

COVID-19 Risk Management Plan: Full Re-Opening of Schools in September 2020

Site / school name:	Dorothy Barley Junior Academy		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Cathy Leicester	Date of completion:	07.07.20
Risk assessment approved by:	Trustees	Date of approval:	15.07.20
Date risk assessment to be reviewed by:	End of Spring 1 18th January 2021 31 st March 2021 28 th May 2021	Risk assessment no:	1. Amended half termly at least or when necessary

Record of Risk Assessment Reviews

Date of review:	Autumn 1 updates in RED Autumn 2 updates in PURPLE 02.01.21 January School Closures updates in Blue	Reviewed by:	Cathy Leicester, SLT, all staff, Trust	Comments / date of next review:	<ul style="list-style-type: none"> ▪ TBC based on any local issues and changes, in theory end of Spring 1 term (12.02.21) ▪ Reviewed at the next national review point or at least monthly
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	<p>but appendix removed</p> <p>19.01.21 January School Closures updates and see Appendix 1</p> <p>May 2021 Full Opening practice reverts back to Black and Purple type from autumn term full opening reviews</p>				
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Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Updated Template:</p> <p>This document is essentially an update to the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing of Government Guidance on Full Re-Opening of Schools from September 2020. Please click here to view the full guidance.</p> <p>This new template essentially contains all of the sections found in the original version, however, and to take account of the new Government guidance:</p> <ul style="list-style-type: none"> ➤ Sections highlighted in yellow will need to be reviewed / updated as necessary by the schools in light of the new Government guidance - please note that there will be some resultant changes to wording / content of the Risk Consideration descriptor in relation to these yellow sections. ➤ Sections that are “greyed-out” are, in principle, unaffected by the new Government guidance and the management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, you must still consider their adequacy going forward for the purposes of this updated RMP in the event that those arrangements need revising or upscaling to account for the increased school population on full re-opening. Some updating may also be required to take account based on experience and “lessons learned” since partial re-opening in June 			

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	<p>➤ An Appendix (red section) has been incorporated at the end of this document in order to capture brand new issues presented by the new Government Guidance that schools must consider and address with satisfactory management arrangements, further actions and a RAG-Rating. – remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u></p> <p>➤ Please read through the whole of this template including the new Appendix section prior to completing your updated RMP - any questions, please contact Estates.</p>			
	<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>
Social-Distancing & Minimising Contacts	<p>Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group); avoiding contact between separate bubbles and maximising social-distancing within bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate.</p>	<ul style="list-style-type: none"> Current bubble system has needed to be revised based on increased pupil numbers when fully open Year Group Bubbles will operate due to staffing and space restrictions but the opportunities for the classes to mix within the YG will be severely restricted Some mixing will be in place for PPA, Catch Up and before/after school provision 	<ul style="list-style-type: none"> Each YG will have separate start, end, lunch and playtimes In the playground, while the whole YG will be out at the same time classes will be in zones as per plan with the field in use at all times. 4 zones will operate in the playground with an option of using two zones on the field which will be split in half so that the Infants can also use the space daily, weather permitting While YGs will take lunch at the same time in the halls, classes will be seated at separate tables across 2 halls No changes, system working fine Review of entry and exit points wb 30.11.20 to minimise bubble crossing on corridors 02.01.21 under school closures children will be kept in year group mixed class education bubbles, they will not mix, lunch will be taken in the classrooms, 	<ul style="list-style-type: none"> SLT to monitor mixing of classes when they are operating together to ensure mixing is restricted and controlled

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			<p>playtimes will be in bubbles in zones</p> <ul style="list-style-type: none"> 08.03.21 autumn term procedures will be in place and re-issued No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	
	<p>Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social-distancing. Ideally, adults should maintain a 2m distance from each other, and from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised.</p>	<ul style="list-style-type: none"> Children will be seated two to a table and forward facing Desks will be allocated and children will not move seats Resources will be allocated to children in their trays where resources make this possible Staff will have a 1 metre plus exclusion zone at the front of the class 	<ul style="list-style-type: none"> SLT to monitor effectiveness of exclusion zones and that staff are distancing themselves from children as much as possible No changes, system working well in terms of distancing from children as best they can, issues have been staff distancing from each other so additional control measures have been implemented (face masks in the playground at drop-off and pick-up and during contact where 2 metres proves challenging e.g. PPA, Phase Meetings) Change 21.10.20 following local PHE guidance face-masks now to be worn in all areas of the school. 19/11/20 new controls added around use of shared spaces, car-sharing, all meetings moving to online etc 07.12.20 table movement in 1 Y6 class to ensure stringent social distancing in place (based in an individual Risk Assessment) 02.01.21 mixed class year group education bubbles (with exclusion of the ARP who will continue to operate in their own bubble) will be devised based on pupil numbers. 8-10 children per class, 	<ul style="list-style-type: none"> Small classrooms so distancing will be closely monitored

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			<p>fixed seating with tables spaced at 2 metres and adults to remain 2 metres away for children and each other at all times. All forward facing.</p> <ul style="list-style-type: none"> ▪ 08.03.21 autumn term procedures will be in place and re-issued ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	
	Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.	<ul style="list-style-type: none"> ▪ Not relevant- all areas will be used 	<ul style="list-style-type: none"> ▪ NA 	<ul style="list-style-type: none"> ▪ NA
	Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop-off and pick-up arrangements.	<ul style="list-style-type: none"> ▪ Not relevant all parking space will need to be used ▪ If staff are uncomfortable with limited space in the carpark they can park on the surrounding streets 	<ul style="list-style-type: none"> ▪ NA 	<ul style="list-style-type: none"> ▪ NA
	Implement people-management at key times of the day to maintain social-distancing and to minimise contacts such as at pupil drop-off, break times, lunchtime and pupil pick-up.	<ul style="list-style-type: none"> ▪ Staggered times will be in operation 	<ul style="list-style-type: none"> ▪ See previous and following points, see updates in Red in previous and following points ▪ See previous points ▪ 02.01.21 school timings will revert back to 8:40 and 3:05 for drop-off and pick-up due to small numbers attending. Staggered times will re-start once there is a full return ▪ 08.03.21 autumn term procedures will be in place and re-issued. ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪ NA
	Ensure that the responsibility for and management of any facilities shared with third-	<ul style="list-style-type: none"> ▪ No third party usage in operation 	<ul style="list-style-type: none"> ▪ NA 	<ul style="list-style-type: none"> ▪ NA

