



Dartington CofE Primary School and Nursery Summary Risk Assessment: March wider opening of schools 2021 During Covid-19

As part of the planning for the minimal opening of schools during the wider opening of schools, risk assessments have been created using the DfE Guidance, DfE Planning Tool, Local Authority Model Risk Assessments and The Health and Safety Executive. The summary identifies the risks associated with opening the school and the measures we are able to put in place to manage the risk. From this we have identified the level of risk - **high**, **medium**, **low**. The red, amber, green indicates the risk after control measures have been put in place. Where the RAG remains high (red) this is because although the likelihood of risk has been lowered by control measures, the severity of the risk still remains high. This information in this summary document is taken from our detailed assessments. Our risk assessments are subject to change as new guidance becomes available and we review our practices.

**School: Dartington C of E
Primary School**

**Risk Assessor: Charlotte Huish and Trust
Health and Safety Lead**

Description of Risk Assessment

Assessment of risk involved in the reopening of school and nursery sites during the national COVID-19 pandemic. On 22nd February 2021 the PM announced that schools in England would open to all pupils from the 8th of March 2021. Schools must make judgements about to how to balance and minimise risks from COVID-19 with providing an educational experience for all children.

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	<p>Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.</p> <p>The school has a wide entry. The gate will be open between 08:40 and 09:00 to allow children to attend school. The one ways system will lower the crowding levels at any one time.</p> <ul style="list-style-type: none"> - There will be tape markers on the floor/visible markings on the railings to mark out clear 2m intervals when parents and children are waiting to drop-off and pick-up. - If there is a build up of parents entering, the member of staff on the gate will ask them to wait until the crowd has dispersed. - Parents will not be able to enter the school at any time - Parents will not be able to enter the EYFS outdoor provision past the fence or classroom so staff will need to be present at all times. - A one-way system will be in place when dropping off and picking up so that parents and children do not double-back on others. -There will be a 1M mark sprayed on the floor to show parents where to stop. The teacher will be on the gate/class door to welcome parents and remind parents to kindly stay behind the line. - Signage is clear and there will be a member of staff on the drop-off and collection points to direct parents and ensure a happy and safe drop-off and collection. - Parents will have this clearly directed on a map communicated by email and on the website for them prior to arrival at school. - Use of the driveway under the barrier is not permitted as this is unsafe. All members of the community must follow the arrows. - Parents will be expected to adhere to social distancing guidelines. 		<p>Parents Leaders Staff Site Supervisor Children</p>

		<p>-Face masks will be worn by adults and children over the age of 12 whilst on site and in the office.</p> <p>-Teachers across the school will allow children to go from 3:00pm with siblings from the Nursery to avoid crowding on the grounds.</p>		
2.	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<p>- Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</p> <p>- Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</p> <p>- If parents would like to speak to the administrator, they must try to do this through phone or email. If they need to drop some paperwork in, this can be posted in the postbox at the entrance. If they need to meet face to face, then they may enter the reception, but only one family at a time. If there is already someone in the reception area, they will need to wait behind the yellow line.</p> <p>- Non-essential deliveries and visitors to school are minimised.</p> <p>- Arrangements are in place for segregation of visitors.</p> <p>- Staff take responsibility to remind visitors to follow the social distancing guidelines</p> <p>-Face masks will be worn by adults and children over the age of 12 whilst on site and in the office.</p>		Parents Leaders Site Supervisor Children
3.	Parents gathering at the school gate not social distancing.	<p>- Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>- When entering the school gate, parents are asked to use both paths to reduce groupings of people. Children in Key Stage 2 can use this path to take them up to their classrooms and avoid the Reception and Key stage one families safely.</p>		Parents Leaders Staff Site Supervisor Children

