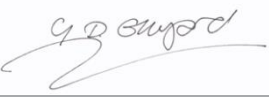


COVID-19 Risk Management Plan: Full Re-Opening of Schools in September 2020

| | | | |
|---|---|---------------------|------------------|
| Site / school name: | WHITE MEADOWS PRIMARY 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: | Luisa Gould | Date of completion: | 9.7.2020 |
| Risk assessment approved by: |  | Date of approval: | UPDATED 2.3.2021 |
| Date risk assessment to be reviewed by: | | Risk assessment no: | |

Record of Risk Assessment Reviews

| Date of review: | | Reviewed by: | | Comments / date of next review: | |
|-----------------|--|--------------|--|---------------------------------|--|
| | | | | | |

Risk Consideration Priority Matrix

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| | 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. |

| | |
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| | |
| | Risk consideration that do not present a significant risk but could form part of the school risk management review. |

January 5th - **not currently applicable due to partial closure**

| | 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 ➤ 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> ➤ Please read through the whole of this template including the new Appendix section prior to completing your updated RMP - any questions, please contact Estates. | | | | |
| Social-Distancing & Minimising Contacts | <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> |
| | <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</p> | <ul style="list-style-type: none"> ▪ Bubbles to be organised in separate classes for all year groups, other than Year 6 ▪ Bubbles will be maintained during the school day and during breakfast/after school club. Social distancing will be observed on the | <ul style="list-style-type: none"> ▪ Timetabling including breaks/lunches to reflect the class bubble arrangements ▪ Phonics lessons in EY and KS1 will only take place in class bubbles – no streaming | <ul style="list-style-type: none"> ▪ Breakfast and after school club and minibus – no concerns but orange to reflect heightened risk ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|--|--|--|---|----------------------------|
| | <p>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> | <p>mini-bus (maximum half occupation at any time)</p> <p>PPA – 3 members of staff who cover this. Timetabled carefully so if there is a confirmed case, we know which classes they have had direct contact with.</p> <p>Wrap around care staff will not cross bubbles.</p> <p>Additional teaching sets –all of SLT - SC and JP would work as normal within Year 6 only. AF will work in Reception only.</p> <p>PE equipment - after use, everything is cleaned as the routine currently</p> | <ul style="list-style-type: none"> ▪ All meetings that last longer than 20 minutes, that include adults from a variety of bubbles, will be held remotely, via zoom or Teams ▪ SLT and LMs will only deal with incidents from classroom doorways | |
| | <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"> ▪ Furniture to be arranged to reduce close proximity ▪ Some teachers can arrange their tables facing forward, depending on age and stage of children. ▪ If they are facing each other there is a 1m gap across the table. ▪ Additional risk mitigated by having tissues, good hygiene (catch it, bin it, kill it) and not sharing regularly used equipment, and regular hand washing. | <ul style="list-style-type: none"> ▪ SLT to check all classrooms on INSET day to ensure layouts meeting the guidance and risk assessment ▪ Extra anti-bacterial cleaning products in class to allow for staff to clean more regularly | |
| | <p>Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended</p> | <ul style="list-style-type: none"> ▪ All classrooms will be in use in January. They will be deep cleaned prior to use. | <ul style="list-style-type: none"> ▪ Premises manager to continue to monitor any rooms/facilities not | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | periods of time. This will reduce potential contamination. | | in use – ensure they are deep cleaned. | |
| | 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"> ▪ Car park is for staff only. ▪ Parents are not permitted to drop off in the car park or school turning circle (Whitelea Road is a cul de sac). Despite restrictions, this is an ongoing issue as parents ignore restrictions/guidance. ▪ SLT/Premises manager to monitor the car park gates at the beginning and end of the day and stop unauthorised users entering the car park. ▪ Staggered start and end times will remain in place by surname/families A-I 8.30-8.40, j-r 8.40-8.50, s-z 8.50-9 ▪ Collection A – I 2.45 – 2.55, J-R 2.55-3.05, S-Z 3.05 – 3.15 | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | 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"> ▪ Timetabling of break times ensure bubbles are out at separate times ▪ Allocated outdoor spaces for year group classes to ensure bubbles are not mixing at lunchtime play. ▪ Staggered start and end times to remain in place by surname/families – A-I 8.30-8.40, j-r 8.40-8.50, s-z 8.50-9 ▪ Collection A – I 2.45 – 2.55, J-R 2.55-3.05, S-Z 3.05 – 3.15 | <ul style="list-style-type: none"> ▪ Staff reminded that they must not socialise with anyone other than those in their bubbles ▪ Parents reminded that they need to stay 2m distance when talking to school staff (also remind teachers about the same thing) ▪ Only one parent to bring children to school and collect | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|--|---|---|---|----------------------------|
| | | <ul style="list-style-type: none"> ▪ All children to be dropped off and collected from external classroom doors. | <ul style="list-style-type: none"> ▪ Parents will be asked to wear masks when on school property, even outside ▪ Staff will wear masks when talking to parents outside and inside ▪ Remind parents about the one-way system in Whitelea Road ▪ Introduce a one-way system to collect and drop at the back of the school | |
| | <p>Ensure that the responsibility for and management of any facilities shared with third 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.</p> | <ul style="list-style-type: none"> • All third parties to sign contracts clearly defining their responsibilities in regard to the use of the shared facilities. • All third parties to provide us with their own risk assessments to ensure that they are abiding by effective social-distancing and any other relevant guidelines. | <ul style="list-style-type: none"> • Print and file updated COVID RA from Premier Sports (copy for SBM) | |
| | <p>Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.</p> | <ul style="list-style-type: none"> ▪ Regular emails, posts on the website and social media posts update parents on a regular basis. Letter via email to parents of the arrangements before term starts ▪ Letter to parents emailed 2.3.21, updating on policies and procedures that will be in place from March 8th 2021 | <ul style="list-style-type: none"> ▪ SLT on gate a.m. and p.m. to monitor re: COVID-safety | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|--|---|--|---|--|
| | | <ul style="list-style-type: none"> Reminder to all parents about expectations re: social distancing and face covering on site | | |
| | <p>Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).</p> | <ul style="list-style-type: none"> Current signage at front office displays 2m social distancing reminders and hand washing guidance. Signage is around the school (in child friendly formats and laminated) as well as updated multiple language signage for office and external doors. | <ul style="list-style-type: none"> Office staff to create duplicate signage in the most common languages (Polish, Lithuanian, Russian, Portuguese). Premises Manager to check signage is still visible and updated new guidance Premises Manager to re-spray 2m distance outside all classroom doors | <ul style="list-style-type: none"> |
| | <p>It is expected that all staff will be at work on Tuesday 5th January, except those who are deemed clinically extremely vulnerable, and have received a shielding letter from the government. Please contact HR with regard to any specific questions concerning staff in these categories.</p> | <ul style="list-style-type: none"> All staff are expected to return in March, 18th other than those who: Are CEV and have a letter from NHS Are on the Shielded Patient List (SPL) and have a letter from GP Have been identified through the COVID-19 Population Risk Assessment and have been added to the SPL as a precautionary measure to enable more rapid vaccination – will get a letter | <ul style="list-style-type: none"> Health and Wellbeing survey to be sent out before the end of the spring term using Google Forms to everyone Risk assessment reviews will be carried as needed 1 x member of staff in second trimester of pregnancy – meet monthly to review and update the RA 1 x member of staff in first trimester of pregnancy – meeting wc: 8.3.21 to write RA | <ul style="list-style-type: 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 should be considered on an individual school basis.</p> | <ul style="list-style-type: none"> Car park is for staff only (SLT presence in the car park at the beginning and end of the day. Continue to remind all parents of respecting our neighbours and parking respectfully. | <ul style="list-style-type: none"> Send message/email to parents/carers when rules about the carpark are broken | <ul style="list-style-type: none"> |
| | <p>Staff engaged in managing pupil access and egress from main site entrance and exit gates</p> | <ul style="list-style-type: none"> SLT on duty at the beginning and end of the day at the front and | <ul style="list-style-type: none"> Send email/text reminders to parents when it has been noticed | <ul style="list-style-type: none"> |

| Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access. | back of the school to support social distancing measure | by other parents/staff member that social distancing measures have not been adhered to | |
| 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"> ▪ Toilets allocated to set year groups ▪ | <ul style="list-style-type: none"> ▪ Additional cleaning of toilets during the school day is required. ▪ Staff cleaning rota throughout the day | <ul style="list-style-type: none"> ▪ |
| 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. | <ul style="list-style-type: none"> ▪ The school has 4 external entrance/exit gates. All four will be kept open to help maintain social distancing at the beginning and end of the day. These are locked during the day for safeguarding purposes. ▪ Children enter directly into classrooms. Latecomers enter via the front office. ▪ SLT will be on duty at the front and rear of the school to supervise and manage social distancing. | <ul style="list-style-type: none"> • SLT on duty to remind parents/carers to wear masks and keep social distance | <ul style="list-style-type: none"> ▪ |
| Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision. | <ul style="list-style-type: none"> ▪ One way system not in use – children will not be going around the outside of the building | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| Designate one primary entrance to each building (and one, separate, primary exit). | <ul style="list-style-type: none"> ▪ See above | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision. | <ul style="list-style-type: none"> ▪ Teachers to be reminded of 'keep left' system to ensure pupils and staff use one side of the corridor for each | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|--|--|---|--|----------------------------|
| | | <p>direction. This is supported by floor marking and signage.</p> <ul style="list-style-type: none"> ▪ Corridors are narrow (1.2-2.1 metres) and social distancing cannot be maintained with 2-way traffic. Give way system in place | | |
| | <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"> ▪ Pupils do not move around the building unless going to the toilet or hall. Pupils are taken by the class teacher or TA. ▪ EYFS/KS1 to be supervised as much as possible. ▪ Staggered start (as outlined earlier) ▪ Pupils will continue to use the toilets in their areas. ▪ Pupils have always been encouraged to keep left in the corridors and this has been working well. | <ul style="list-style-type: none"> ▪ Staff code of conduct to be shared at inset and displayed in the staffroom | |
| | <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"> ▪ Pupils do not move around the building unless going to the toilet or hall. ▪ Staff to supervise the youngest pupils going to the toilets where possible, or send them individually if not possible due to low staffing numbers (KS1/EYFS) | <ul style="list-style-type: none"> ▪ | |
| | <p>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.</p> | <ul style="list-style-type: none"> ▪ Key holders: ▪ EHT ▪ SBM ▪ Premises officer ▪ EHT/SBM on call for when Premises officer is not on site | <ul style="list-style-type: none"> ▪ | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|--|--|--|--|---|
| | | <ul style="list-style-type: none"> ▪ This is also the case at opening and closing times | | |
| | Limit use of passenger lifts to essential users and only one at a time. | <ul style="list-style-type: none"> ▪ N/A | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | <p>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 order to maintain social-distancing and minimise contacts.</p> | <ul style="list-style-type: none"> ▪ A one-way system cannot be implemented due to the layout of the school. ▪ Corridors are narrow (1-2 metres wide) PINCH POINTS – Reception 1.2m, Y3 corridor – 1.3m wide, Y4 corridor leading to Y5/6 - 1.6m wide, Year 5 corridor leading to Y6 1.3m wide, Y6 corridor – 1.5m wide) ▪ Children in KS1/EYFS not to leave the classroom unsupervised. ▪ Give way system in narrow corridors. ▪ Children and staff keep to the left at all times and this has been working well. ▪ Where it is not possible to socially distance (2m), staff should wear a face covering. Key areas where social distancing may not be possible are: staffroom, reprographics room, toilets, corridors | <ul style="list-style-type: none"> ▪ Continue to remind staff of the need to keep distance at all times in weekly leadership meetings ▪ Remind staff that they can wear masks when circulating or using shared areas ▪ In weekly leadership team meetings, remind staff to wear a face covering in areas of the school where it may not be always possible to socially distance | |
| | 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"> ▪ Floors marked with tape and signage to identify routes and ‘give way’ systems in corridors. | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | Only one adult to accompany children to and from school - place notification signage outside the school entrances. | <ul style="list-style-type: none"> ▪ Parents notified in reopening letter | <ul style="list-style-type: none"> ▪ Letter to parents, explaining partial closure in January and | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|--|---|--|--|---|
| | | | updating them on new expectations | |
| | 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"> ▪ Staggered start times at the beginning and end of the school day based on surnames. ▪ Lunch and playtimes staggered across bubbles to reduce contact – 2 halls where lunch is served. ▪ Year groups will eat lunch as class bubbles with distance from other classes in their year group ▪ Parents informed of timings by emailed letter prior to opening | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people. | <ul style="list-style-type: none"> ▪ Staggered start and end times to be put in place by surname/families – A-I 8.30-8.40, j-r 8.40-8.50, s-z 8.50-9 ▪ Collection A – I 2.45 – 2.55, J-R 2.55-3.05, S-Z 3.05 – 3.15 ▪ Parents to be informed via the reopening letter and email. | <ul style="list-style-type: none"> ▪ Regular posts on social media ▪ | <ul style="list-style-type: none"> ▪ |
| | Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged. | <ul style="list-style-type: none"> ▪ Children to enter directly through the classroom doors as each has an external door ▪ During January lock-down, pupils will come into the same class bubble and be taught by the same teachers/support staff as they did prior to lockdown. This is so the integrity of the bubbles aren't compromised | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | 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. | <ul style="list-style-type: none"> ▪ External site entrances (4) to be open for site access at the beginning and end of the day ▪ SLT to monitor the front and rear | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|--|---|--|---|---|
| | <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"> ▪ Staff to remain vigilant to social distancing and modelling protocols ▪ Front office screen to remain closed at all times ▪ Floor taping to show 2m distance for those waiting to see a member of office staff ▪ Visitors code of conduct displayed at the front office. ▪ All visitors to sign they have read and understood the code of conduct ▪ All visitors to use track and trace, QR code in school entrance | <ul style="list-style-type: none"> ▪ | <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"> ▪ Fire exits are clearly labelled and exit routes will be re-addressed with the pupils/staff – part of the statutory training in September ▪ All entrances and exits will be clear of furniture and not block access to any emergency and fire equipment. ▪ Fire drill undertaken on 3.3.21 | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | <p>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.</p> | <ul style="list-style-type: none"> ▪ Fire exits are clearly labelled and exit routes will be re-addressed with the pupils/staff – particular those who are unfamiliar with the area of the school. ▪ Fire safety arrangements will be re-addressed with staff and any | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|------------------------|--|--|--|----------------------------|
| Fire Safety | | <ul style="list-style-type: none"> alterations to fire safety arrangements clearly highlighted. Fire drill undertaken on 3.3.21 | | |
| | 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"> Confirmation that staff appointed as a fire marshal have received suitable training with a site familiarisation completed taking into account any change of space usage | | |
| | <p>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.</p> <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"> Assign staff members with the responsibility of assistance to others (either staff or students) where needed in event of a fire. Communicate to all involved that social distancing requirements may not be met but life safety must be prioritised and seek agreement from all parties involved. | | |
| Health & Medical Needs | 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. | <ul style="list-style-type: none"> First aid cover taken into consideration when staff rotas are created, ensuring adequate staff with correct qualifications are on duty at key points. <ul style="list-style-type: none"> Old Deputy Office (near Elm class) will be used for suspected COVID cases in KS2. Pupils in KS1 and EYFS will wait in their designated group rooms. These will be deep cleaned after use. | <ul style="list-style-type: none"> Continue to monitor stocks and supplies and order when necessary (Emma Little Bursar to monitor and replenish) There will always be at least one first aiders in school | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
|----------|--|---|---|----------------------------|
| | 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. | <ul style="list-style-type: none"> Staff and pupils with medical needs have been recognised and assessed and have HCP in place. For EHCP - 15 children. This includes 2 that have additional adaptations due to the level of intimate care. For behaviour related 2 pupils - Both children have an allocated 1:1 also as part of our COVID plan. <ul style="list-style-type: none"> All staff and student medical needs have been reviewed Ensure those with specific medical needs have the access to appropriately trained staffing | <ul style="list-style-type: none"> RA reviewed wc: 15.1.21 and weekly thereafter | |
| 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"> Current security arrangements will meet these requirements. Email/text reminders to parents as to unsuitable high value items that are not to be bought onto the school premises by students Reminders communicated to staff about not bring high value items into school unless absolutely necessary | | |
| | 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"> Security to the school will remained unchanged during this time. Children enter directly into their classrooms via their external doors. 4 external entrance / exit gates will be locked during the day for safeguarding purposes. | | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | | <ul style="list-style-type: none"> Entrance via the front office is secure with only those with authorised access being able to enter without a member of staff. All other entrances to the school are via card entry as per the front office | | |