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	parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social-distancing and minimise contacts.			
	Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	<ul style="list-style-type: none"> ▪ Parents will be informed in a new parent guide before the summer 	<ul style="list-style-type: none"> ▪ None but SLT need to re-issue guidance for full opening, this was re-issued prior to opening NFA ▪ NFA ▪ This will be communicated with parents and staff from 2nd Jan-4th Jan as it depends on pupil numbers. School restarts 6th Jan ▪ Parents will be re-issued revised full opening guidance by 26.02.21 in time for 8th March but procedures remain the same as the autumn term. ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪ None
	Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).	<ul style="list-style-type: none"> ▪ Already in place, will be refreshed for Sept 	<ul style="list-style-type: none"> ▪ Refresh ▪ Re-done and new signs concerning face coverings issued NFA ▪ NFA, although all signs will have a re-refresh for Jan 21 ▪ 02.01.21 Office to refresh signage w4th when on site, bubble adults to remind chn of hygiene measures throughout each day. ▪ Office to refresh signs for 8th March ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪ None

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	<p>It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1st August 2020 as applicable) including those that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or those who may otherwise be at increased risk from COVID-19. Please contact HR with regard to any specific questions concerning staff in these categories.</p>	<ul style="list-style-type: none"> SBMs to ensure all individual RAs have been reviewed prior to full opening (by 17.07.20) and expectations for a return to work made explicitly clear to those who are currently not at work 	<ul style="list-style-type: none"> SBMs to invite staff who are off in to look at control measures before 17th to reassure Follow up any issues with HR This was done NFA Where updates have been needed to individual RAs this has been done by the SBMs. Where advice has been needed, it has been sought. 02.01.21 all CEV staff and those deemed at increased risk (e.g. pregnant) will work off site Should staff on site require an update to the RAs please email LC (SBM) No previous CEV or new CEV staff will be on-site, SBM has offered a review of RAs to all staff Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> RAs to be completed
	<p>Display signage prominently at site entrances to encourage social-distancing and minimising contacts (multiple-language signage where necessary).</p>	<ul style="list-style-type: none"> Already in place, will be refreshed for Sept 	<ul style="list-style-type: none"> Refresh Re-done and new signs concerning face coverings issued NFA Refresh for Jan 21 02.01.21 Refresh for Jan 21- action for office team Office to refresh signs for 8th March No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> None
	<p>Limit parent vehicular access to car parks to essential car-users only - this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking</p>	<ul style="list-style-type: none"> Not applicable, no parent access to car parks 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA

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	should be considered on an individual school basis.			
	Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access.	<ul style="list-style-type: none"> SLT and Inclusion Staff as they currently do will be on the playground and doors/gates at drop off and collection to ensure this happens 	<ul style="list-style-type: none"> Continue to monitor amend procedures if issues arise This is an ongoing challenge but is being managed by SLT and PWOs Nothing new 02.01.21 SLT and Inclusion staff to ensure routines are in place at blue bars entrance for new school times under school closures (8:40, 3:05) 08.03.21 SLT and Inclusion staff to ensure routines are in place at entrances and exits for staggered times No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social-distancing and minimise contacts - portable coat racks and cycle racks could be relocated.	<ul style="list-style-type: none"> One in, one out toilet system to remain in place for lesson time but chn to be encouraged to go to the toilet in their bubbles at playtime and lunchtime and this will be supervised by allocated bubble staff Coat hooks will be back in use as these are used by bubble classes 	<ul style="list-style-type: none"> Continue to monitor amend procedures if issues arise Monitoring in place and to continue Nothing new 02.01.21 one in, one out to be back in place in toilets. TAs supporting bubbles will monitor this during class time and playtime/lunchtime All adults to monitor toilet use as best they can as in the autumn term. Ensure hand hygiene practice is robust when using the toilets and returning to class No updates 31.03.21, some issues with vandalism in the toilets mean that chn need closer supervision. 	<ul style="list-style-type: none">

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	<p>Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> Allocated entrances and exits will be in place at staggered times for the different bubbles Staggered times between 8:20am-8:50am, breaks between 10:15-11:15, lunch 11.30-1:30 and end of day between 2:45 and 3:15 Due to limited access routes it is not possible to have separate entrance and exits 	<ul style="list-style-type: none"> Current practice to continue despite 11th May updates to national guidance. Continue to monitor amend procedures if issues arise Due to over-crowding and dangerous issues on the road, collection is now via a one-way system with barriers, social distancing and masks. Review of entry and exit points wb 30.11.20 to minimise bubble crossing on corridors 02.01.21 one primary entrance of blue bars with reduced numbers of chn under school closures 08.03.21 revert to autumn term bubble plan procedures No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	<p>Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> Signage, floor markings and supervision are in place One way system not possible but movement around the building will be limited to year groups and will be continued to be spaced apart 	<ul style="list-style-type: none"> Continue to monitor amend procedures if issues arise As above As above 02.01.21 nothing new 08.03.21 nothing new, continue as autumn term No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	<p>Designate one primary entrance to each building (and one, separate, primary exit).</p>	<ul style="list-style-type: none"> Due to limited access routes it is not possible to have separate entrances and exits 	<ul style="list-style-type: none"> Allocated entrances and exits will be in place at staggered times for the different bubbles As above As above 02.01.21 arrangements already stated previously 	<ul style="list-style-type: none">

