but each bubble must remain in their own zone.</li><li>• Staff advised to use outdoor space for learning on a timetabled manner to reduce contact, weather permitting.</li><li>• Children have their own stationery and advised not to share</li><li>• Staggered start and end times</li><li>• Children come in different entrances and wash hands immediately</li><li>• Parents only allowed on playground for collection, not dropping off</li><li>• Parents asked to wear face covering when dropping and collecting their children</li><li>• Parents asked to wear face covering if it is necessary to come into school</li><li>• Parents reminded that they should not "gather" when dropping off and collecting</li><li>• Signage in place to remind parents to maintain distancing and to wear a face covering</li><li>• Parents/carers and staff previously advised that it is not necessary for children to wear a face covering in school. However if a child arrives at school with a face covering on they will be asked to safely remove mask – by following directions on posters in school</li><li>• Parents previously advised that, if they particularly want their child to wear a mask in school they need to email the Headteacher giving specific reasons for this request.</li><li>• If pupil is wearing a face mask in school, parents/carers advised that they will need to train the child to put on, remove, store and dispose of the face covering (to avoid inadvertently increasing the risks of transmission) by looking at the following website - <a href="https://www.gov.uk/government/consultations/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own">Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</a></li><li>• Cleaning of resources which may be shared – see "cleaning section" below.</li><li>• Any items that have been taken home by pupils (such as reading books) will be stored for 72 hours upon their return to school before being then put back into school stock.</li><li>• Live marking minimises transmission as few books will need to be taken home by staff.</li></ul>
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Reduce risk by limiting number of “other” adults on site	All staff	<ul style="list-style-type: none"> <li>• In line with DfE Guidance, peripatetic teachers (see separate section on musical instruments), temporary staff, supply teachers and other specialist support staff will be permitted on site, but should be aware of the need to ensure they minimise contact and maintain social distancing from staff as much as possible.</li> <li>• Admin staff to keep accurate register of what visitors have been in school daily and location.</li> <li>• Posters displayed to make essential visitors aware of safety measures they need to take, and visitor will be asked to sanitise their hands on arrival.</li> <li>• Protocol for any visitors who will not be accompanied by school staff to be handed to visitor on their first visit.</li> <li>• Visitors that are unable to maintain 2m distance asked to wear face covering – this includes ALL delivery drivers who need to come into school</li> <li>• Parents coming into school to wear a face covering</li> <li>• Site contractors will in the main be arranged outside of normal school day,. However for essential works or regular servicing that <u>has</u> to occur whilst pupils are present Site Manager will have discussion with them about school control measures and ways of working and they will be asked to:- <ul style="list-style-type: none"> <li>- ask them to wash or sanitise hands on arrival,</li> <li>- socially distance whilst on site or wear a face covering if this is impossible</li> </ul> The area they have worked in will be cleaned afterwards if this is necessary</li> </ul>
Reduce risk of transmission during transitional, taster or open days.		<ul style="list-style-type: none"> <li>• A thorough risk assessment will be carried out before running these to ensure that they are run in line with: <ul style="list-style-type: none"> <li>- school’s current system of controls,</li> <li>- advice contained in latest school’s coronavirus operational guidance,</li> <li>- advice contained within the Roadmap out of Lockdown: <a href="https://www.gov.uk/government/roadmaps/coronavirus">COVID-19 Response - Spring 2021 (Summary) - GOV.UK (www.gov.uk)</a>.</li> </ul> </li> </ul>

