

Activity/ Situation	OPENING OF SCHOOL DURING NATIONAL LOCKDOWN			
Location	Sacred Heart Catholic Primary School, Ilkley			
People at risk	✓ Pupils	✓ Staff	✓ Visitors	✓ Contractors
HAZARD(S)	<p><i>Note: this list is not exhaustive and <u>must</u> be adapted for your own needs</i></p>			
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Social Distancing Measures Not Followed <input checked="" type="checkbox"/> Social Distancing Measures Not Followed During Travel to and from School <input checked="" type="checkbox"/> Inadequate Cleaning <input checked="" type="checkbox"/> Shared Resources <input checked="" type="checkbox"/> Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors <input checked="" type="checkbox"/> Site User Becoming Unwell <input checked="" type="checkbox"/> Site User Developing Symptoms <input checked="" type="checkbox"/> Inadequate Hand Washing/Personal Hygiene <input checked="" type="checkbox"/> Inadequate Personal Protection & PPE <input checked="" type="checkbox"/> Visitors, Contractors & Spread of Coronavirus <input checked="" type="checkbox"/> Inadequate Ventilation <input checked="" type="checkbox"/> Fire and Intruder Alarms and Emergencies, Including Lockdown <input checked="" type="checkbox"/> School Activities <p>Updated from NYCC July 2020</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed <input checked="" type="checkbox"/> Social Distancing Measures Not Followed During Travel to and from School <input checked="" type="checkbox"/> Inadequate Cleaning/Sanitising <input checked="" type="checkbox"/> Shared Resources <input checked="" type="checkbox"/> Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors <input checked="" type="checkbox"/> Site User Becoming Unwell <input checked="" type="checkbox"/> Site User Developing Symptoms <input checked="" type="checkbox"/> Inadequate Hand Washing/Personal Hygiene 			

	<input checked="" type="checkbox"/> Inadequate Personal Protection & PPE <input checked="" type="checkbox"/> Visitors, Contractors & Spread of Coronavirus <input checked="" type="checkbox"/> Inadequate Ventilation Updated from NYCC 7/9/2020 <input checked="" type="checkbox"/> Face Coverings in schools Updated from Government Guidance 21/10/2020 <input checked="" type="checkbox"/> Inadequate Ventilation <input checked="" type="checkbox"/> Spread of Coronavirus to staff, Pupils and families, visitors and contractors National restrictions 5 November 2020 Update from NYCC December 2020 Local Restriction Tiers Guidance Update from DfE December 2021 Update from NYCC 05-01-21 Update from NYCC 12-01-21			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i>				

Contact between individuals and Social Distancing Measures Not Followed					
1.	For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.	<p>Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible. This will be dependent on size of classroom and social distancing both in small groups and for individuals.</p> <p>Primary School classes to be organised in year group sized bubbles. These will be kept apart from other groups where possible and older children will be encouraged to social distance.</p>	<p>Full opening of schools from the start of the autumn term DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded</p>	<p>Children will sensibly line up to deposit their bags and coats in the cloakroom. Lunch boxes will be stored in trolleys in the cloakroom.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>CYP use the same classroom or area of a setting throughout the day</p>	<p>Children will use their own tray and books. School will provide stationary packs. Reception pupils will have access to resources in a mini bubble of three pupils.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>Staff required on site</p>	<p>Minimum of 1 adult per class. Weekly virtual staff meetings/ KIT via Google Classroom/ Zoom</p> <p>Most staff will attend school The risks to all staff will be mitigated significantly including those who are extremely clinically vulnerable and clinically vulnerable/ 3 clinically vulnerable staff will have individual Risk Assessment with identified control measures</p> <p>Staff risk assessments are stored in the school office along with the RA.</p>	<input checked="" type="checkbox"/>		
6.	<p>Workforce management - Communications and training – Ongoing communications and signage</p>	<p>Google Classroom/ Zoom meetings once a week. Staff are signposted to external mental health agencies. Staff provided with helpful leaflets and websites through DfE and Jenby's. All staff to have signed to say they have read and understood the RA. Staff made aware of the protocols for moving around school using signage- briefing at Google Classroom/ Zoom meeting in advance of re-opening for YR, Y1 and Y6.</p>	<input checked="" type="checkbox"/>		