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			<ul style="list-style-type: none"> ▪ 08.03.21 revert to autumn term entrance and exit procedures ▪ Current practice to continue despite 11th May updates to national guidance. 	
	<p>Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> ▪ Signage, floor markings and supervision are in place ▪ One way system not possible but movement around the building will be limited to year groups and will be continued to be spaced apart 	<ul style="list-style-type: none"> ▪ Continue to monitor amend procedures if issues arise ▪ As above ▪ As above ▪ 02.01.21 arrangements already stated previously ▪ 08.03.21 revert to autumn term entrance and exit procedures ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪
	<p>All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p>	<ul style="list-style-type: none"> ▪ Already in place ▪ Supervised ▪ Staggered 	<ul style="list-style-type: none"> ▪ Continue into Sept ▪ Continued supervision in place NFA ▪ Review of entry and exit points wb 30.11.20 to minimise bubble crossing on corridors ▪ 02.01.21 arrangements already stated previously, new bubble teachers to ensure distancing when releasing (both from chn within the bubbles and if other bubbles are on their way out) ▪ 08.03.21 revert to autumn term entrance and exit procedures ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪
	<p>Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social-distancing and minimise contacts with others - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).</p>	<ul style="list-style-type: none"> ▪ Already in place ▪ Supervised ▪ Staggered ▪ SLT, Inc and non-class based to monitor throughout the day 	<ul style="list-style-type: none"> ▪ No assemblies therefore no whole school or phase transitions ▪ Only transition will be for playtime and lunchtime where this will be limited to bubbles 	<ul style="list-style-type: none"> ▪

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			<ul style="list-style-type: none"> ▪ One in, one out toilet system to remain in place for lesson time but chn to be encouraged to go to the toilet in their bubbles at playtime and lunchtime and this will be supervised by allocated bubble staff ▪ One-in-one-out not practical with a whole school of children, toilet use should be monitored by those on duty. CTs to be reminded regularly about limited use in lesson time ▪ Nothing new ▪ 02.01.21 arrangements already stated previously, those on site to monitor movement at key times (drop off, collection, playtime and lunchtime) ▪ 08.03.21 revert to autumn term entrance and exit procedures ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	
	Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.	<ul style="list-style-type: none"> ▪ No doors need control measures ▪ All doors currently in use have adequate locks ▪ There will be at least two key holders at any one time but not necessarily on site 	<ul style="list-style-type: none"> ▪ NA 	<ul style="list-style-type: none"> ▪
	Limit use of passenger lifts to essential users and only one at a time.	<ul style="list-style-type: none"> ▪ Not applicable 	<ul style="list-style-type: none"> ▪ NA 	<ul style="list-style-type: none"> ▪
	Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in	<ul style="list-style-type: none"> ▪ One way system not possible but movement around the building will be limited to year groups and 	<ul style="list-style-type: none"> ▪ Continue to monitor amend procedures if issues arise ▪ See various previous points ▪ See various previous points 	<ul style="list-style-type: none"> ▪

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order to maintain social-distancing and minimise contacts.	will be continued to be spaced apart	<ul style="list-style-type: none"> ▪ 02.01.21 arrangements already stated previously ▪ 08.03.21 revert to autumn term entrance and exit procedures ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	
Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.	<ul style="list-style-type: none"> ▪ Already in place, will be refreshed for Sept ▪ Nothing out of use 	<ul style="list-style-type: none"> ▪ Refresh ▪ Re-mark the playground with spray paint prior to re-opening ▪ Various areas re-marked, refresh when necessary ▪ Nothing new ▪ 02.01.21 nothing new ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪ None
Only one adult to accompany children to and from school - place notification signage outside the school entrances.	<ul style="list-style-type: none"> ▪ Already in place, will be refreshed for Sept in new parent guide ▪ 	<ul style="list-style-type: none"> ▪ Refresh ▪ Nothing new ▪ 02.01.21 nothing new ▪ 08.03.21 nothing new, expectations will be shared with parents by 26.02.21 for procedures as in autumn ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪ None
Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up; stagger breaks times / lunchtimes all to facilitate ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day and / or time extensions to both ends of the school day and not the implementation of rotas.	<ul style="list-style-type: none"> ▪ All in place for year group bubbles with extension to beginnings and ends of the school day 	<ul style="list-style-type: none"> ▪ Continue to monitor and amend procedures if issues arise ▪ All in place NFA ▪ Nothing new ▪ 02.01.21 school to revert back to one start and end time due to small numbers expected but it will be staggered if there are too many on site, TBC 4th Jan, playtime and lunchtime will 	<ul style="list-style-type: none"> ▪

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			<p>happen at the same time but in zones to be allocated after numbers are confirmed.</p> <ul style="list-style-type: none"> 08.03.21 revert to autumn term entrance and exit procedures No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	
	<p>Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.</p>	<ul style="list-style-type: none"> This is repeated and I have already detailed this in this document New parent guide will be revised before 17th and sent to all parents 	<ul style="list-style-type: none"> Continue to monitor amend procedures if issues arise Complete Nothing new (temporary change for end of term collection staggering due to half day on 18th) 02.01.21 as stated already 08.03.21 revert to autumn term entrance and exit procedures No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	<p>Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.</p>	<ul style="list-style-type: none"> Already in place 	<ul style="list-style-type: none"> NA Now in place for the mornings, not practical for pick-up Nothing new 02.01.21 nothing new 08.03.21 nothing new No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> NA
	<p>Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> This has already been covered Already in place Supervised Staggered 	<ul style="list-style-type: none"> Continue into Sept This has already been detailed previously in this plan See various previous points 02.01.21 nothing new SLT and Inclusion staff on rota to supervise 08.03.21 nothing new 	<ul style="list-style-type: none">