		<ul style="list-style-type: none"> - There will be 2M markers outside the school to ensure that social distancing is in place. The member of staff on duty on the front gate will stop parents if there is a build up and ask them to wait at a two Metre distance before they can enter the school site. - If any parent needs to speak to the admin staff, they are asked to call or email. If they have something to hand in, this can be posted in the post box outside the school reception. If they need to meet face to face, then they may enter the reception, but only one family at a time. If there is already someone in the reception area, they will need to wait behind the yellow line. -Face masks will be worn by adults and children over the age of 12 whilst on site. 		
4.	Risk of not being able to provide education in line with government guidelines during the national lockdown due to remote learning and learning in school.	<p>Ongoing communication and working with parents to ensure children attending school during the national lockdown is in line with government guidance. Parent risk assessment updated and reshared with parents.</p> <p>Remote learning will be provided/available to all pupils who do not attend school due to isolation of family members with symptoms. This will be structured to include the same subjects and level of learning provided in school and Google classroom or Tapestry will be used.</p>		
5	Increased numbers during breaks compromising social distancing.	<ul style="list-style-type: none"> - Break times on a rota basis so each group know where they should be to avoid congregating. - Rota and timings to be established and known by all staff. These will be strictly adhered to. A member of SLT will be responsible for ensuring that timings are adhered to. - Larger bubbles will be used to enable children to socialise at playtimes and to ensure the health and safety of adult supervision. These bubbles of children will be logged when they are together for track and trace purposes. - There will be a timetable in place for the 5 areas of the school grounds so the children swap each day and experience another play zone within their bubble. - Children will be reminded that they should keep apart as much as possible. 		Leaders Staff Children

		<p>Staff will have training on this and so will each bubble.</p> <p>The school has been divided into clear sections to segregate playtimes:</p> <p>The front garden - Bubble 1 The MUGA/Bark play area - Bubble 2 The higher playground/ Bench area - Bubble 3 The field/Climbing frame - Bubble 4</p> <p>Adults will be assigned to stations which will stay the same through the year so that we reduce the amount of adults working across bubbles.</p> <p>The Classes (not EYFS) will have a timetable which will change each day so they get a variation of access to play areas.</p>		
6	<p>Increased numbers during lunchtime, including food service and consumption compromising social distancing and increasing the risk of transmission</p>	<ul style="list-style-type: none"> - Larger bubbles will be used to enable children to socialise at playtimes and to ensure the health and safety of adult supervision. These bubbles of children will be logged when they are together for track and trace purposes. - Staggered lunchtimes will be in place for the canteen area to eat lunch. There will be three sittings 11:45, 12:00, 12:30 Each bubble will be given a time slot and designated seating area that cannot be changed. - All the tables will be wiped down by the MTAs before the next set of children arrive. - The tables of different bubbles will be kept apart by 2M. - Class teachers will walk their class to the lunch hall and ensure that they are sat in their designated area and ensure that they are settled. - All hot meals must be preordered and cannot be ordered on the day. - One bubble at a time will go up for their hot food with direction from the MTA (if they have ordered one) and will return to their bubble class seating area where they can eat their lunch with their packed lunch peers. - The children will finish their meals as bubbles before returning to their 		<p>Leaders Staff Children</p>

		<p>designated play area.</p> <p>- There will be dedicated stations for children to return their cutlery and plates to reduce cross contamination.</p> <p>The school has been divided into clear sections to segregate playtimes:</p> <p>The front garden - Bubble 1 The MUGA/Bark play area - Bubble 2 The higher playground/ Bench area - Bubble 3 The field/Climbing frame - Bubble 4</p> <p>Adults will be assigned to stations which will stay the same through the year so that we reduce the amount of adults working across bubbles.</p> <p>The Classes (not EYFS) will have a timetable which will change each day so they get a variation of access to play areas.</p> <p>- A member of staff will line them up and take them to their play area.</p> <p>- Children will be reminded that they should keep apart as much as possible.</p>		
7.	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	<p>Risk assessment for changes & monitoring Ensure fire, first aid and other Health & Safety needs are met.</p> <ul style="list-style-type: none"> - Designated first aid area run by a key member of staff. - PPE monitored to ensure it doesn't run low. - Member of key staff to oversee cleaning of this area. This is monitored twice daily by the site supervisor. - The fire exits and meeting point will remain the same with social distancing between bubbles at entry point. - The Studio will be used for any items that are not now in use as a store room (see point 7) - One way system set up with markers and arrows on the floors. - Fencing to be sourced to stop people cutting down the drive and under the barrier. 		Leaders Site Supervisor
8	The configuration of	- Children organised into 'class sized bubbles' and use one classroom as their		