7.	Protecting people at higher risk	Mental health and wellbeing for pupils will be met through trained pastoral staff members. Mental health and wellbeing activities are planned for the return to school of pupils.	<input checked="" type="checkbox"/>		
8.	Pupils are seated at the same desk each day if they attend on consecutive days	Use their own tray and school resources from R - Y6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups	If a staff member becomes ill, a change of staff member will be introduced. This will be relayed to families. If staff member becomes ill during time on site, the whole group in that bubble will be sent home to isolate until negative results are provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Registers have been created so staff know which pupils to expect.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	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 some subjects and PPA cover there will be some subject specialist rotation of staff	Timetables are in place for all staff. All staff know which children they are responsible for and their room allocation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact, within social distancing guidance.	Impossible with younger children, where staff need to be alongside children at times and will not stand above children. Follow DFE Guidance. Staff will try as much as possible to observe social distancing measure. However, with our younger pupils this may not be realised. If this cannot be achieved, staff will continue to explain the new protocols to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Daily reminders throughout the day in lessons and through reference to signage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Consideration given to which lessons or classroom activities could take place outdoors	Adventure playground not to be used. EY will use their outside area and the Y1 area this will be partitioned so each EY group has access to outside equipment not used by other group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Some lessons will take place outdoors but CYP will not use additional equipment. Outside lessons for each group are timetabled to ensure one group in each outside area at a time.			
15.	The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	See staffing plan. Distributed to all staff week beginning 18-05-20 To rearrange furniture safely, two members of staff have moved desks around classrooms. As far as possible, social distancing measures have been adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded	1 child or 2 children, depending on location and capacity of toilet, using the toilets at any one time; supervised by TA outside of toilet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Assembly groups staggered	In class CW/ Assemblies only Good work assemblies via YouTube	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Break times are staggered so that all CYP are not moving around the school at the same time	Use class external doors only for outdoor break times. Breaks have been staggered to ensure CYP are not moving around the school at the same time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Lunch breaks are staggered	CYP should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, they should be brought their lunch in their classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity following social distance guidance for groups and individuals.	If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place (see staffing plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Common Areas	Key worker children will eat in the hall. All other school lunches will be delivered to the classroom.	<input checked="" type="checkbox"/>		
22.	Consideration given to one-way circulation or placing an appropriate divider down the middle of the corridor to keep groups apart	Tape/ Arrow on middle of the floors in corridors and wall signs with arrow signalling which way to travel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	as they move through the setting where spaces are accessed by corridors.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) and appropriate cleaning.	Social distancing signs/markers will be used in the playgrounds, gates, fencing for parents, staff and pupils displaying. One of the gates at the end of the of staff car park driveway to be closed between Sign on gate saying no vehicle access between these times clearly displayed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Drop-off and collection times staggered considered in the light of school transport arrangements.	See staffing plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent, they must follow social distancing guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Details drop off and pick up protocols in parent letter for each group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Parents and CYP are told 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)	Detailed in the parent letter for each group of pupils. What parents and carers need to know about early years providers, schools and colleges in the autumn term	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	It is made 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)	Detailed in the parent letter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	External entrances to classrooms are used where practical	All classes will enter and exit by their external doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Multiple groups do not use play equipment simultaneously	The playground equipment will not be used. The playground will be timetabled for groups to use one at a time. https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commented [1]: This has changed, but we should clean frequently touched surfaces. We should be covered if the children are washing hands after play and are only individual bubbles use certain equipment. ie adventure trail lower bubble minus st francis class. Muga upper bubble. Etc.

31.	Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing	Learning activities staggered and pupils sitting at groups of 3 pupil workstations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Staff working in Offices are adequately distanced, are on rota or are working from home	Learning activities staggered and pupils sitting at individual work stations with their own little clear bag of resources provided by school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained	There will be mainly one member of staff in the office each day. Staff to knock on the door before entering, keep 2m distance. If 2 members of staff in the office, knock and stay in the corridor to sort query.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Larks and Nightingales resume	Maximum 4; staff can use their allocated staff room for lunch too.	<input checked="" type="checkbox"/>		

Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed					
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	For the optimum safe operation of our school we plan to have 6 individual class bubbles but 2 larger bubbles will also form a larger bubble based on the geography of the school. This will allow after school care/after school clubs and school dinner provision to operate more normally and for the existing toilet facilities to be used safely. 02-11-20 Large gatherings such as assemblies or collective worship with more than one group do not take place. We will hold assembly with one bubble at a time.	<input checked="" type="checkbox"/>			
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Normal attendance protocols for staff and pupils resume from September.	<input checked="" type="checkbox"/>			
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of	Implementation of class sized 'bubbles' with 2 larger bubbles that allow for restricted mixing within after school activities	<input checked="" type="checkbox"/>			

<p>people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).</p>				
<p>Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups</p>	<p>Currently in place. To be continued.</p>	<input checked="" type="checkbox"/>		
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p>Staggered entry and exit times detailed here include: Reception class: St Francis *Drop off time (outside the classroom) time 8.55 *Pick up time (outside the classroom) time 3. 20 Year 1/2 St Bernadette *Drop off time 8.50 (top playground gate) *Pick up time 3.15 (playground) Year 2/3: St Clare: *Drop off time (top playground gate) time 8.45 *Pick up time (playground) time 3.10 Year 4: St Peter *Drop off time (top playground gate) time 8.40 *Pick up time (playground) time 3.05 Year 5: St Vincent *Drop off time (top playground gate) time 8.35 *Pick up time (playground) time 3.00 Year 6: St Oscar *Drop off time (top playground gate) time 8.30 *Pick up time (playground) time 3.00 Siblings: If siblings are collected, please use the sibling earlier drop off or latest pick up as we have a waiting zone. We cannot have children picked up earlier or dropped of later every day as this will impact their learning time. Lockdown 2 From 05-01-21 Upper bubble arrives at 8.30 and and leave at 3pm Lower Bubble arrive at 8.40am and leave at 3.10pm. Siblings: If siblings are collected, please use the sibling earlier drop off or latest pick up as we have a waiting zone. We cannot have children picked up earlier or dropped of later every day as this will impact their learning time.</p>	<input checked="" type="checkbox"/>		