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	<p>Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene, social-distancing and minimise contacts in-line with guidance issued separately by Estates.</p>	<ul style="list-style-type: none"> ▪ Admin and SBMs will monitor as we fully re-open ▪ All visitors are asked to sanitise on entry and exit to the site 	<ul style="list-style-type: none"> ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. ▪ Address issues as they arise once re-opening phase begins ▪ Create visitor guide but all visits will only be if absolutely necessary ▪ Covid Visitor Guide in place and being used. Any visitors to use Apple Class as a 'staffroom', no drinks provided, Trust Track and Trace log is in place in addition to electronic sign in ▪ Nothing new ▪ 02.01.21 only essential visitors during school closure, all staff must check with CL before allowing visitors ▪ 08.03.21 only essential visitors when re-opened, all staff must check with CL before allowing visitors and they must sign the T&T log in the office ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪
	<p>With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.</p>	<ul style="list-style-type: none"> ▪ Not applicable 	<ul style="list-style-type: none"> ▪ Not applicable 	<ul style="list-style-type: none"> ▪ Not applicable

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Fire Safety	All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.	<ul style="list-style-type: none"> No new starters planned for September All chn will complete the two 'induction' PowerPoints provided by the school on hygiene and mental health 	<ul style="list-style-type: none"> SBMs to induct all staff to general fire safety routines as part of the INSET on 1st September then any new starters who come in throughout the year. SBMs to induct new staff (Admin) Continue as above 02.01.21 no new starters during school closures 02.01.21 SBM & admission staff to follow full Covid-19 protocol for induction No updates 31.03.21, SBM to ensure induction of PT SBM and new admin assistant includes covid-protocol after Easter Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority.	<ul style="list-style-type: none"> Flick Fire Marshall training has been completed by a number of staff using Flick CL, RA, KA, MD, NK, DN, AS, LW, SG, LC in progress. 	<ul style="list-style-type: none"> SBMs to induct all staff to general fire safety routines at part of the INSET on 1st stressing that no compromises are to be made with fire safety and that the safety of staff and pupils is a priority. Fire Safety covered in INSET Nothing new 02.01.21 nothing new 08.03.21 nothing new No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	For staff or pupils that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social-distancing requirements may not be met, but life safety must be prioritised in the event of a fire.	<ul style="list-style-type: none"> No PEEPs currently required at the school 	<ul style="list-style-type: none"> Should new children be integrated who require PEEPs procedures will be initiated As above As above 02.01.21 nothing new 08.03.21 nothing new No updates 31.03.21 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>NOTE: <i>It is recommended that those staff for pupils needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance. In the event of direct physical assistance, it must be understood that social-distancing is secondary to the life safety of occupants.</i></p>		<ul style="list-style-type: none"> Current practice to continue despite 11th May updates to national guidance. 	
Health & Medical Needs	<p>The requirement to provide suitable, appropriately qualified first aid cover to all staff and pupils has been assessed with suitable first aid and / or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.</p>	<ul style="list-style-type: none"> 14 currently First Aid trained and in date (at 07.07.20) Stock for Sept is already in the school 	<ul style="list-style-type: none"> 12 being done in September There will be 26 FA trained staff in Sept 2020 All training complete Nothing new 02.01.21 nothing new, office staff on rota will provide all first aid 08.03.21 procedures for FA in the autumn term will be in place No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	<p>Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.</p>	<ul style="list-style-type: none"> No current issues but Inclusion Team to ensure procedures are in place for any pupils in Sept 	<ul style="list-style-type: none"> Inclusion Team to ensure all Intimate Care Plans are in place for any children Inclusion staff to ensure all medical training (outside of 1st Aid) is sourced and completed by relevant staff. Log on training log SBMs to ensure that PPE is always over-stocked Intimate care log in place, PPE is provided Nothing new 02.01.21 nothing new, all staff to ensure PPE used 08.03.21 nothing new No updates 31.03.21 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
			<ul style="list-style-type: none"> Current practice to continue despite 11th May updates to national guidance. 	
Security	Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.	<ul style="list-style-type: none"> All staff have lockers Site is secure 	<ul style="list-style-type: none"> Lockers will need to be wiped down by the cleaning team/at the end of the day by staff members. SBMs to communicate this. Nothing new 02.01.21 nothing new 08.03.21 nothing new No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	For areas of the school which are not fully staffed; consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.	<ul style="list-style-type: none"> Not applicable All areas fully staffed 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none">
Cleaning & Personal Hygiene	The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> Increased cleaning has been in place throughout wider opening Cleaning across the school until 12 noon each day Cleaning boxes for 'throughout the day' cleaning in each room Cleaning from middays at lunchtime 	<ul style="list-style-type: none"> Continue with current regime into September Continued NFA Nothing new but latest guidance form Trust is issued by email to all staff when there are updates 02.01.21 nothing new, staff responsible for bubbles to clean throughout the day, middays to clean classrooms after use at lunchtime, additional morning cleaning to remain in place despite low pupil numbers 08.03.21 nothing new, previous enhanced cleaning routine in place as autumn term. No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning - NOTE that this guidance will be updated further when new information is released by the Government in late July 2020.</p>	<ul style="list-style-type: none"> All currently in place 	<ul style="list-style-type: none"> Update any school procedures when new guidance is given No new guidance PPE provided for staff Nothing new but latest guidance from Trust is issued by email to all staff when there are updates 02.01.21 nothing new, DW to ensure those on cleaning rota are reminded about PPE and face coverings 08.03.21 nothing new No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	<p>Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles.</p>	<ul style="list-style-type: none"> Main cleaning takes place before 8am with catch up cleaning throughout the day 	<ul style="list-style-type: none"> Lunchtime plan to be monitored to ensure effective 'in between' cleaning is taking place in the two halls Main cleaning takes place when classrooms are unoccupied Nothing new 02.01.21 nothing new 08.03.21 nothing new, systems from the autumn will be back in place No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	<p>The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.</p>	<ul style="list-style-type: none"> Wall mounted dispensers are in place for hand sanitiser on the corridors and entrances/exits. Paper towels are available for wiping down tables and disinfectant for door handles, telephones etc. Current controls: Chn was hands on entry and exit to the site, 	<ul style="list-style-type: none"> Ensure current controls are maintained when more pupils are in Additional wall mounted dispensers are being ordered for each room for Sept (currently refillable bottles in the rooms) 31 dispensers (wall mounted) in place plus refillable bottles in rooms) 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> before playtime, after playtime, before lunch, after lunch, following a toilet trip Hand sanitiser is also available in the classrooms for use during the day as there are no sinks PPE is stockpiled 	<ul style="list-style-type: none"> Nothing new 02.01.21 nothing new, all supplies were checked before term ended but DW has been asked to check all supplies on 6th Jan too. Staff are expected to report any issues with cleaning stock asap to DW and LC 08.03.21 nothing new, all supplies were checked before term ended but DW has been asked to check all supplies for 8th too. Staff are expected to report any issues with cleaning stock asap to DW and LC No updates 31.03.21, HT has asked for a stock check before Easter Current practice to continue despite 11th May updates to national guidance. 	
Property	<p>The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-opening checklist has been re-visited / completed prior to September re-opening.</p>	<ul style="list-style-type: none"> Daily and weekly checks are being completed on Parago. Pre-opening checklist was completed before wider opening 	<ul style="list-style-type: none"> Full opening checklist will be completed by the SBMs and Site Manager before re-opening Pre-opening was completed, weekly checks in place Nothing new 02.01.21 nothing new, LC to ensure SP is completing daily/weekly/monthly checks and report to CL 08.03.21 LC to complete daily/weekly/monthly checks and report to CL As above 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> Amber as checks need completing regularly
	<p>All serious property concerns have been raised with the Estates Team and appropriate steps in</p>	<ul style="list-style-type: none"> We do not have any major works that need completing. 	<ul style="list-style-type: none"> The remedial heating work still needs competing but this is being organised by the Trust so some 	<ul style="list-style-type: none"> Amber, the asbestos survey has been undertaken I believe but