<p>Extra-curricular activities by external providers</p>		<ul style="list-style-type: none"> <li>• Providers will be expected to follow <a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></li> <li>• Providers will be expected to follow <a href="#">Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk)</a></li> <li>• Clubs will house children from the same Bubble.</li> </ul>
<p>To reduce risk of exposure to COVID-19 by other means, including:</p> <ul style="list-style-type: none"> <li>- Catering</li> <li>- Learning outside the classroom</li> <li>- Extra curricular provision</li> <li>- Ventilation</li> <li>- Items being bought in and shared</li> <li>- Testing of staff</li> <li>- Singing</li> </ul>	<p>All staff</p>	<ul style="list-style-type: none"> <li>• Staff who work on school site, encouraged to test themselves at home with lateral flow device twice a week.</li> <li>• The only singing in school will be a one off “Big Sing” live competition being streamed: <ul style="list-style-type: none"> <li>- children will maintain a 1 m distance, face forward and room will be ventilated.</li> </ul> </li> <li>• Teaching of musical instruments that are blown into will not take place, apart from those by peripatetic teachers (see separate section)</li> <li>• If musical instruments are used they will be cleaned between Bubble sharing.</li> <li>• The school will only consider running extra-curricular clubs that are part of their catch up provision.</li> <li>• No hot meal provision until school can adequately supervise</li> <li>• No learning outside classroom (trips/local visits) Guidance from OEAP and eVisit to be followed when these are reinstated.</li> <li>• No cookery lessons.</li> <li>• Pupil phones will <u>not</u> be collected in and stored centrally (as per old practice)</li> <li>• Windows should be opened in classrooms and rooms where groups may gather. In cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.</li> <li>• Staff member who has managed class before morning break is responsible for opening the window to purge the air as described above.</li> <li>• Staff are expected to be proactive in opening windows when they enter rooms where more than one person is present, should the window not be open.</li> <li>• The following measures can be used to ensure increased ventilation whilst maintaining a comfortable temperature: <ul style="list-style-type: none"> <li>- opening of high level windows as opposed to low level,</li> <li>- increasing ventilation when space becomes unoccupied (as mentioned above)</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- extra clothing can be worn</li> <li>- furniture can be rearranged where possible to avoid drafts.</li> <li>• All classrooms should also prop door open.</li> <li>• Non Fire-Doors should be propped open in rooms without windows if there is more than one person working in there.</li> <li>• Fire Doors that have a Dorguard on them can obviously be propped open (because this Dorguard will automatically close the door if the fire alarms sound).</li> <li>• Pupils are allowed to bring in items to celebrate their birthday but the following control measures will be followed: <ul style="list-style-type: none"> <li>- Items to be distributed need to be individually wrapped.</li> <li>- Once the items are brought into school they will not be given out for 72 hours.</li> <li>- Before they are given to the other children staff will wash their hands.</li> </ul> </li> </ul>
Using school arranged transport		<ul style="list-style-type: none"> <li>• School will follow guidance on the <a href="https://www.gov.uk/government/news/transport-to-schools-and-colleges-2020-to-2021-academic-year">Transport to schools and colleges: 2020 to 2021 academic year - GOV.UK (www.gov.uk) website.</a></li> <li>• School will have sight of coach company's COVID-19 RA prior to using the transport.</li> <li>• Any expected COVID control measures that are not on the coaches RA will be added to the school's Coach RA or clarified with coach company as necessary.</li> <li>• As is usual, all staff travelling on the Coach will be expected to be familiar with the Coach RA control measures.</li> </ul>
Musical tuition	All staff and NMPAT	<ul style="list-style-type: none"> <li>• Teaching of musical instruments that are blown into will not take place, apart from those by peripatetic teachers (see separate section)</li> <li>• NMPAT have own risk assessments in place which school has seen</li> <li>• School has communicated its own arrangements to NMPAT</li> <li>• Peripatetic lessons to take place in rooms that allow 2m distancing and ventilation if rooms are available.</li> <li>• NMPAT staff will clean the surfaces that have been touched before they leave using products provided by school.</li> </ul>