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	This will include classes being covered for PPA and peripatetic teachers in school.	<input checked="" type="checkbox"/>		
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Where possible adults maintain a 2-metre distance from each other, and from children	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools	<input checked="" type="checkbox"/>		
Face to face contact time is reduced and limited to no more than 15 minutes duration	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Pupils are seated side by side and facing forwards, rather than face to face or side on	In place as much as capacity allows.	<input checked="" type="checkbox"/>		
Staff will work side on to pupils as opposed to face to face whenever possible	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Schools, local authorities, health professionals, regional schools commissioners and other services	A child in Year 4 has an Individual Healthcare Plan	<input checked="" type="checkbox"/>		

work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers				
Unnecessary furniture has been moved out of classrooms to make more space	Currently in place. To be continued.	☒		
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Currently in place. To be continued.	☒		
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time. Details are above.	☒		
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Details sent to families July 2020 02-11-20 Staff to minimise contact with parents at the end of the day. If parents with to speak to a member of staff, staff to ask parents to call school to make a phone appointment.	☒		
Parents and pupils are told 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)	Details sent to families July 2020	☒		
It is made 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)	Reiterated in parent letter sent July 2020	☒		
External entrances to classrooms are used where practical	Currently in place. To be continued.	☒		
Break times are staggered so that all pupils are not moving around the school at the same time	Currently in place. To be continued.	☒		
Lunch breaks are staggered	Currently in place. To be continued.	☒		
Numbers of staff using Staff Room are limited and the use of Staff Room is staggered	Currently in place. To be continued.	☒		

During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust	<input checked="" type="checkbox"/>		
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Currently, there are 64 children taking places during this lockdown, the majority of whom are the children of key workers. The school is split into 2 bubbles as we have been doing from September.	<input checked="" type="checkbox"/>		
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome	<input checked="" type="checkbox"/>		
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Siblings may be in different groups	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Currently in place. To be continued.	<input checked="" type="checkbox"/>		

Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	The use of face coverings in indoor areas outside the classroom may be needed because the school is in an area on the COVID Alert Level: high or very high or at the head teacher's discretion (see Inadequate Personal Protection section of this RA) Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Where possible adults maintain a 2-metre distance from each other, and from children	Currently in place. To be continued when possible.	<input checked="" type="checkbox"/>		
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	- direct close contacts - face to face contact with an infected individual for any length of time , within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person	<input checked="" type="checkbox"/>		
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools	<input checked="" type="checkbox"/>		
Pupils are seated side by side and facing forwards, rather than face to face or side on	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Staff will work side on to pupils as opposed to face to face whenever possible	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place	<input checked="" type="checkbox"/>		
Unnecessary furniture has been moved out of classrooms to make more space	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Large gatherings such as assemblies or collective worship with more than one group do not take place	Currently in place. To be continued.	<input checked="" type="checkbox"/>		

The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Currently in place. To be continued.	☒		
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	CYPs Bulletin Currently in place. To be continued.	☒		
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This is an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	☒		
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing Currently in place. To be continued.	☒		
Parents and pupils are told 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, only one adult per family should enter school grounds to drop off or collect)	Currently in place. To be continued.	☒		
It is made 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)	Currently in place. To be continued.	☒		
External entrances to classrooms are used where practical	Currently in place. To be continued.	☒		
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day Bubbles will be split so there is additional space for each bubble to have their breaks.	☒		
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well-ventilated room ensuring 2 metres social distancing at all times	Virtual staff meetings could take place where staff stay in their classrooms and join the meeting.	☒		
School can resume non-overnight domestic educational visits	Domestic (UK) overnight and overseas educational visits are prohibited	☒		

School has resumed, or is working to resume, all their breakfast and after-school provision in all local restriction tiers	This is dependent on the school being fully open not partially open	☒		
It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this	<p>In such cases, there are two options to consider:</p> <ul style="list-style-type: none"> • a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home • sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video) <p>Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.</p>	☒		
Educational Visits must not take place at this time	Currently in place. To be continued.	☒		
During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate)	<p>All other pupils should receive remote education</p> <p>Currently in place. To be continued.</p>	☒		
Every school will have a different number of children of critical workers who need to attend. There is no limit to numbers of these pupils who may attend and school does not limit attendance of these groups	Currently in place. To be continued.	☒		
Where school has had to temporarily stop on-site provision on public health advice, the local authority has been informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so	N/A	☒		
Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small	Currently in place. To be continued.	☒		

Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for wraparound care transport etc.	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time Currently in place. To be continued.	<input checked="" type="checkbox"/>		
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Break times are staggered so that all pupils are not moving around the school at the same time	Currently in place. To be continued. Upper Bubble 10.30-10.45 Lower Bubble 10.15-10.30	<input checked="" type="checkbox"/>		
Lunch breaks are staggered	Currently in place. To be continued. Upper Bubble 12.30-1.15 Lower Bubble 11.45-12.30	<input checked="" type="checkbox"/>		
Parents and pupils are told 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, only one adult per family should enter school grounds to drop off or collect)	Currently in place. To be continued. Upper bubble 8.30am Lower Bubble 8.40am Upper Bubble 3.00pm Lower Bubble 3.10pm	<input checked="" type="checkbox"/>		
Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people)	Currently in place. To be continued. However, as of 11-01-21 L and N unable to proceed until the end of lockdown.	<input checked="" type="checkbox"/>		
School can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, to advise on the protective measures providers	Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak Currently in place. To be continued.	<input checked="" type="checkbox"/>		

should put in place for the duration of the national lockdown to ensure they are operating as safely as possible	However, as of 11-01-21 L and N unable to proceed until the end of lockdown.			
School may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children	Currently in place. To be continued. However, as of 11-01-21 L and N unable to proceed until the end of lockdown.	☒		
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	Currently in place. To be continued. Virtual meetings take place.	☒		
Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time	Currently in place. To be continued.	☒		
School can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, to advise on the protective measures providers should put in place for the duration of the national lockdown to ensure they are operating as safely as possible	Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak Currently in place. To be continued.	☒		
School may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children	Currently in place. To be continued. However, as of 11-01-21 L and N unable to proceed until the end of lockdown.	☒		
School works closely with any external wraparound providers which their pupils may use, to ensure as far as	Currently in place. To be continued.	☒		

possible, children can be kept in a group with other children from the same bubble they are in during the school day	However, as of 11-01-21 L and N unable to proceed until the end of lockdown.			
--	--	--	--	--