	<p>classrooms and teaching spaces does not support compliance with system of controls</p>	<p>base. Children across these larger bubbles may mix for whole group sessions, playtime and learning interventions. Year group sized bubbles will only be at lunch/break times and this will be outdoors only. If wet play, the children will stay in their classrooms with a member of staff hovering outside two classrooms.</p> <ul style="list-style-type: none"> - For pupils in Y2 and up, furniture will be organised so that children are not directly facing each other and children will have the resources they need to limit movement during lessons. - The children will have designated places to sit so their learning partner stays constant. - For younger pupils, although furniture will be spread out to create more space and activities arranged to encourage social distancing, these younger pupils will not be expected to limit movement. - Where possible, furniture not in use will be removed from classrooms and teaching spaces to ensure as much space as possible. -Walkways in rooms must be kept clear to allow people to walk around at a safe distance. - Clear signage displayed in classrooms promoting social distancing where possible. - Allow space for adults to be socially distanced for children where possible, again it is recognised that this will not be possible within Nursery - Y1 and staff will minimise the risk with extra handwashing. - Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security, and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. - Children and adults will enter classrooms from the outside. 		<p>Leaders Staff Site Supervisor</p>
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9	Social distancing guidance is breached when pupils circulate in corridors	<ul style="list-style-type: none"> - One-way systems are in operation to reduce passing and disperse crowds. - Corridors are not used unless necessary. All access to the classrooms is from the outside of the school. - Circulation routes are clearly marked with appropriate signage and paint on the floor. There is a map on the website and video for parents. - The movement around the school at lunch times will be led by an adult who will line the children up and walk them to their designated area. To enter the lunch hall this will be the class teacher, to leave the lunch hall this will be the MTA. - The lunch hall will be accessed through the outside doors. - The movement of pupils around school is minimised as much as possible but they will be encouraged to use the outside area where possible. - Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. 		Leaders Staff Site Supervisor Children
10	Staff rooms and offices not able to comply with social distancing and safe working practice	<ul style="list-style-type: none"> - Numbers of people reduced in the staffroom to 6 at a time. No one else must enter if there are already 6 in there and social distancing must be adhered to. - Staff have alternative areas in which they can eat their lunch: the outside picnic benches (playground or lunch hall) or the PPA room, Lighthouse room or Art room. Avoiding unnecessary gatherings, but giving them opportunity to socialise in their bubbles. - Staff toilets are one in one out. - The office staff will use two working spaces so that they can social distance from each other. The desks face away from each other. - The main office will be limited to 4 people at once including admin staff. 		Leaders Staff Site Supervisor

		<ul style="list-style-type: none"> - The heads office has two desks that are at least 2M away. If there is more than one member of staff in there the windows will be opened for ventilation. - The SEND/SG office has two desks facing away from each other and at a distance. There is a maximum of 3 adults in this room. Windows must be opened for ventilation of more than 1 person is present. - Parents will be unable to use the meeting rooms in the school as they are unable to come on site. Any meetings will be virtual or over the phone. 		
11	Ventilation to reduce spread	<ul style="list-style-type: none"> - Open windows and prop doors open, where safe to do so (bearing in mind fire safety and safeguarding). - Any room with more than one person working, should be ventilated as much as possible. 		Leaders Staff Site Supervisor
12	Risk of transmission from staff when working between bubbles	<ul style="list-style-type: none"> - Staff will work across bubbles when needed. This could be 1:1 LSAs, intervention groups or PPA cover (including forest school and PE). - Staff working across bubbles must minimise contact between individuals and be maintaining social distance when in different bubbles. - Frequent hand washing/sanitation including upon entering/ leaving school, before eating, after using the toilet and between moving between year groups. - Use of hand sanitiser available in every room. - Staff and children will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach - Staff working across bubbles for first aid will wear PPE when/ if appropriate. (gloves and masks are standard practice. apron and goggles must be worn in case of risk of splashing only) 		Leaders Staff
13	Risk of transmission from staff working 1:1 and small/close group working	<ul style="list-style-type: none"> - Children requiring additional 1:1 SEND support will have a specific RA which will be constructed with staff and parents and regular supervision of this discussed with the leader. 		Parents Leaders Staff