<p>To reduce risk of exposure to COVID-19 by considering: PPE.</p>	<p>SLT All staff</p>	<ul style="list-style-type: none"> <li>• Clarification that face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</li> <li>• The exceptional circumstances that would warrant staff needing PPE are outlined in school's document regarding PPE and this document can be found with this risk assessment and in the area where PPE equipment is stored and Nest</li> <li>• Supplies are stored in the Pupil Kitchen (with some being also in the Nest) and can be accessed by all staff members as and when required.</li> <li>• Follow behaviour policy and remind children of expectations</li> <li>• Poor behaviour reported to parents and may result in child attending part time.</li> </ul>
<p>To reduce risk of transmission of COVID-19 by staff wearing a face covering.</p>		<ul style="list-style-type: none"> <li>• Clarification that face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</li> <li>• Unless exempt from wearing, staff are asked to wear a face covering when moving around inside the school (including when they enter the building) and in non-teaching communal areas if social distancing is not possible. Eg. in the staffroom whilst preparing drink.</li> <li>• <b>In the above scenarios, face visors or shields should not be worn as an alternative to face coverings.</b></li> <li>• It is assumed that staff will already have access to face coverings. However in circumstances where staff are struggling to access/have forgotten theirs/are unable to use theirs, they can obtain a face covering from the Business Manager.</li> <li>• Posters communicating "safe wearing and removal of face coverings" is displayed and bins provided for disposal of used face coverings.</li> <li>• A link with more detailed guidance about "safe wearing and removal of face coverings" is provided on this risk assessment and on the PPE document. <a href="#">Face coverings: when to wear one, exemptions, and how to make your</a></li> </ul>

		<p><a href="http://www.gov.uk">own - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• Staff are permitted to wear a face covering whenever they wish.</li> <li>• Staff are permitted to wear a visor or shield in a classroom setting if they wish, but their attention is drawn to latest DfE guidance – which states. <i>“Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.”</i></li> </ul>
Continue with strategy of cleaning hands thoroughly more often than usual and good respiratory hygiene	All staff	<ul style="list-style-type: none"> <li>• Staff aware of importance of alerting Office if soap dispensers require filling during day</li> <li>• Hand sanitiser in all classrooms for children and staff to access</li> <li>• Staff aware of need to ensure these are handed in for refill when they become empty</li> <li>• Office staff are aware of how to fill soap dispensers should Site Staff be unavailable</li> <li>• Arrangements in place for soap dispensers to be topped up during day if necessary</li> <li>• Adult supervision in place to encourage children to wash hands or use hand sanitiser when entering school; before going on break (if eating), when returning from breaks, after PE lessons, after coughing or sneezing; after using the toilet; before and after handling food</li> <li>• Catch it/bin it/kill it posters displayed and reinforced with children</li> <li>• Continue with practice of monitoring &amp; maintaining stock of tissues, soap, paper towels hand sanitiser</li> <li>• Consumables that may run out during day stored in pupil kitchen area so that staff can access as soon as need.</li> </ul>
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission, introducing enhanced cleaning where necessary	All staff	<ul style="list-style-type: none"> <li>• Site Manager aware of need to ensure that all frequently used objects and items are cleaned and manages cleaners to ensure this happens. to include: Door handles and door surfaces that are pushed Desks, table tops Light switches Lockers Toilets Sinks</li> </ul>