Social Distancing Measures Not Followed During Travel to and from School					
35.	Parents and CYP encouraged to walk or cycle to their education setting where possible	In parent letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers Send guidance to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Transport arrangements cater for any changes to start and finish times, including a one-way system for foot and vehicular traffic.	Parking available at all times in the surrounding areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	Coronavirus (COVID-19): safer travel guidance for passengers Send guidance to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Work-related travel	Staff will commute to and from school in their own vehicles and will not be sharing lifts.	<input checked="" type="checkbox"/>		

Social Distancing Measures Not Followed During Travel to and from School					
	Parents and pupils are encouraged to walk or cycle to their education setting where possible	Included in parent letter sent July 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Face coverings are required at all times on public transport for children, over the age of 11	Included in parent letter sent July 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Face coverings in and around school</p>	<p>In primary schools where social distancing is not possible, in indoor areas outside of the classroom between members of staff or visitors, staff and visitors will wear, or agree to wear face coverings in these circumstances.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.</p>	<input checked="" type="checkbox"/>		
<p>Face coverings outside of the building</p>	<p>Staff and families will wear face coverings when they drop off children at school and when they collect children at the end of the day.</p> <p>However, Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>Safe working in education, childcare and children's social care provides Face coverings in education settings</p>	<input checked="" type="checkbox"/>		

<p>Inadequate Cleaning</p>					
<p>40.</p>	<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p>	<p>Classes to be disinfected every day and a deep clean of hard services on Friday evenings. Friday afternoon, TAs to clean toys, resources used with their group. Can use dishwasher for these if suitable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			
41.	Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Cleaning materials will be in each class for use during the day when needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	School administrator to ensure that the entry system is wiped in the morning and cleaners after school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43.	Bins for tissues and other rubbish are emptied throughout the day, stored for 72 hours, double bagged and PPE provided for cleaner.	TAs to empty class bins, double bagged, put into large bins in staff car park when during the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Additional stocks ordered and received. TA for each group responsible for reporting to HL each day of stocks required in their class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Disposable tissues are available in each room for both staff and CYP use, using separate dispensers.	2 boxes per classroom marked staff and pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	T & TAs to use class cleaning materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	No sharing of equipment across groups of pupils. EYFS outside area will be split in two (EYFS & Y1 outside area) and each group to access it separately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere. If CYP brings an object from home it should be stored securely and returned at the end of the day.	Use class cupboards where possible; where there is not enough storage space, label do not use and remind pupils of this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

49.	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	All soft toys and furnishings have been removed and stored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	--	---	-------------------------------------	--------------------------	--------------------------

Inadequate Cleaning/Sanitising					
	A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bins for tissues and other rubbish are emptied throughout the day	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared Resources					
50.	CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	No resources brought in from home. Book bags are not needed. Water bottle and packed lunch for KW and Y6 pupils; to be kept in on their desk. For Y6 only – if they need to bring in a mobile phone as walking home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		alone, it must be in a clear bag, turned off during school hours and kept in their lunch box. Any personal medical hand creams to be administered by the child in a labelled box. This will be left in the classroom. Sun cream to be administered at home prior to coming to school or by the pupils themselves from labelled tubes.			
51.	Shared materials and surfaces are cleaned and disinfected more frequently	Use class cleaning materials and help kitchen staff clean tables between sittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52.	Staff not taking resources from school home e.g. books	Staff to clean their own laptops and take responsibility for own belongings and storing food and drinks safely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Staff do not need additional laptops from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared resources					
	For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Currently in place. To be continued as much as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Currently in place. To be continued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) into school	Shared in parent letter dated 15/07/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	Shared in parent letter dated 15/07/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Currently in place. To be continued. 02-11-20 Office staff only are to use the phones in the main office. If calls are to be made to families, then staff to use the phone in the staffroom/ AHT room. All surfaces, including phones are to be sanitised after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the group ; these are cleaned regularly, along with all frequently touched surfaces	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Resources that are shared between groups , such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups	Currently in place. To be continued.	<input checked="" type="checkbox"/>		

Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors

54.	CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to serious underlying health conditions have been advised by their clinician to shield and are supported at home as much as possible	These pupils to complete home learning provided by school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	--	--	-------------------------------------	--------------------------	--------------------------