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	place to ensure the safety of all building occupants.		<p>advice on where we are with this would be useful.</p> <ul style="list-style-type: none"> Remedial work completed over the summer, impact yet to be seen Heating issues (insulation) have been emailed to the Trust 02.01.21 nothing new 08.03.21 nothing new 31.03.21 Pre-start heating meeting has been held, work due to commence over Easter, Trust in charge if Covid protocol in consultation with the school. Current practice to continue despite 11th May updates to national guidance. 	the rest of the work is outstanding/NFA
Food Service	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus.	<ul style="list-style-type: none"> Email requested to confirm from Donna Thacker LBBB Catering: They are fully compliant with current food hygiene legislation, Covid Risk assessments in place which are under constant review as new guidelines are given. These are adjusted where applicable and they will be revised if they become aware of any service changes within the school 	<ul style="list-style-type: none"> Review in line with LBBB advice All LBBB guidance is in place Nothing new 02.01.21 nothing new, school dinners will revert back to 1 week simplified menu during closures Full menu has resumed from 08.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none">
	Food serving areas have been reviewed and queuing and seating arranged to support good social-distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.	<ul style="list-style-type: none"> Year groups will eat in bubbles Each class will have its own table There will be cleaning in between each bubble sitting and throughout lunch service Classes will line up with social distancing in place Packed lunch children will sit down immediately and will sit with their classes 	<ul style="list-style-type: none"> Lunchtime arrangements with YG bubbles across dining and assembly halls (two classes in each hall), the two classes in the assembly hall play in the big playground, the two in the dining hall play on the field or small playground if the weather prevents field use All in place NFA 	<ul style="list-style-type: none">

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
			<ul style="list-style-type: none"> New lunchtime systems in place wb 30.11.20 in consultation with Middays to minimise contact with chn 02.01.21 children will revert back to eating in their classrooms as in previous school closures 08.03.21 children will revert to autumn term staggered lunches across two halls No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	<ul style="list-style-type: none"> There is a system in place where known allergens are inputted by the school on the child's parent pay account. This is then uploaded onto Cypad which then highlights the options available to the child at point of service and all allergens are detailed on all recipe cards. If a child has multiple allergens representatives would normally meet with the parents and produce a bespoke menu for that child. 	<ul style="list-style-type: none"> Continue to update records on Arbor All new Y3s are on Arbor and new student update forms were sent to the rest of the school. As returned forms come in, allergy information is updated and this syncs automatically with Arbor. Nothing new 02.01.21 nothing new 08.03.21 nothing new No updates 31.03.21 Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> Robust system in place assuming parents pass correct information on to the school if there are changes
APPENDIX: NEW RISK	Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work alongside their wider protective measures, e.g. keeping children within their bubbles or year groups where possible. If it is not possible to maintain bubbles being used during the school	<ul style="list-style-type: none"> School is surveying parents to gauge uptake for before and after school provision. Uptake will determine provision for the first half term, which will be reviewed two weeks before the end of the first half term. 	<ul style="list-style-type: none"> School will run one 'club' for before and after school Club will be in the dining hall Children will cross bubbles but will be limited to one bubble in their after school setting doing a range of activities Breakfast Club will run from 8am, maximum 25 children, priority given to working parents 	<ul style="list-style-type: none">