		<ul style="list-style-type: none"> <li>• Arrangements in place for pupil toilets and high risk surfaces to be cleaned during middle of day</li> <li>• Checklist of cleaning shared with cleaners, which includes instruction to ensure all consumables are topped up daily</li> <li>• Double check in place to ensure all consumables are topped up daily</li> <li>• Guidance for cleaning non-healthcare settings followed.</li> <li>• Continue with practice of monitoring &amp; maintaining suitable cleaning products</li> </ul> <p>SHARED ITEMS:</p> <ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games can be shared within the Bubble but must be regularly cleaned.</li> <li>• Resources shared between Bubbles or staff cleaned between OR hands sanitised before and after use OR item left for 48 hours (72 for plastic) eg. <ul style="list-style-type: none"> <li>- wipes for Laptops/iPads</li> <li>- musical instruments</li> <li>- Staff to wipe copier buttons once used</li> <li>- Wipes to be kept next to phones that may be shared</li> <li>- PE lessons held in bubbles and equipment cleaned after usage or left for 48 hours.</li> </ul> </li> <li>• Acknowledged that items in staff kitchen cannot be constantly cleaned: <b>staff are asked to wash their hands before entering/as soon as entered kitchen</b> Staff asked to wipe down table they intend to eat at before AND after using products provided</li> <li>• <b>Wipes provided by school state “food preparation areas should be allowed to dry before use”</b></li> <li>• Staff are advised not to share crockery and eating utensils.</li> <li>• Climbing outdoor equipment out of bounds</li> </ul>
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Cleaning area after someone with suspected coronavirus (COVID-19) has left	Site Manager	<ul style="list-style-type: none"> <li>• Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>
Minimise contact with individuals who display symptoms of COVID-19	Site & Business Manager	<ul style="list-style-type: none"> <li>• Posters at entrance reminding people not to enter premises if they have COVID-19 symptoms or have tested positive in last 10 days.</li> <li>• Parents reminded not to send their children into school if the child or someone in the household displays COVID-19 symptoms</li> <li>• Staff to use PPE equipment in circumstances identified in the school's document regarding PPE and this document can be found with this risk assessment and in the area where PPE equipment is stored and Nest</li> <li>• Clear instructions of what to do if someone displays symptoms whilst on site drawn up and displayed in school and on server and new staff told during induction.</li> <li>• Identified room and toilet have been allocated, enabling any contagion be contained</li> <li>• Follow up-to-date government guidance for schools</li> <li>• SLT know exactly what to do if member of school community tests positive</li> </ul>

Engage with NHS Track and Trace process	Head	<ul style="list-style-type: none"> <li>• Communicate following with parents and staff: <ul style="list-style-type: none"> <li>- they are expected to be ready and willing to book tests and self-isolate when circumstances require,</li> <li>- explain what these circumstances would be,</li> <li>- explain how tests can be booked</li> <li>- results of a test must be relayed to the school immediately,</li> <li>- what should happen according to test results.</li> </ul> </li> <li>• Issue home testing kits to staff or pupils who have developed symptoms on site if situation warrants this – Senior Leader to make decision.</li> </ul>
Manage confirmed cases of coronavirus (COVID-19) amongst school community and contain any outbreaks	Business Manager & SLT	<ul style="list-style-type: none"> <li>• School will seek advice from dedicated advice service by calling Dfe Helpline for guidance about steps needed to manage any confirmed one off cases of coronavirus should they feel this is necessary.</li> <li>• School will always seek advice from dedicated advice service by calling Dfe Helpline if there are 2 or more confirmed cases with 14 days or an overall rise in sickness absence where COVID-19 is suspected.</li> <li>• Close contacts will be asked to self-isolate if any member of it tests positive.</li> <li>• Guidance in school kept in Nest and Staff Corridor about actions that school staff should be taking if someone on site displays symptoms.</li> <li>• Above guidance filed on Server – T Drive/Risk Assessments/Coronavirus</li> <li>• Refer to <u>Northamptonshire COVID-19 Outbreak Prevention and Control Plan</u> if necessary.</li> <li>• <a href="#">Parents/carers will be made aware of the Test and Trace Support Payments they may be eligible to claim should their child be asked to self-isolate by the school and they are on low income and unable to work from home.</a></li> </ul>
School Workforce	All staff	<ul style="list-style-type: none"> <li>• School has applied the measures in the <a href="#">latest</a> DfE Schools coronavirus operation guidance. Therefore, risk to staff has been significantly mitigated including those who are clinically vulnerable or with characteristics that may be at comparatively increased risk (includes BAME); however –</li> <li>• <b>Clinically extremely vulnerable</b> staff <a href="#">are advised to work from home where this is possible but, if they cannot work from home, they should attend work at the school,</a></li> <li>• The Head will determine which workforce is required in school and any staff not attending school, who are still able to work, should do so from</li> </ul>