| 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"> Staff members to be allocated areas of cleaning responsibility throughout the day i.e., door handles, counters etc. Suitable disposable cleaning wipes provided to all class rooms, ICT suite and breakout areas for the cleaning of IT equipment prior to use. If use is essential. Promethean cleaning to be undertaken with microfiber or 100% cotton cloth with a solution of 50% isopropyl alcohol and 50% water in a spray bottle. Cleaning RA completed by SBM and Premises Officer –shared with site team during inset training 5th June. Teaching staff to clean scissors after use | <ul style="list-style-type: none"> Ensure supply of microfiber or 100% cotton cloths for staff Rota required for cleaning of all cloths on a daily basis. Instructions of daily cleaning and personal hygiene requirements to be sent to all staff. Clear guidelines to be distributed as to where responsibility of each cleaning requirements sits | |
| | 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. | <ul style="list-style-type: none"> Premises officer / SBM to review and re-distribute Risk assessments for cleaning activities and chemicals as and when guidance is amended. All cleaning staff trained in the use of and supplied with the necessary PPE | <ul style="list-style-type: none"> Carry out regular checks continually monitoring and reviewing the adequacy of cleaning operations | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | <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"> ▪ A full clean will be undertaken at the end of each school day once most occupants have left the building. ▪ Staggered lunchtime allows time for staff to clean surfaces between bubbles ▪ Cleaning hours have been increased and the level of cleaning had significantly improved. Staff are happy with the level of cleaning and they also have their own cleaning pack (which they were issued with when the school reopened) ▪ Staff have been undertaking spot cleaning of high-touch surfaces like door handles | <ul style="list-style-type: none"> ▪ | <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"> ▪ Hand soap dispensers installed in all toilets. Hand sanitizer dispensers also placed in key areas around the school. ▪ Hand soap and paper towels available at the sinks in all classrooms ▪ Routines in place for hand washing at key times i.e. entry into the building at start of the day and after breaks, before snack, before and after lunch ▪ Daily checking of soap levels in dispensers | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | | <ul style="list-style-type: none"> Gary Winter (PM) responsible for ordering the above and ensuring supplies do not run low. | | |
| 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"> New premises officer now on site and Parago updates are in progress. Daily, weekly and monthly checks have all been reinstated. Statutory compliance checks that are due are being arranged. Pre-opening checklist has been re-visited and all processes are underway to ensure all relevant items are in place prior to January opening. | <ul style="list-style-type: none"> There will be contractor risk assessments in place. | <ul style="list-style-type: none"> |
| | <p>All serious property concerns have been raised with the Estates Team and appropriate steps in place to ensure the safety of all building occupants.</p> | <ul style="list-style-type: none"> Key concerns have been notified to the estates Team Confirmed with estates (CS) as to which items are school's responsibility and priority list is being compiled in line with the budget. School roof concerns, EYFS outdoor area and KS2 toilets are still with estates as have D1 classification on condition survey, still awaiting approval and confirmation from REAch2 that maintenance is going ahead. | <ul style="list-style-type: none"> Awaiting quotes and or confirmed dates from suppliers to undertake the required work in the toilets | <ul style="list-style-type: none"> |
| Food Service | <p>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</p> | <p>Food preparation, handling and serving is undertaken by Chartwells. Full guidance has been provided to staff and is being adhered to. Disposable PPE, gloves, masks and</p> | <ul style="list-style-type: none"> Timetables to stagger lunchtimes to be shared with all staff prior to 8.3.21 | <ul style="list-style-type: none"> |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | school kitchens comply with Guidance for Food Businesses on Coronavirus. | aprons are being supplied by Chartwells for Chartwells staff The system currently is working well – liaising closely with the school Double check is another risk assessment has been done. | | |
| | 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"> ▪ Whole Trust document received from Chartwells ▪ Additional barrier placed in front of servery to maintain social distancing. ▪ Both kitchens open ▪ Staggered lunchtime rota using both halls – allow 20 minute eating time to ensure bubbles do not mix ▪ Those entitled to FSM/UFSM to collect their meals at the set time and sit in allocated area ▪ Each group of children has a designated MMS allocated to that group only (class TA who then takes lunch break when Teacher returns) ▪ 4 students per lunch table maximum if social distancing is to be maintained. ▪ Lunch time rota amended to disperse peak demands on food service. ▪ One way system to be implemented in the both halls marked by tape | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | Suitable arrangements can be maintained to ensure allergy information is shared and | <ul style="list-style-type: none"> ▪ Process prior to closure to be re-implemented | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | communicated to all persons involved in food service. | | | |