		<ul style="list-style-type: none"> - Outside of this, any adults working 1:1 with a child (such as safeguarding or mental health check ins who are able to socially distance because they are old enough) will adhere to systems of controls, including; <ul style="list-style-type: none"> Frequent hand washing Use of hand sanitiser Maintaining social distance when in different bubbles Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Minimise contact between individuals and maintain social distancing wherever possible Wear PPE when appropriate. Where possible, for younger children who may need to talk to a staff member due to safeguarding or SEND, where possible use adult child is already used to working with (in their bubble) as support whilst talking to the 'expert' in a distanced way. - Parents will support the school by preparing their child for working within the guidelines. 		Children
14	The mental health and wellbeing of staff has been adversely affected	<ul style="list-style-type: none"> - Staff are encouraged to focus on their wellbeing. - Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. - Staff briefings and training have included content on wellbeing. - Staff have been signposted to useful websites and resources. - Discuss with staff about the plans for September prior to starting (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. - If appropriate, seek GP or occupational health advice - The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. - The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing - Full staff audit undertaken to identify particular needs and mental wellbeing issues. - All identified risks will be addressed and discussed on a case by case basis 		Leaders Staff

		with their line manager. An additional layer of risk assessment has been completed with the HOA and relevant members of staff.		
15	Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> - Where the impact on teaching and learning is not significantly impacted, there will be the removal of unnecessary and difficult to clean items from classrooms and other learning environments where there is space to store it elsewhere. -Regular cleaning, high touch/traffic areas will need particular attention. - Teachers instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes. - All tissues are to be disposed of into a bin, and hands washed for 20 seconds. - Teachers responsible for wiping surfaces during the day, using sanitising wipes. - Teachers responsible for ensuring that all surfaces are clear so that they can be deep cleaned by the cleaners each night. - The school cleaning team are responsible for the cleaning of all surfaces each night. 		Leaders Staff Site Supervisor Children
16	Using play equipment - multiple use	<ul style="list-style-type: none"> - Only to be used if the equipment can be frequently cleaned using the correct chemical between groups of children and only one group at a time. Such as hoola hoops and gymnastic benches. - Any equipment used across bubbles will need to be sanitised before use or put away for 72 hours before the next use. - The outside equipment will be wiped down before use by the teacher or LSA on duty. - Parents ensure that play equipment is not used by their children before or after school as we cannot ensure that it is sanitised at that time. 		Parents Leaders Staff Site Supervisor
17	Shared resources and equipment increasing	<ul style="list-style-type: none"> - For Y2 + individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not 		Parents Leaders