55.	Staff who have been classed as clinically extremely vulnerable are not expected to attend work and can work from home.	BWCAT letter sent to staff 18.05.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable if stringent social distancing cannot be adhered to, they are not expected to attend site	BWCAT letter sent to staff 18.05.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	If a CYP or a member of staff lives with someone who is clinically vulnerable including BAME (but not clinically extremely vulnerable), including those who are pregnant, they can attend, but should not be instructed to do so, their education or childcare setting	BWCAT letter sent to staff 18.05.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.	Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued	BWCAT letter sent to staff 18.05.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59.	Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60.	Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Using online resources and posters in every classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61.	Used tissues to be put in a bin immediately	Staff box of tissues and pupil box of tissues in each classroom. TAs to label. Bins each class will be emptied, double bagged and securely disposed of twice during the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors					
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors					
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(COVID-19) symptoms, or who have someone in their household who does, do not attend school	tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)	<input checked="" type="checkbox"/>		
The school recognises that if they have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required		<input checked="" type="checkbox"/>		
Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.	Advice for those identified through a letter from the NHS (Oct 2020) or a specialist doctor as in the group deemed clinically extremely vulnerable	<input checked="" type="checkbox"/>		
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically extremely vulnerable Individual risk assessments are needed, and guidance must be sought IRA in place. 02-11-20 New advice for those identified through a letter from NHS for clinically extremely vulnerable was published on 13/10/2020. No staff in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically vulnerable people Individual risk assessments are needed, and guidance must be sought. IRA in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions	Individuals in this group have been identified through a letter from the NHS or their GP. Staff should be supported to be able to continue working from their home where possible Clinically Extremely Vulnerable	<input checked="" type="checkbox"/>		
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically	See Section 9 of New-national-restrictions-from-5-november	<input checked="" type="checkbox"/>		

extremely vulnerable, may continue to attend school in line with current guidance.				
Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)	Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>		
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed but not at present. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>		
Pregnant women are in the 'clinically vulnerable' category	At present this nor needed but school would complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A -covid-19-virus-infection-and-pregnancy	<input checked="" type="checkbox"/>		
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	Consider longer engagement of supply staff to minimise movement between sites if supply staff are needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual		<input checked="" type="checkbox"/>		
Volunteers may be used to support the work of the school, as would usually be the case	No volunteers in school but mixing of volunteers across year groups would be kept to a minimum and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>		

Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pupils, including those who are clinically extremely vulnerable, can continue to attend school at all Local Restriction Tiers unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.	New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable	<input checked="" type="checkbox"/>		
Staff who are in the clinically extremely vulnerable group can continue to attend school in all three local restriction tiers	Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list)	<input checked="" type="checkbox"/>		
Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour	An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.	<input checked="" type="checkbox"/>		
Staff who are in the clinically extremely vulnerable group can continue to attend school in Tiers 1,2 and 3 unless they live in a Tier 4 area	Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Where a certified medical professional advises that a CEV employee should not attend the workplace on account of their specific condition and the risk of covid-19, this should be given significant weight in undertaking an Individual Risk Assessment	<input checked="" type="checkbox"/>		
Under local restriction tier 3: staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour	An Individual Risk Assessment will be needed. Advice sought on a case-by-case basis. Individual Risk Assessments will need to be subject to regular review In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited	<input checked="" type="checkbox"/>		

	period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.			
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	☒		
Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers	Currently in place. To be continued.	☒		
Clinically vulnerable staff can continue to attend school	While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children and adolescents	☒		
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy	☒		
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff	To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year	☒		
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	Currently in place. To be continued.	☒		
Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that	In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that			

a negative test result does not remove the risk of transmission.	everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested			
Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high	New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable	☒		
Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace	Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance	☒		
Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible	People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings	☒		
Clinically vulnerable staff can continue to attend school where it is not possible to work from home	While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children and adolescents	☒		
Supply staff and other temporary workers can move between schools, where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk and schools should ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed	To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year	☒		
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	Currently in place. To be continued.	☒		

Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>		

Site User Becoming Unwell					
62.	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	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.	If a CYP 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 CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	The room to be used from September is the sensory room outside the kitchen. All necessary guidelines will be followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.	If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	Use gent's/disabled toilet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.	PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

66.	In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital	Staff will phone 999, as usual, in the case of emergency and then contact the parents as soon as possible thereafter. Staff are provided with medical information for their children. One member of staff will stay with the child and accompany to the hospital if parents has not arrived on school site in time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67.	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	Staff are made aware of actions they must take in case of a child who is unwell. Staff will ensure that any PPE equipment used is double bagged and taken directly to the bin in the staff car park. The member of staff will wash hands thoroughly for 20m seconds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68.	Accidents	First aiders will be provided with suitable PPE and RPE (Respiratory Protective equipment- single use face masks). Staff will follow normal procedures and complete and accident form.	<input checked="" type="checkbox"/>		
69.	Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people	Staff member to wear full PPE when cleaning affected area. Room will not be used for 24 hours and will be deep cleaned prior to use. Second and third location then to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70.	When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Follow latest Gov Guidance and inform parents of that group if a pupil/adult who was in that group that a person has developed symptoms compatible with Covid-19. Inform parents if there is a change of adult for the group.	<input checked="" type="checkbox"/>		

Site User Becoming Unwell

<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil 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 Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>Currently in place. To be continued.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>Currently in place. To be continued.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<p>Currently in place. To be continued.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or</p>	<p>Currently in place. To be continued.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

they have been requested to do so by NHS Test & Trace.		<input checked="" type="checkbox"/>		
Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)		<input checked="" type="checkbox"/>		
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>		