| APPENDIX: NEW RISK CONSIDERATIONS | <p>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 day then schools should use small, consistent groups.</p> | <ul style="list-style-type: none"> ▪ Breakfast and after school club wrap around care will resume on 8.3.21 ▪ Additional spaces used to ensure social distancing (creative room, small hall) ▪ Hands sanitised on entry and before leaving ▪ Enhanced cleaning of breakfast materials i.e. plates, bowls, cups, spoons etc ▪ Parents use a designated path to drop pupils off and pick them up. But times of starting and finishing are staggered. ▪ See separate Wrap around care risk assessment ▪ | <ul style="list-style-type: none"> ▪ If a child who attends breakfast/after school club is confirmed positive for COVID, the club closes in line with procedures for bubbles. ▪ Clubs to be offered within bubbles with enhanced cleaning as per usual procedures. ▪ Advise parents that wrap around care will not be in place, reviewed 15.1.21 | |
| | <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"> ▪ Staffroom numbers to be limited to 10 people, changed from 20 ▪ Staff are not permitted to eat lunch in the staff room, if they will be eating for 20 minutes or more, when there are other staff in there from different bubbles. Staff are reminded that should eat either out of school or in class bubbles, ▪ Staff should always keep 2m distance in the staffroom ▪ Chairs to be marked so that staff know clearly where they can and cannot sit | | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | | <ul style="list-style-type: none"> ▪ More anti-bacterial cleaner will be provided, and staff are reminded to clean after touching surfaces ▪ Staff reminded to use anti-bacterial spray before and after using the shared staff toilets ▪ Staff may wear masks in circulation areas if they would like | | |
| | <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"> ▪ Staff to open windows on arrival into school each day – Premises officer to open windows in EYFS where fixings are stiffer and more difficult to open. | <ul style="list-style-type: none"> ▪ Premises officer and cleaning team to ensure all windows are securely closed at the end of the day | |
| | <p>Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school.</p> | <ul style="list-style-type: none"> ▪ Disposable face coverings to be double bagged and binned after use. ▪ Parents and carers don't use public transport to get to school ▪ Some children arrive in taxis (in rare circumstances) ▪ Staff drive or walk to work. ▪ Non-disposable to be removed off site and washed before reapplying ▪ Health and Safety briefing on inset and training upon return in September | | |
| | <p>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.</p> | <ul style="list-style-type: none"> ▪ Bursar to monitor supplies of tissues and ensure prompt ordering ▪ Tissues in each classroom, hand sanitiser in classrooms (also have non-contact ones around the school) | | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | 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"> ▪ Children are in really good habits and all staff encourage this – everyone is very well practiced ▪ Pupils from Y1-6 to use equipment provided in September, in clear plastic pencil cases (writing pen, pencil, rubber, ruler, whiteboard, WB pen etc) ▪ Children in EYFS provided with own labelled play doh | | |
| | 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. | <ul style="list-style-type: none"> ▪ All guidance on test/trace has been shared with parents ▪ All staff now offered LFT twice a week. Also shared with parents | <ul style="list-style-type: none"> ▪ Share updated RA with governors and staff on Friday 5th March 21 | |
| | 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. | <ul style="list-style-type: none"> ▪ Guidance to be followed in the event of a confirmed case (see below for contact details) | <ul style="list-style-type: none"> ▪ | |
| | Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time. | <ul style="list-style-type: none"> ▪ Home testing kits are locked in HOS office and only issued in exceptional circumstances i.e., parent unable to get to a testing site or key member of staff who is vital to the operational running of the school ▪ LFT coordinators (AHT and DHT) organise safe dispatch of tests each month and manage all reports re: positive LFT and advise staff of next steps (self-isolate and undertake a PCR test) | <ul style="list-style-type: none"> ▪ Monitor the number of tests used (write date and number left on box each time) ▪ Re-order 21 days after last batch dispatched and put the next reminder date on the diary ▪ LFT coordinators to arrange for more tests to be delivered as required | |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | | <ul style="list-style-type: none"> ▪ Bubble of staff member to test positive in LFT closed until outcome of PCR is known. If positive, usual steps followed for self-isolation (see details below) ▪ LFT coordinators report positive cases to EHT – when/if PCR is returned positive, usual steps to report (see details below) | | |
| | <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 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> | <ul style="list-style-type: none"> ▪ Old deputy office (next to Elm class) to be used as isolation room. ▪ Pupils in KS1 and EYFS will wait in their group rooms. These will be deep cleaned after use. ▪ PPE to be kept in the first aid room ▪ Notify premises officer immediately to deep cleaning after use | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | <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"> ▪ Minibus collection to be resume in March ▪ Number of children collection limited (one child per double seat unless siblings – half max capacity) ▪ Driver and staff to wear mask/covering if they choose to ▪ Sanitise hands on entry/exit ▪ Antibacterial clean after use inc seat belts, door handles, steering wheel ▪ See separate minibus risk assessment | <ul style="list-style-type: none"> ▪ Family Support Worker to liaise with families to arrange collections in line with risk assessment and create priority order waiting list. ▪ If a confirmed case within someone who is on the minibus, follow bubble procedures. ▪ | <ul style="list-style-type: none"> ▪ |

| | Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| | 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. | <ul style="list-style-type: none"> Continue to encourage families to walk to school | <ul style="list-style-type: none"> Engage in National Walk to School Week | <ul style="list-style-type: none"> |
| | 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"> Staffing structure in EYFS meets the statutory ratios All EYFS staff have relevant and statutory training | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> |

Other Risks / Issues for School Leaders to Address:

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| Outbreak in school resulting in bubbles closing and/or full lockdown | <ul style="list-style-type: none"> If a confirmed case, follow REAch2 procedures – contact DDOE, DOE, inform parents and close bubble. Online learning to resume for those in closed bubbles – to be set by isolating staff using the same platforms (SeeSaw/google drive/school website) Checklist of steps to take in the event of a positive COVID test kept in HT's office, pinned to board in transparent wallet Check list used by office staff to ensure that all pertinent questions are asked when taking a call to inform the school that a child/parent/family member has test positive or is presenting with COVID symptoms | <ul style="list-style-type: none"> Regular contact with parents/pupils in closed bubbles Ensure all lockdown procedures are followed as before (e.g. safeguarding procedures) | <ul style="list-style-type: none"> |
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APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

| Risk Consideration | School Management Arrangements | Further Actions Needed | Risks, Issues & RAG Rating |
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| <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 (wc: 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. ■ 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). | <ul style="list-style-type: none"> ■ Under COVID restrictions, the school has a maximum capacity of 192 pupils, across 22 rooms, with 56 staff. ■ There is the equivalent of one full-time teacher per year group working from home each week to prepare and post on-line learning for pupils at home. ■ All support staff are working in school full time, to support teachers in live teaching pupils at home, while also teaching pupils in class ■ We already have 19 children attending the nursery what are vulnerable / key worker children. From wc: 18.1.21, we will open to more children, up to maximum capacity. The space in the nursery has capacity for 30 children and 6 adults. | <ul style="list-style-type: none"> ■ DHT to keep weekly welfare contact with members of staff absent with COVID related issues ■ DHT to lead back to work discussions with members of staff as they return (COVID recovery and COVID anxiety) ■ EHT, AHT and Nursery leader to meet weekly to review and make adjustments where required ■ Monitor nursery situation and put in place necessary actions and correspondence to parents if the school remains open during half term and/or the current situation continues after half term ■ SENCO to continue to monitor the progress and welfare of pupils with SEND | |

- 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:
 - 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.