<p>spread</p>	<p>shared. These are to remain out on children's tables to cut down the movement in the classroom.</p> <ul style="list-style-type: none">- Classroom based resources, such as books and games, should still be minimised to reduce need for cleaning, if they are used and shared, within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.- Suitable procedures in place for managing access to items of 'heavy use' such a photocopier to reduce social distancing. Staff will wait 2M away to use and spread their usage across the 4 copiers in school.- There should be minimal sharing of phones with staff in offices. Phones in classrooms should be used by the teachers where possible.- If it is a confidential call that cannot be taken in the classroom, the teacher should seek a phone in one of the offices and wipe it down before and after use with the sanitation wipes.- It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats- these will be stored within their own classes. Parents will be asked to ensure that any items outside of a coat, lunch box, water bottle, PE kit and Forest school kits stay at home.- Children will be allocated a reading book by their teacher which they may take home and bring back each day.- Once these have been finished with, the book should either be wiped down/ cleaned or quarantined for 72 hrs before being ready for next usage.- EYFS and Nursery children will not be permitted to bring in any transitional objects from home at all, apart from a bag brought in at the start of a week with change of clothes/ wipes/ nappies sufficient for that week, to be sent home at the end of the week. If clothes are soiled and need to be sent home- this can happen in a disposable bag when needed handed to the parent.- The only exception of this is if a child needed to bring a daily medical bag e.g. epipen to school. This must be wipedownable material and will be wiped by	<p>Staff Children</p>
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		<p>pod adults each day upon usage.</p> <ul style="list-style-type: none"> - Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources - For younger pupils, Nursery - Y1: Some items will be shared as part of continuous provision. Where possible, high touch items will be cleaned at the end of each day including using the dishwasher and or Milton where items allow. Staff will be vigilant and where a child is witnessed to place an item in their mouth, this will be removed for cleaning before used by another child. If children are using items such as playdough they will have their own allocated usage. - Water play can be used with clean water changed during the day and a small amount of milton added to keep clean. Water trays and equipment will be thoroughly sterilised at the end of each day. - Any resources shared across bubbles must be fully cleaned or isolated for 72 hours before use. 		
18	Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> - There will be a lack of staff available for in-house cleaning during the day due to high numbers and remote learning duties. Any wiping down of touch points will be done by the staff as they use them. - All staff within bubbles are to take responsibility for the cleaning of surfaces and resources throughout the day. There will be full training run by the site supervisor prior to school opening. The site supervisor will be responsible for checking and reporting any concerns to the Headteacher. - The cleaning team will be responsible for carrying out a detailed clean of all areas each evening 		Leaders Staff Site Supervisor
19	Numbers of children coming into school	Parents will be informed of the statutory requirement for pupils to return to		Parents Leaders

		<p>school. The Headteacher will communicate with any parents/carers who feel that they are exempt from this and identify any areas of support or advice needed. Where applicable, the school will work with parents and partner agencies to support pupils in returning to school.</p>		Staff
20	<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>Assessment of attainment and learning will be assessed by teachers and staff.</p> <p>Curriculum planning will be adapted to ensure provision to address any potential gaps in learning and also to ensure that there is a focus on children's wellbeing following COVID 19 and partial school closures.</p> <p>Aspects of subjects will be prioritised following assessment. The curriculum will remain broad and ambitious for all children, with the full range of subjects being taught whilst focussing on potential missed learning in phonics, reading, vocabulary, writing and maths.</p> <p>For any pupils who are unable to attend school, remote learning will be available and calibrated to complement in-school learning.</p> <p>All teachers will regularly review and assess learning that is submitted to Google Classroom. Engagement with online learning will be monitored by year group teachers and discussed with parents as necessary to ensure that barriers for accessing learning are reduced.</p> <p>Teachers will use formative assessment to shape children's learning for the next day. In EYFS the prime areas of learning are prioritised.</p> <p>In KS1 and KS2, the learning set on Google Classroom will mirror the subjects that would have been taught in school during the Spring term.</p> <p>In Physical Education, outdoor activity should be prioritised, maximising distance, and following scrupulous cleaning</p>		Leaders Staff
21	<p>Sufficient handwashing facilities for staff and pupils</p>	<ul style="list-style-type: none"> - Where a sink is not nearby, hand sanitiser will be provided in learning environments – the correct sanitiser 70% alcohol. - Soap and warm water is the preferred cleaning method. - All classrooms have their own sink and soap. 		Leaders Staff Site

		<ul style="list-style-type: none"> - Children will be asked to wash their hands: On arrival to school Before/after break Before/after lunch When changing rooms for interventions Before they go home - Staff will all have cleaning equipment assigned to them. 		Supervisor Children
22	Pupils and staff forget to wash their hands regularly and frequently	<p>Time for frequent hand cleaning is built into every part of the day, in line with the Government guidance . Washing will be carried out; Upon entering school (sanitiser) Before and after preparing, handling and eating food. After using the toilet. After being in another room in school e.g. in family room for safeguarding reasons or having time in nurture room for SEND needs. After exposure to any external activities and environments such as playtimes After coughing, sneezing and blowing of nose. After cleaning. After dealing with any first aid/illness cases. Younger children to be supported with handwashing and regular watching of videos so that hand washing routines well established again after summer holidays. - Government handwashing posters are present in all rooms in the school.</p>		Leaders Staff Site Supervisor Children
23	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> - Suppliers confirmed current availability of stock for deliveries. - Supplies of high quality cleaning chemicals and consumables within school have been assessed. - Central Trust supply of stock is held in the event of supply shortages - Staff must inform SLT immediately when running low on cleaning products. 		Leaders Staff Site Supervisor
24	Toilets being overcrowded risking hand washing and not compliant with social	<ul style="list-style-type: none"> - The toilets are cleaned daily. - Monitoring ensures a constant supply of soap. - Bins are emptied regularly. 		Leaders Staff