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>day then schools should use small, consistent groups.</p>		<ul style="list-style-type: none"> ▪ After school Club will run until 4:30pm, maximum 25 children, priority given to working parents ▪ New guidance from DfE recommends a maximum of 15 children. Breakfast and after school childcare are both operating at less than 15. ▪ Nothing new and no changes for foreseeable future ▪ 02.01.21 all breakfast and after school clubs are suspended during school closures. Parents can still access after school care at the infants but this is still discouraged. Chn accessing infant provision will be catered for in a separate hall. ▪ 08.03.21 <u>at most</u> school will go back to club systems in place in the autumn term (or nothing at all!). Parents can still access after school care at the infants but this is still discouraged. Chn accessing infant provision will be catered for in a separate hall. ▪ No updates 31.03.21- currently 1 club containing 2 chn! ▪ Current practice to continue despite 11th May updates to national guidance. 	
<p>Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised whilst still allowing for a break of a reasonable length during the day.</p>	<ul style="list-style-type: none"> ▪ Staff will use either the staffroom, Art Room, spare Apple Class, own allocated rooms and offices for breaks ▪ Staggered breaks and lunch are in place for each YG bubble which will reduce the amount of staff in any one place at any given time 	<ul style="list-style-type: none"> ▪ SLT to monitor staff social distancing at key times ▪ Staff to clean areas and appliances before and after use ▪ Needs continued monitoring, new face mask expectations in place for staff (see previous detail) ▪ 19/11/20 new controls added around use of shared spaces, 	

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
			<ul style="list-style-type: none"> car-sharing, all meetings moving to online etc ▪ 02.01.21 staffroom is out of use except for making tea etc. Staff are asked to eat in classrooms for their own safety ▪ 08.03.21 back to staggered lunchtimes etc and staff are discouraged to spend time in shared spaces with people outside of their direct bubble ▪ No updates 31.03.21. Reminders have been sent to staff. ▪ Current practice to continue despite 11th May updates to national guidance. 	
	<p>Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.</p>	<ul style="list-style-type: none"> ▪ Current procedures- all windows are opened by the cleaning team before staff and children arrive ▪ They remain open throughout the day 	<ul style="list-style-type: none"> ▪ Current system to remain in place ▪ SLT to monitor that no-one is closing windows! Put an extra layer on! ▪ Needs continued monitoring, staff and children to be advised that they can wear coats in order to keep rooms ventilated ▪ New DfE ventilation guidance sent to staff 22.10.20 but this was already in line with school procedures. ▪ Nothing new ▪ 02.01.21 nothing new, staff are reminded to keep rooms ventilated despite the cold! ▪ 08.03.21 nothing new, staff are reminded to keep rooms ventilated ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	
	<p>Consider how to clearly communicate and implement a process for removal and disposal</p>	<ul style="list-style-type: none"> ▪ Staff have accessed PPE training 	<ul style="list-style-type: none"> ▪ SBMs will re-issue guidance for staff and guidance for parents 	

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	of face coverings when pupils / staff who use them arrive at school.		<p>(pupils) before term ends and as a reminder to all on the INSET days in Sept.</p> <ul style="list-style-type: none"> ▪ Recent video sent to all staff and parents ▪ Nothing new ▪ 02.01.21 nothing new ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	
	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.	<ul style="list-style-type: none"> ▪ Lidded bins are in use ▪ Posters are clearly displayed 	<ul style="list-style-type: none"> ▪ Re-do PowerPoint with all children in September ▪ In place, staff need to give chn regular reminders ▪ Nothing new, staff to remind regularly and at the start of the Spring term focus ▪ 02.01.21 nothing new staff to remind regularly ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪
	Arrangements are in place for staff and pupils to bring in their own frequently-used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered.	<ul style="list-style-type: none"> ▪ Current practice is for children to have their own sets of frequently used items in trays on their desks 	<ul style="list-style-type: none"> ▪ Own equipment in trays to continue ▪ ICT suite and shared IT resources need cleaning between use (Year Teams to decide on practical cleaning regime if sharing between classes in a day) ▪ Resources that are shared between classes or bubbles e.g. PE equipment, should be cleaned frequently and meticulously and between use by different bubbles or given a 48 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
			<p>hour (72 hour for plastic), period between use.</p> <ul style="list-style-type: none"> ▪ All in place NFA ▪ Nothing new, ▪ 02.01.21 nothing new, chn to use sets provided by CTs, chn working on laptops in site so no books ▪ 08.03.21 autumn term procedures in place, own equipment in trays etc ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	
	<p>Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.</p>	<ul style="list-style-type: none"> ▪ Parago is being used to report suspected/confirmed cases ▪ Where a bubble was closed due a child having a Covid-type symptom the parent was advised to get tested 	<ul style="list-style-type: none"> ▪ Trust reporting procedures have been shared with staff and parents but this needs re-issuing for the end of term and start of the new academic year if any changes ▪ Re-issue reporting procedures to parents in new parent guide ▪ All in place and various guidance has been issued so far to relevant stakeholders ▪ All in place and new covid reporting email set up for Christmas holiday period. ▪ 02.01.21 nothing new ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪
	<p>Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace or beyond in the case of a potential wider outbreak.</p>	<ul style="list-style-type: none"> ▪ System is as opposite 	<ul style="list-style-type: none"> ▪ HT (in absence DHTs) will report any confirmed cases to Jane.Hargreaves@lbbd.gov.uk and matthew.cole@lbbd.gov.uk ▪ All SLT have been given written guidance on procedures 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
			<ul style="list-style-type: none"> ▪ Nothing new ▪ 02.01.21 nothing new ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ Current practice to continue despite 11th May updates to national guidance. 	
	<p>Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time.</p>	<ul style="list-style-type: none"> ▪ Guidance from Trust and Government will be followed 	<ul style="list-style-type: none"> ▪ Guidance from Trust and Government will be followed ▪ In place NFA ▪ Nothing new ▪ 02.01.21 all staff have been tested as per PHE directive 02.01.21 and then there are plans for weekly testing going forward, school still have some test kits available for those who need them or who are struggling to access tests. ▪ 08.03.21 twice weekly testing is in place for all staff following Government guidance, school have some spare PCRs should parents struggle to access although this has not been a problem recently ▪ No updates 31.03.21, staff to continue testing twice-weekly over the Easter holidays ▪ Current practice to continue despite 11th May updates to national guidance. 	<ul style="list-style-type: none"> ▪
	<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for</p>	<ul style="list-style-type: none"> ▪ If staff suspect that a child is presenting with symptoms of COVID-19, the child will be isolated in our medical room and parents will be called immediately to collect them. A member of staff will be allocated to look after this 	<ul style="list-style-type: none"> ▪ Awaiting collection guidance opposite to be followed ▪ If they need the toilet while waiting, the toilet in the room is to be used. ▪ Cleaning to be in place when child leaves 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<p>child while they wait for a parent to arrive and this member of staff will be provided with PPE.</p>	<ul style="list-style-type: none"> ▪ Isolation room has been in operation (moved location to bigger room) radio system in place to alert the office for parent notification ▪ Nothing new ▪ 02.01.21 nothing new, continue isolation room procedures as before ▪ 08.03.21 nothing new continue isolation room procedures as before ▪ No updates 31.03.21 (Hygiene Room) ▪ Current practice to continue despite 11th May updates to national guidance. 	
	<p>Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g:</p> <ul style="list-style-type: none"> • Transport groups reflect school groupings. • Organised queuing. • Hand sanitiser on boarding / disembarking. • Cleaning of vehicles. • Social-distancing within vehicles. 	<ul style="list-style-type: none"> ▪ Not applicable 	<ul style="list-style-type: none"> ▪ Not applicable 	<ul style="list-style-type: none"> ▪
	<p>Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of "Walking Buses" etc.</p>	<ul style="list-style-type: none"> ▪ Safe travel guidance has already been given to Y5 going into Y6 for September 2020 (they come to school unaccompanied) ▪ Cycling and scooting are already encouraged and school provides safe storage 	<ul style="list-style-type: none"> ▪ Safe travel guidance will be in the revised parent guidance ▪ School is part of the WOW (Walk to School) initiative next year with Living Streets ▪ In initial phase for school launch ▪ Staff are now encouraged to wear face masks when car sharing ▪ Nothing new except car-sharing has ceased following advice from PHE ▪ 02.01.21 nothing new ▪ 08.03.21 nothing new ▪ No updates 31.03.21 	<ul style="list-style-type: none"> ▪