Site User Developing Symptoms					
71.	Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus	Included in parent letter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72.	When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Follow latest Gov Guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	days. Their fellow household members should self-isolate for 14 days.	and inform parents of that group if a pupil/adult who was in that group that a person has developed symptoms compatible with Covid-19. Inform parents if there is a change of adult for the group.			
73.	Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation	Staff to report test results to SLT. In this situation, we would request a copy of the test results and notify parents of the results of the test to re-assure them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74.	Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms. Public Health England will be consulted on the requirement to self-isolate the group / bubble upon knowledge of a positive COVID 19 test. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75.	Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not the only method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site User Developing Symptoms					
	Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and	Currently in place. To be continued. Letter sent 14 th July 2020 The SLT will contact PHE or The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, if they have symptoms including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p>				
<p>School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out</p>	<p>School should call the Test and Trace helpdesk on 119 if these have not arrived.</p>	<input checked="" type="checkbox"/>		
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>	<input checked="" type="checkbox"/>		
<p>Parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p>	<p>Currently in place. To be continued. Letter sent 15/07/20</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>Currently in place. To be continued. Letter sent 15/07/20 02-11-20 Parents and staff are asked to inform the school immediately of the results of a test</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>	<p>Currently in place. To be continued</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p>	<input checked="" type="checkbox"/>		
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p>	<input checked="" type="checkbox"/>		
<p>Public Health England is clear has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>No further action.</p>	<input checked="" type="checkbox"/>		

<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>Added to newsletter Information is highly confidential and will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<input checked="" type="checkbox"/>		
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact</p>	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<input checked="" type="checkbox"/>		
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>		
<p>If someone with symptoms tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days</p>	<p>Currently in place. To be continued. Posters in each classroom.</p>	<input checked="" type="checkbox"/>		
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p>	<input checked="" type="checkbox"/>		

	<p>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>- travelling in a small vehicle, like a car, with an infected person</p> <p>Currently in place. To be continued.</p>			
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice	☒		
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Currently in place. To be continued.	☒		
School have received an initial supply of 10 home PCR (polymerase chain reaction) test kits and information about how to order to replenish this supply when they are running out	School should call the Test and Trace helpdesk on 119 if these have not arrived.	☒		
School determines how to prioritise the distribution of their PCR test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers .	☒		
	Currently in place. To be continued.			

<p>Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>School should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person Currently in place. To be continued.</p>	☒		
<p>Secondary schools participating in the rapid asymptomatic testing programme should refer to the asymptomatic testing in schools and colleges guidance to ensure contacts of the positive case are tested. Primary schools and any secondary schools not participating in the rapid asymptomatic testing programme must follow the control measure below.</p> <p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	☒		

<p>Inadequate Hand Washing/Personal Hygiene</p>					
<p>76.</p>	<p>Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean</p>	<p>Staff and visitors to school are asked to use hand sanitiser before entering. Staff to use ladies and gent's toilets: 1 person in the toilet at a time.</p>	☒	☐	☐

77.	The 'catch it, bin it, kill it' approach is promoted		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.	Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.	Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol-based hand cleansers	Hand sanitizer, tissues, paper towels and liquid soap and will be available in class and teachers and TAs will set a routine of handwashing to facilitate social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80.	Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	This needs to be done first thing in the morning, after all staggered breaks and after lunch at least. A member of staff to do this after each group's break and lunch time. Sinks will be used in the classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81.	Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to administer appropriate hand moisturisers offsite due to allergy risk. Any personal medical hand creams to be administered by the child in a labelled box. This will be left in the classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82.	Cleaning the workplace - Handling goods	Deliveries to school of food will be dealt with by the kitchen staff . Milk and fruit deliveries will be handled by the admin staff and they will wash hands before and after collection.	<input checked="" type="checkbox"/>		
83.	Cleaning the workplace - Hygiene – Handwashing, sanitation facilities and toilets	Regular reminders to all to maintain hygiene standards. Signage in all areas of school.	<input checked="" type="checkbox"/>		

		Soap and water in sinks in classrooms as well as hand sanitisers. Paper towels available in all classes and toilets. NO HAND DRYERS TO BE USED. Hand sanitisers located in classes, staffroom and offices. Use of toilets will be monitored by an adult. Children will be reminded daily/ even more frequently of the new routines.			
--	--	---	--	--	--

Inadequate Hand Washing/Personal Hygiene					
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils Currently in place. To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hands are washed with liquid soap & water for a minimum of 20 seconds	Currently in place. To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Currently in place. To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p>Currently in place. To be continued</p>	<input checked="" type="checkbox"/>		
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p>Currently in place. To be continued</p>	<input checked="" type="checkbox"/>		
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p>Currently in place. To be continued.</p>	<input checked="" type="checkbox"/>		
<p>Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them</p>	<p>Currently in place. To be continued</p>	<input checked="" type="checkbox"/>		
<p>In schools that are in Tier 2 or Tier 3, adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom</p>	<p>To be introduced in January 2020</p>	<input checked="" type="checkbox"/>		
<p>In the event of an area moving into local restriction tier: high alert or very high alert, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances</p>	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate 	<input checked="" type="checkbox"/>		