		<p>home where possible. The Head will take into account that there are some roles that may still be conducive to working from home and consider if this is feasible and appropriate.</p> <ul style="list-style-type: none"><li>• The school will consult with staff who are undergoing medical interventions that could mean they are at an increased risk, despite not being classed as “extremely clinically vulnerable”, and put appropriate control measures in place</li><li>• <b>Clinically vulnerable</b> staff(including pregnant women) should take particular care to observe good hand and respiratory hygiene as well as minimising contact, maintaining social distancing and follow the system of controls in this RA.</li><li>• Risk assessments undertaken with pregnant staff will take into account up-to-date guidance (<a href="https://www.gov.uk/government/consultations/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a> regarding any control measures required due to Covid-19.</li><li>• <b>Staff with characteristics</b> that may be at comparatively increased risk (includes BAME) should make Business Manager aware if they possess any clinical vulnerabilities.</li><li>• Staff should make Business Manager aware if they become extremely clinically vulnerable.</li><li>• Staff who are concerned (including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus) are encouraged to share these concerns with the Headteacher.</li><li>• Staff living with someone who is CEV can attend work, where home working is not possible, and should ensure they maintain good prevention practice in the workplace and home settings. Staff are asked to make the Headteacher aware if they live with someone who is CEV and if they believe they in a role that could be carried out from home.</li><li>• Staff who live with someone who is clinically vulnerable or with characteristics that may be at comparatively increased risk (includes</li></ul>
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		BAME) can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.
Risk of critical departments having to self-isolate at the same time: Eg. Admin, DSLs, Site Team (inc cleaners), First Aiders	All staff	<p>ADMIN</p> <ul style="list-style-type: none"> <li>• Should all Admin staff have to self-isolate at the same time, the office will be manned by other staff members as directed by Headteacher.</li> <li>• Admin staff will be contacted as they will be working from home (unless they are ill) to ensure that staff members manning office are aware of what critical tasks need to be undertaken on site, if it is not possible for the Admin Staff to do this from home.</li> <li>• Business Manager and SLT available to give office supervision as necessary.</li> <li>• Only 2 staff allowed working in office at same time.</li> <li>• If other staff do go into Office when these staff are not there, they should wipe down desks and any equipment (eg phone) before and after use</li> <li>• Business Manager and admin staff to strictly maintain social distancing from other staff</li> <li>• Admin staff to wipe down their work area and equipment before use</li> </ul> <p>DSL</p> <ul style="list-style-type: none"> <li>• DSLs not in Bubbles and if they have to enter Bubble they will wear face covering</li> <li>• Lead DSL will <b>strictly</b> maintain social distancing from others</li> </ul> <p>First Aiders</p> <ul style="list-style-type: none"> <li>• School has numerous first aiders who are spread between Bubbles – risk of all being off at same time is very low</li> <li>• Leaders aware of school's contingency plans should all first aiders be off at same time</li> </ul> <p>Site Team</p> <ul style="list-style-type: none"> <li>• Cleaners to ensure they maintain strict social distancing from their colleagues and any school staff they encounter</li> <li>• Continue with practice of only one cleaner at a time in the cleaners cupboard</li> <li>• Continue with practice of cleaners not sharing their equipment</li> <li>• Site Manager taken out of 2<sup>nd</sup> role to ensure he is not in a Bubble</li> <li>• Site Manager to be proactive at maintaining social distancing</li> </ul>