	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
			<ul style="list-style-type: none"> Current practice to continue despite 11th May updates to national guidance. 	
	In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is maintained - this provision must also include, where necessary, a suitable separate "baby room" or suitable partitioned-off area.	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA

Other Risks / Issues for School Leaders to Address:

<i>List identified issues e.g. local community, organisational issues etc.</i>	<ul style="list-style-type: none"> Following an incident when a child was accidentally spat at a procedure needs to be in place 	<ul style="list-style-type: none"> SLT to email staff the procedure: If this happens parents of both chn to be called and ensure good hygiene e.g. face washing of the child who has been exposed to the phlegm 	<ul style="list-style-type: none"> NA
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Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk item that are well managed with no impact on school opening.	1
Medium	Some minor risk issues identified but management process in place within the school or trust to manage them.	2
High	Significant risk items identified that require rectification, or risk items beyond the school capability to manage.	3

Approved by DDoE	Date	Approved by DoE	Date
	13/07/20	Yes	July 2020

APPENDIX 1: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done as a matter of course on a monthly basis from September 2020; weekly going forward from January 2021) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 - it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 and on 7th January 2021. ➤ Accordingly, this appendix replaces the recently issued one entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021” ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Note that sections that are “greyed out” have not changed in this new iteration and can be copied / pasted across from the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” Sections highlighted in yellow have changed somewhat in light of the latest Government guidance - schools will need to review / update these sections appropriately. ➤ Copy and paste this completed 9th January Appendix to the end of your current / reviewed Risk Management Plan. ➤ Delete the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” ➤ Any questions; please contact Estates. 			
<p>Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half-term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:</p> <ul style="list-style-type: none"> ▪ Full opening of nursery provision (wef 18-1-2021). ▪ Face-to-face provision for vulnerable children as priority 1. ▪ Face-to-face provision for critical worker children as priority 2. ▪ Remote learning for all other pupils. 	<ul style="list-style-type: none"> ▪ Nursery opening is NA for us ▪ With 44 children currently attending the setting there are no capacity issues at present ▪ 1 bubble is operating per year group with a separate ARP bubble ▪ Staff availability is currently not an issue, with 1 on-site per year group and 2 or 3 providing off-site remote education ▪ Each bubble is kept separate ▪ Lunch is taken in class and then bubbles play in zones 	<ul style="list-style-type: none"> ▪ Keep under weekly review and should extra bubbles be needed support for remote may become an issue especially in Y3 where there are only 3 team members 	

APPENDIX 1: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> ▪ Availability of staff for face-to-face delivery. ▪ Availability of staff for remote learning. ▪ Staff who are absent / shielding. ▪ Timetabling and adjustments to the school day (including rotas where necessary / appropriate). ▪ Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care. ▪ Safeguarding requirements / limitations. ▪ Social distancing and minimising contacts (individuals and groups). ▪ Space availability and utilisation. ▪ Wraparound care provision. ▪ Bubble groups that are, as far as possible: <ul style="list-style-type: none"> ○ Manageable ○ Effective ○ Small (as possible) ○ Consistent ○ Exclusive from other groups ○ Safe ○ Aimed at not exceeding individual room occupancy capacities / figures (May 2020). ▪ HS&W requirements of staff and pupils generally and in the context of COVID-19. ▪ Provision for regular review / update weekly and / or as circumstances change. 	<ul style="list-style-type: none"> ▪ All staff have been instructed to wear face shields/face masks at all times ▪ ARP staff must wear full PPE when dealing with intimate care needs ▪ Those administering first aid must wear full PPE when dealing with incidents ▪ Classrooms are set up to allow for 2 metre distancing ▪ No bubbles to exceed 12 children due to cramped classes (unless a larger space is used) ▪ Minimal staff are on site at any one time on a rota basis (1 x admin, 1 x SLT, 1 x safeguarding, 1 x CT and TA per bubble, 2/3 x cleaners and premises, 3 x middays. Staff are strongly discouraged from any unnecessary contact outside their bubbles ▪ Breakfast and After School Clubs are currently suspended to reduce bubble mixing although 3 children are attending the Infant provision. Contacts are monitored by Infant staff and there is good communication between the two sites in the event of a positive case 		
	<p>Over and above the risks assessed in the section "Social-Distancing & Minimising Contacts" (see above); suitable arrangements are in place to enable clinically extremely</p>	<ul style="list-style-type: none"> ▪ CEV pupils are not in school ▪ All chn are supported to access remote education with separate provision for remote education tailored to our ARP chn 	<ul style="list-style-type: none"> ▪ Review based on government guidance ▪ NA ▪ No updates 31.03.21 ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪

APPENDIX 1: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	vulnerable pupils to not be in school / can access remote learning.			
	<p>Over and above the risks assessed in the section "Social-Distancing & Minimising Contacts" (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.</p> <p>NOTE: <i>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</i></p>	<ul style="list-style-type: none"> ▪ CEV staff are not in school 	<ul style="list-style-type: none"> ▪ Review based on government guidance ▪ 08.03.21 new CEV and previous CEV will not be in school ▪ CEV staff have been asked to return from 19.04.21 ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪
	<p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.</p> <p>NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<ul style="list-style-type: none"> ▪ For pregnant members of staff RAs are in place and are reviewed by the SBM ▪ Pregnant members of staff are currently working from home providing remote education 	<ul style="list-style-type: none"> ▪ Review based on government guidance ▪ 08.03.21 NA ▪ No updates 31.03.21 ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪
	<p>In terms of COVID-prevention; provide confirmation that essential measures are in place for minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	<ul style="list-style-type: none"> ▪ There is an isolation room for children who present with symptoms ▪ All staff are tested weekly through a local authority scheme ▪ Reminders are sent to parents regularly 	<ul style="list-style-type: none"> ▪ Continue ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪

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	What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups?	<ul style="list-style-type: none"> ▪ A rota is in place and adults work in small set teams, when changes are made to the rota this is communicated with all staff ▪ The HT and SLT are responsible for all contact tracing 	<ul style="list-style-type: none"> ▪ Continue ▪ No updates 31.03.21, the HT collates all T&T info each week ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪
	In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.	<ul style="list-style-type: none"> ▪ Visitors to the site have been heavily restricted and are only authorised by the HT ▪ If essential visits need to take place in person there is a Covid-19 visitor guide in place and all visitors are expected to wear a face covering ▪ No-one is allowed on site without a face covering 	<ul style="list-style-type: none"> ▪ Continue ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪
	Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions.	<ul style="list-style-type: none"> ▪ Communication has been sent to staff 	<ul style="list-style-type: none"> ▪ Continue and send reminders about safe use and disposal ▪ 08.03.21 nothing new ▪ No updates 31.03.21 ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus 	<ul style="list-style-type: none"> ▪ PE is currently under review by the SLT for on-site provision. On-site and off-site is done via Joe Wicks ▪ 	<ul style="list-style-type: none"> ▪ From 18.01.21 on-site formal lessons recommence, guidance below: ▪ No games, for example, in basketball, can do passing drills and shooting but no competitive matches at the end. This way, the children are still able to keep a 2m distance and follow the Govt guidance. ▪ Chn to sanitise before and after the lessons ▪ Equipment to be wiped down at the end of lessons 	<ul style="list-style-type: none"> ▪

APPENDIX 1: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 		<p>Lessons to take place outdoors if possible or halls to be well ventilated</p> <p>Rota</p> <p>Monday - ARP</p> <p>Tuesday - Year 3</p> <p>Wednesday - Year 4</p> <p>Thursday - Year 5</p> <p>Friday - Year 6</p> <ul style="list-style-type: none"> • 08.03.21 nothing new, revert to autumn term PE arrangements. Staff are reminded that we have half of the school field and so this can be used as additional outdoor space • No updates 31.03.21 • No updates 24.05.21 	
	<p>In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1's); provide confirmation of the arrangements in place to maintain social-distancing and minimise transmission of COVID-19.</p> <p>NOTE: <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i></p>	<ul style="list-style-type: none"> ▪ Music is not taking place using musical instruments at present and the SLA with LBBB for guitar lessons is on hold. ▪ Music is currently provided on and off site via Oak National Academy. The Music Lead has chosen rhythm based lessons which do not involve instruments/singing 	<ul style="list-style-type: none"> ▪ Review as part of this plan ▪ 08.03.21 nothing new, revert to autumn term Music arrangements ▪ To be kept under review based on guidance (especially singing etc and musical instrument use) ▪ No updates 31.03.21 ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪
	<p>Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as:</p> <ul style="list-style-type: none"> ▪ Alarm systems ▪ Fire doors ▪ Emergency lighting ▪ Fire drills (socially-distanced) 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. ▪ All tested weekly by Premises Manager and checked by SBM ▪ Fire drill to take place 27.01.21 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. ▪ 08.03.21 SBM to complete checks on Parago ▪ No updates 31.03.21, PM and SBM to complete checks on Parago and report to HT weekly. ▪ No updates 24.05.21 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module.

Record of Weekly Risk Management Plan Reviews

Review Date:	15.03.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ No amendments
Review Date:	22.03.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ No amendments
Review Date:	30.03.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ Amendments as detailed above in the plan
Review Date:	23.04.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ No amendments
Review Date:	30.04.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ No amendments
Review Date:	07.05.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ No amendments
Review Date:	14.05.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ No amendments
Review Date:	21.05.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ No amendments
Review Date:	28.05.21	Reviewed by:	C. Leicester	Comments / Notes:	<ul style="list-style-type: none"> ▪ See spitting advice
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