	The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.			
--	--	--	--	--

Inadequate Personal Protection & PPE					
84.	PPE will need to be worn by a member of staff if a CYP 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 CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	Eye protection is to be available at this time. Staff will be reminded that PPE equipment once used, should be double bagged and placed in the bin in the car park. Staff will be reminded that they must not use PPE more than once. Continued reminders of washing hands as per guidance in posters around school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85.	Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	BWCAT providing PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Personal Protection & PPE					
	Face coverings are not used in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of	Currently in place. To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

transmission. There may also be negative effects on communication and thus education				
In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher		☒		
In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances		☒		
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning		☒		
In such circumstances as face coverings are to be worn in school they must be worn correctly	https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	☒		
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission		☒		
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use		☒		
Where a face covering becomes damp, it should not be worn and the face covering should be replaced		☒		
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs		☒		
School has a procedure for removing face coverings when those who use them arrive at school, and when	Parents informed via parent's letter Sept 2020	☒		

to wear face coverings at school in certain circumstances		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil 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 pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	safe working in education, childcare and children's social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use them are required to remove face coverings on arrival at school	Currently in place. To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	Currently in place. To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom	Currently in place. To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02-11-20 Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	To be continued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02-11-20 In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in	At the discretion of the Head Teacher. Pupils, staff and parents to be informed beforehand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher				
02-11-20 It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning	Currently in place		<input checked="" type="checkbox"/>	
02-11-20 In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	Monitored by staff		<input checked="" type="checkbox"/>	
02-11-20 Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Currently in place		<input checked="" type="checkbox"/>	
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	Currently in place. To be continued.		<input checked="" type="checkbox"/>	
In schools that are in any area above Tier 1 , adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom	Currently in place. To be continued.		<input checked="" type="checkbox"/>	
In the event of an area moving into local restriction tier: high alert or very high alert, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances	Some individuals are exempt from wearing <u>face coverings</u> . This applies to those who: - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. Currently in place. To be continued.		<input checked="" type="checkbox"/>	

Face visors or shields are not routinely worn as an alternative to face coverings	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer	☒		
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	Currently in place. To be continued.	☒		
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	Currently in place. To be continued.	☒		
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Currently in place. To be continued.	☒		
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	Currently in place. To be continued.	☒		
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Currently in place. To be continued.	☒		
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Currently in place. To be continued.	☒		
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	This procedure should be communicated clearly to pupils and staff	☒		
PPE will need to be worn by a member of staff if a pupil 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 pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes,	<u>safe working in education, childcare and children's social care</u>	☒		

for example from coughing, spitting, or vomiting, then eye protection should also be worn				
Adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<input checked="" type="checkbox"/>		
Face visors or shields are not routinely worn as an alternative to face coverings but can be worn along with a face covering	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer	<input checked="" type="checkbox"/>		

Visitors, Contractors & Spread of Coronavirus					
86.	Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype	Following GOV/BWCAT Guidance. A register of visitors will be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87.	All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Following GOV/BWCAT Guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88.	Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Following GOV/BWCAT Guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

89.	Inbound and Outbound goods	Deliveries will be dropped off in the main staff car park as usual, where children may not access without adult supervision (normal practice). Deliveries to take place before/ after school and between 9.45 and 2.30.	<input checked="" type="checkbox"/>		
90.	Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits. Signage is around school both inside and outside. To explain the new protocols and to remind visitors to site of social distancing. Staff will be reminded to observe social distancing regulations if they are hosting for any reason.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91.	Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	BWCAT providing PPE	<input checked="" type="checkbox"/>		

Visitors, Contractors & Spread of Coronavirus					
All visits to the school are restricted to those that are absolutely necessary			<input checked="" type="checkbox"/>		
Parent and carer visits are suspended for: <ul style="list-style-type: none"> new admissions,,unless RA is followed settling-in children new to the setting attending organised performances 			<input checked="" type="checkbox"/>		
All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site	Currently in place. To be continued		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Currently in place. To be continued		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged at appropriate times.	Currently in place. To be continued		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the	Currently in place. To be continued		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

visit to take place at that time and that all required controls are in place to allow the work to continue safely				
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits will be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	☒		
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	Flu Vaccinations in school Autumn 2	☒		
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Currently in place. To be continued	☒		
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> work or search for work undertake training or education 	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020			
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions		☒		
In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020	☒		
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Currently in place. To be continued.	☒		
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Currently in place. To be continued.	☒		
Where visits can happen outside of school hours, they are arranged as such	Currently in place. To be continued.	☒		

Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits Currently in place. To be continued.	<input checked="" type="checkbox"/>		
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance Currently in place. To be continued.	<input checked="" type="checkbox"/>		
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Currently in place. To be continued.	<input checked="" type="checkbox"/>		
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Schools should have discussions with key contractors about the school's control measures and ways of working Currently in place. To be continued.	<input checked="" type="checkbox"/>		

Inadequate Ventilation					
92.	Ventilate spaces with outdoor air	Class door will be propped open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93.	Ensure regular airing with windows (even in mechanically ventilated buildings)	All windows in school will be wedged open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94.	Keep toilet ventilation in operation as much as possible while building is occupied	External doors to be wedged open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

95.	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	---	---	-------------------------------------	--------------------------	--------------------------