- There are a further 21 children who would like to send their child to the nursery. So that bubble sizes can be kept to a maximum of 15 children and 3 adults, children have been offered a space on a fortnightly rotation.
- Wc: 18.1.21 and 1.2.21, 10 additional children will attend the nursery, bringing the number to 29 children and five adults.
- Wc: 25.1.21 and 8.1.21, 11 additional children will attend the nursery, bringing the number to 30 children and five adults.
- This will be reviewed weekly
- One member of nursery staff is not working currently and is due to return in the new few weeks. This will bring maximum capacity of adults to 6.
- Across the school, numbers in bubbles are capped at 15 pupils and 2 to 3 adults. This matches the maximum capacity agreed by the Estates team in May 2020
- Remote learning in the form of live teaching, uploaded work on Seesaw and paper packs are in place for all other pupils.
- The school's remote learning offer is on the website and parents have been alerted to this via social media also
- All teaching staff are available for face to face teaching. This is currently managed on a rotational basis, to allow staff time to upload work on Seesaw, while others are live teaching their pupils in class and those learning remotely. Staff and school leaders are satisfied

- SLT and Inclusion Manager to continue regular contact and intervention with vulnerable pupils and their families

that this allows a sensible work/life balance

- There are currently 3 staff shielding due to being clinically extremely vulnerable. A further 2 members of staff are signed off for COVID recovery after effects. Two members of staff are signed off for a fixed period with COVID related anxiety. Of these staff, 1 is a teacher. All others are support staff
- Resourcing for SEND provision remains strong for pupils in school and those working remotely. This is because teachers are live teaching every day and support is provided for pupils with SEND that is appropriate for their needs. Pupils with specific need or those with a 1-1 assigned to them through their EHCP continue to get this support, and those pupils with an EHCP who are choosing to stay at home are supported remotely from their 1-1. This is overseen by the SENCO
- Safeguarding is monitored daily by SLT and the Inclusion Manager — vulnerable families are contacted at least three times a week to check on pupils' safety. Pupils are invited into school when there are safeguarding concerns at home.
- Staff have been reminded about social distancing (see above)
- There is currently no wraparound care provision.
- HS&W requirements of staff and pupils have been made clear to

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| | | <p>all staff (see above). Weekly meetings with year leaders, lead by EHT, always start with a discussion about staff welfare and wellbeing</p> <ul style="list-style-type: none"> SLT meet every Friday to discuss the Risk Assessment – changes are made accordingly by EHT | | |
| | <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 pupils to not be in school / can access remote learning.</p> | <ul style="list-style-type: none"> There are currently no clinically extremely vulnerable pupils attending school (one child in Nursery is still not attending) | <ul style="list-style-type: none"> SENCO to monitor and inform SLT of any changes Any pupil identified a CEV will be contacted weekly with a welfare call. All will have equal access to remote learning, planned and monitored by class teachers RA will be written for any pupil who attends school who is clinically extremely vulnerable RA written for child in Nursery when they return) | |
| | <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"> CONFIDENTIAL | <ul style="list-style-type: none"> Check in on members of staff weekly Make necessary changes to enable return to work, as they arise | |
| | <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"> CONFIDENTIAL | <ul style="list-style-type: none"> Meet with member of staff to write RA during wc: 8.3.21 | |

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| | <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"> ▪ When there have been cases of COVID-19 at school, SLT use a proforma checklist to ensure that all key jobs are completed, and everyone is informed with the correct information ▪ Staff know that they must inform the DHT if they, or a member of their household, begin to show symptoms of COVID-19 ▪ Staff are reminded regularly that they are not to come to school if they, or a member of their household, shows symptoms of COVID-19 or take a test for COVID-19 ▪ Staff know that they are only to return to work if a COVID test is returned as negative ▪ Staff know that they are to self-isolate for 10 days after the first day they begin to show symptoms or for 10 days after the day they take a COVID test ▪ Staff know that they must self-isolate if they have been in contact with someone who shows symptoms of COVID-19 or takes a test, two days prior to the last contact. They know that they are not to return to work and must self-isolate for 10 days from the day after they last had contact with the infected person | <ul style="list-style-type: none"> ▪ Regularly remind staff of COVID safety expectations | |
| | <p>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?</p> | <ul style="list-style-type: none"> ▪ SLT use the proforma checklist, as mentioned above, to record all information related to contacts ▪ Daily registers are taken in each bubble ▪ DHT is responsible for directing staff on a rotational basis. All | | |