		<ul style="list-style-type: none"> <li>• Business Continuity Plan updated to ensure Leaders can manage completion of key tasks during staff absences.</li> </ul>
Reduce risk to staff who work/meet in same room ie, risk of transmission amongst staff.	All staff	<ul style="list-style-type: none"> <li>• Keep 2m apart where possible and, if this is not possible, aim for 1 m and try to sit side by side or back to back, as opposed to face to face.</li> <li>• Chairs in staff areas placed to promote social distancing and signage explains that the chairs should not be moved.</li> <li>• Avoid sharing pens/etc or clean between uses</li> <li>• Ensure hand sanitiser in room</li> <li>• Staff to avoid sharing school phones</li> <li>• Phones in shared areas around school all unplugged (this does not refer to phones in offices or staffroom or Study – as wipes can be positioned by these phones for cleaning)</li> <li>• No more than 4 adults to work in study at one time, plus someone photocopying.</li> <li>• Conduct meetings remotely when appropriate</li> <li>• Ventilate the room</li> <li>• Staff asked to wash hands just before or as soon as enter staffroom– ie before touching the utensils/emptying dishwasher etc</li> <li>• Staff asked to wipe down table they intend to eat at before AND after they eat Wipes provided by school state “food preparation areas should be allowed to dry before use”</li> <li>• No more than safe number of staff in staffroom at a time (at lunchtimes this is 8)</li> <li>• Provide other areas for staff to eat at lunchtime</li> <li>• Only one person at a time to work in Forum.</li> <li>• Each time risk assessment updated, staff asked to remind themselves of all control measures in place.</li> </ul>
Reduce risk to customer facing staff	Admin Team	<ul style="list-style-type: none"> <li>• Parents to be asked to only come into school if absolutely necessary; otherwise they should use telephone or email. If it is necessary to come into school, they should wear a face covering.</li> <li>• Reception area to display signage instructing only one person at a time allowed and that a face covering should be worn</li> <li>• Hatch between reception and office to remain shut as much as possible. If it needs to be opened, staff member to stand well back.</li> <li>• Parents with safeguarding concerns will be asked to call the head teacher.</li> <li>• System in place so that anything that does have to be handed in does not mean staff and visitors cannot socially distance. Staff will sanitise hands</li> </ul>

		after having touched unless the item has been left for 48 hours (72 hours if plastic).
Clinically vulnerable pupils and/or pupils that live with someone who is extremely vulnerable.	Head	<ul style="list-style-type: none"> <li>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</li> <li>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend school and the Headteacher will discuss any concerns with parents or carers if required.</li> </ul>
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	SLT	<ul style="list-style-type: none"> <li>Risk assessment shared with staff and opportunity for feedback given</li> <li>Expectations shared with teaching staff prior to school reopening</li> <li>Emails regularly sent to staff</li> <li>Staff can email or speak to DOL/Head with any concerns</li> <li>Access to well-being and mental Health support communicated and shared with staff</li> </ul>
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	Head and CoG	<ul style="list-style-type: none"> <li>Parent letter sent out prior to reopening.</li> <li>Clear expectations regularly communicated with parents/community</li> <li>This risk assessment posted on school website</li> </ul>
<b>Risk: Safeguarding</b>		
Recommission all systems before re-opening Premises systems, including water and fire need recommissioning before occupation	Site Manager	<ul style="list-style-type: none"> <li>School has not been out of use so all safety testing has continued</li> </ul>
To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: <ul style="list-style-type: none"> <li>At risk of exclusion</li> <li>In need of early help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement counselling</li> <li>Meeting the social care thresholds</li> </ul>	DSL Headteacher SENCo	<ul style="list-style-type: none"> <li>Pupils have been identified</li> <li>LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support</li> <li>Action plan in place to ensure increased needs are addressed for EHCP children</li> </ul>
<b>Fire / emergency evacuations</b> Risk of social distancing not being adhered to during emergency evacuation	Anyone in building	<ul style="list-style-type: none"> <li>The risk from fire far outweighs any from coronavirus so getting out of the building should not be delayed for social distancing requirements,</li> <li>Existing escape routes mean all Bubbles evacuate without coming into contact with other bubbles.</li> </ul>

		<ul style="list-style-type: none"><li>Existing meeting points on playground allow for social distances between lines. As children line up in their own Bubble they should stand 2m apart in their line.</li></ul>
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**FINALISED ON: 5 March 2021**

**UPDATED: 6 April 2021**

**UPDATED: 17 May 2021**