Inadequate Ventilation					
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Classroom doors to be wedged open when appropriate. 02-11-20 At least one window must always be open in each classroom Preference to high level windows open if possible Rearrange furniture where possible to avoid drafts Outside doors and windows to opened at break and lunchtime to purge air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	Classroom doors to be wedged pen when appropriate. At least one window must be open at all times in each classroom Preference to high level windows open if possible Rearrange furniture where possible to avoid drafts Outside doors and windows to opened at break and lunchtime to purge air		<input checked="" type="checkbox"/>		
Where possible, occupied room windows should be open.	All windows to be open.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	All windows in toilets to remain open.		<input checked="" type="checkbox"/>		
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation assist with creating a thoroughfare of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted		<input checked="" type="checkbox"/>		
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	At least one window must be open at all times in each classroom Preference to high level windows open if possible Rearrange furniture where possible to avoid drafts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration given to only opening every other window instead of all windows when the heating is activated		<input checked="" type="checkbox"/>		
The school offers flexibility to allow additional, suitable indoor clothing	School expectations regarding uniform were sent to parents via parents' letter, newsletter and email. For more information see School uniform	<input checked="" type="checkbox"/>		
Furniture rearranged where possible to avoid direct drafts		<input checked="" type="checkbox"/>		
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces		<input checked="" type="checkbox"/>		
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	If are used desk fans are pointed away from people and pointed at walls etc.	<input checked="" type="checkbox"/>		
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters will be used sparingly if needed due to increased fire and electrical risk	<input checked="" type="checkbox"/>		
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.	<input checked="" type="checkbox"/>		

Fire and Intruder Alarms and Emergencies, Including Lockdown				
96.	All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) (Zoom meeting 20.05.20)	Fire emergency points: YR/Y1- main playground Y1/Y2- main playground Y2/Y3- main playground Y4- main playground Y5- main playground Y6- main playground Lockdown procedures the same, in classes. Fire drill to be completed within the first 2 weeks of opening in September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

97.	Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available	Water cut off point in kitchen Gas cut off point in the boiler house Electric cut off point TBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98.	If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details	There are no changes to those listed with the company re key holders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown					
1.	All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) (Zoom meeting 20.05.20)	Fire emergency points: YR/ Y1 St Francis- main playground Y1/ Y2 St Bernadette- main playground Y2/ Y3 St Clare- main playground Y4 St Peter- main playground Y5 St Vincent- main playground Y6 St Oscar- main playground Lockdown procedures the same, in classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Activities					
2.	CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations	Teachers and TAs to set our clear rules and routines at the start of each day to remind pupils and throughout the day. We cannot guarantee social distancing for Reception and Y1 children although we will try our best.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the	Staff will clean and disinfect any equipment used outside of regulated resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	same CYP in one day, or properly cleaned between cohorts	CYP laptops will be used by one group per day for years 6,1 and KW. Laptops to be cleaned at the end of each day by a member of staff whose group has used them ready for the next day. iPad not to be used.			
--	--	--	--	--	--

Contingency Planning for outbreaks			
4.	Remote education plans should be in place	Teachers to prepare and plan on Google Classroom two weeks home learning for a child in case they need to self-isolate. Teachers to plan and prepare on TEAMS 2 weeks home learning in case the whole class bubble is needed to close and self-isolate. Google Classroom provision for online learning is to stay in place in case of local or national lockdown.	<input checked="" type="checkbox"/>
5.	Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.	What is the level of risk for this activity/situation with existing control measures	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/> Low <input type="checkbox"/>
7.	Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
8.	Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)		To be actioned by	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Date
Updated Individual risk assessments to be written in week 1		AA	Week 1
Letter to families re procedures to be sent on Monday 7 th Sep		AA	Week 1
Each classroom has 2m tape from front of class and table and chairs measured and photographed to be as close to 2m apart as possible with the needed amount desks and chairs in each classroom.		Staff	Before school on 08-06-20
New fire points to be made and placed at distanced points around the school field. Each class will leave by their external doors unless it is blocked.		AA	Week beginning Monday 1 st June
Reception class tables to be organised in small mini bubbles for 3 pupils with as close as possible to 2m apart.		Class teachers	Before school on 08-06-20

	Eye protection to be purchased as soon as possible.	HC	In place 08.06.2020			
	State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		<table border="1"> <tr> <td>High <input type="checkbox"/></td> <td>Med <input checked="" type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> </table>	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>				
	Is such a risk level deemed to be as low as reasonably practical?		<table border="1"> <tr> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>					
	Is activity still acceptable with this level of risk?		<table border="1"> <tr> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>					
	If no, has this been escalated to senior leadership team?		<table border="1"> <tr> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>					
	Assessor(s): Position(s):	Alison Ashworth EHT	Signature(s): <i>Alison Ashworth</i>			
	Date:	02-09-20	Review Date: 02-11-20 <i>Alison Ashworth</i>			
		11-11-20	Review Date: 11-11-20 <i>Alison Ashworth</i>			
		15-12-20	Review Date: 15-12-20 <i>Alison Ashworth</i>			
		31-12-20	Review Date: 19-01-21 <i>Alison Ashworth</i>			
		08-01-21	Review Date: 08-02-21 <i>Alison Ashworth</i>			
		12-01-21	Review date: Ongoing <i>Alison Ashworth</i>			
	Distribution: All staff, Academy Council					
	We recommend that this risk assessment is shared with staff and unions					
	Risk rating	Action				

HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME				
Extensive	Fatal injury/permanent disability	Likely	Highly Likely	Extensive	Extensive	Extensive	Extensive	Extensive
Major	Major injury/serious illness/injury	Likely	Highly Likely	Major	Major	Major	Major	Major
Minor	Minor injury/illness/property damage	Possible	Highly Likely	Minor	Minor	Minor	Minor	Minor
Insignificant	Minor injury	Possible	Highly Likely	Insignificant	Insignificant	Insignificant	Insignificant	Insignificant
		Remote	Low Likelihood to occur	Remote	Unlikely	Possible	Likely	Highly Likely
				LIKELIHOOD				