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| | | <p>information is recorded and retained</p> | | |
| | <p>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.</p> | <ul style="list-style-type: none"> ▪ Staff have been told that they can wear a face mask or visor if they feel more comfortable, both in class and while in circulation areas or in shared spaces ▪ All visitors in school (only social workers from January 2021) have to track and trace (QR code in school entrance) and wear a mask ▪ All parents are asked to wear a mask when dropping or collect children ▪ Staff are asked to wear a mask when talking to parents, inside and outside, while also keeping 2m distance ▪ From wc 8.3.21, all staff are asked to wear a face covering where social distancing isn't possible | <ul style="list-style-type: none"> ▪ Weekly reminders or more frequently, if required | <ul style="list-style-type: none"> ▪ |
| | <p>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.</p> | <ul style="list-style-type: none"> ▪ Staff provide their own masks to wear while circulating in shared areas (if this is their choice) ▪ These masks are taken home and therefore do not need to be disposed of in school ▪ On the rare occasion when disposable masks are used in school, these are double-bagged and disposed of in the toilet bins ▪ Staff who do not want to wear a mask, but would like a face covering, are given access to their own visor – this is particularly for members of staff who cross bubbles, e.g. speech and language leader. Visors are | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |

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| | | <p>kept in the member of staff's own working space and are sanitised between use with anti-bacterial cleanser</p> | | |
| | <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 ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely | <ul style="list-style-type: none"> ▪ PE lessons take place outdoors ▪ All equipment is cleaned with anti-bacterial cleaner after class bubble use ▪ From January, pupils swim in small class bubbles ▪ Adequate space in changing rooms ▪ All surfaces cleaned with anti-bacterial cleaner after each use, e.g., benches in changing rooms, benches on pool side, walls in changing rooms, door handles, window handles, floor surface, toilet seat, sink, taps ▪ Pupils remain socially distant from peers and teachers ▪ Clothes/shoes/bags stored separately in changing rooms ▪ Updated RA received by Premier Sports – SLT are satisfied that it is safe for Premier Sports to work with pupils in school | <ul style="list-style-type: none"> ▪ | <ul style="list-style-type: none"> ▪ |
| | <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"> ▪ There are currently no peripatetic music teachers coming into school ▪ Currently, singing does not take place in KS1 or KS2 ▪ Some singing of rhymes takes place in the EY in small groups ▪ The 'Safe Singing' guidance has been shared with the music leader who has put plans in place to enable singing to take place safely in school | <ul style="list-style-type: none"> ▪ Review as guidance changes | <ul style="list-style-type: none"> ▪ |

| | | | |
|---|--|---|---|
| Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as: <ul style="list-style-type: none"> ▪ Alarm systems ▪ Fire doors ▪ Emergency lighting ▪ Fire drills (socially-distanced) | <ul style="list-style-type: none"> ▪ The Premises Manager is fully up to date with Parago expectations ▪ All checks are undertaken as required | <ul style="list-style-type: none"> ▪ See Parago Compliance Module. | <ul style="list-style-type: none"> ▪ See Parago Compliance Module. |
|---|--|---|---|

Record of Weekly Risk Management Plan Reviews

| | | | | | |
|--------------|---------|--------------|------------|-------------------|---|
| Review Date: | 18.1.21 | Reviewed by: | LG | Comments / Notes: | <ul style="list-style-type: none"> ▪ Risk assessment needed for newly pregnant member of support staff. Will be completed on Wednesday 20th January |
| Review Date: | 25.1.21 | Reviewed by: | LG and CoG | Comments / Notes: | <ul style="list-style-type: none"> ▪ CoG satisfied that RA is thorough and accurately identifies COVID risks and ways to mitigate risks |
| Review Date: | 1.2.21 | Reviewed by: | LG | Comments / Notes: | <ul style="list-style-type: none"> ▪ Reviewed – no changes required |
| Review Date: | 8.2.21 | Reviewed by: | LG | Comments / Notes: | <ul style="list-style-type: none"> ▪ Detailed discussion with PHE re: recent multiple bubble closures across the school, resulting in 65+ staff and pupils self-isolating. LG reassured that PHE considers each bubble closure to a ‘single case’. This is because, although the numbers are high, they are not linked in a way that would suggest that there is an outbreak |
| Review Date: | 22.2.21 | Reviewed by: | LG | Comments / Notes: | <ul style="list-style-type: none"> ▪ Met with SLT to discuss and decide measures that need to be put into place re: opening in March. Actions delegated as required. LG led meeting with year leaders to discuss updates, including the wearing of face coverings where social distancing is not possible |
| Review Date: | 1.3.21 | Reviewed by: | LG | Comments / Notes: | <ul style="list-style-type: none"> ▪ RA updated to reflect opening to all pupils on 8.3.21 |
| Review Date: | 8.3.21 | Reviewed by: | | Comments / Notes: | <ul style="list-style-type: none"> ▪ |
| Review Date: | 15.3.21 | Reviewed by: | | Comments / Notes: | <ul style="list-style-type: none"> ▪ |
| Review Date: | 22.3.21 | Reviewed by: | | Comments / Notes: | <ul style="list-style-type: none"> ▪ |
| Review Date: | 29.3.21 | Reviewed by: | | Comments / Notes: | <ul style="list-style-type: none"> ▪ |

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 |

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Phone: [0344 225 3861](tel:03442253861) option 1 to 4 depending on area then option 1