	<p>distancing</p>	<ul style="list-style-type: none"> - Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. - Handwashing posters are visible in all toilets. - Use of toilets will be monitored and controlled by the teachers so that no more than one child is using the toilet at once. - Any misuse will be reported to parents. - Each class will be assigned their own cubicle so that the risk of cross contamination is reduced and only 1 year group is using the toilet block at any one time. - Staff will supervise this use of toilets to ensure they limit the number of children or young people who use the toilet facilities at one time. - Queuing zones for toilets will be in the classroom so that children are not in the corridors unnecessarily. - The teachers will set up a routine each day for hand washing and ensure they are established and are monitored. - Pupils can only use the toilet one at a time. - Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues before break times. - Children will be reminded that they will be unable to use any other toilet so will not be able to go during lunch or break, so must go before or after. 		<p>Site Supervisor Children</p>
<p>25</p>	<p>Staff with underlying health issues or those who have previously been shielding are not identified and so measures have not been put in place to protect them</p>	<p>Schools are expected to remain open during the national lockdown for pupils who are within the guidance outlined by the government to attend. The updated national guidance is that all staff in the education sector are to continue to work unless they fall within the new definition of Clinically Extremely Vulnerable (CEV). Staff will hold individual conversations with the Head of school where applicable. Where applicable, updated individual risk assessment will be completed to identify any individual control measures which may need to be</p>		<p>Leaders Staff</p>

		introduced to ensure their safety is maintained. Members of staff who feel that they may be of increased risk will speak directly with the Head of school.		
26	Pupils who were previously shielding are not identified and so measures have not been put in place to protect them	<p>Parents should identify and inform the school of any pupils with severe underlying health conditions.</p> <p>Remote Learning Arrangements are in place to support the education of pupils. Where parents may wish to consult their specialist health professional about the return of their child to school.</p> <p>Should pupils have to stay at home for health reasons, they will have full access to remote learning. Parents who are concerned about their child should contact the Headteacher.</p>		Parents Leaders Staff
27	Risk to Children with EHCP	<ul style="list-style-type: none"> - Ensure the same adults are assigned to children needing one to one provision as some children will need additional support to follow measures where possible. - The SENCO will complete individual risk assessments, these will be shared with the class teacher and any other adults working within that class or with the child. - There will be 'reasonable endeavours' made to meet EHCP requirements and provision planning shared with staff so they know what this looks like. EHCP RA shared with local authorities. - As well as we can, we will ensure the same adult or consistent small group of staff is assigned to children needing one to one provision, but this will depend on staff absence, numbers in school and availability. - SEND lead to oversee and support the implementation. 		Leaders Staff
28	Children with SEND require additional support	<ul style="list-style-type: none"> - Where necessary 1:1 RA will be written for children whose SEND needs may need extra support with protective measures. This may include appropriate support should be identified for children with SEND, including deployment of support staff and return of specialist staff from within and outside the school. Where possible, every endeavor will be made to provide children with the support that meets their needs, including universal provision and adapted 		Parents Leaders Staff

		<p>support in class/ intervention but school will look very different during the minimal opening and lockdown.</p> <ul style="list-style-type: none"> - Emotional Logic is a tool used in our school. Each class has a poster that the children will complete in their first week with their teachers. This details their trusted adults, a safe space that they could use when feeling emotions and strategies of ABCD (Aware, Breathe, Choose, Do) to support them to control their emotions and soothe themselves. - Teachers will refer to this daily throughout all lessons when needed. This will be modelled and referred to in Collective worship and by all staff in school. - Appropriate support should be identified for children with SEND, including deployment of support staff and return of specialist staff from within and outside the school. - A range of pastoral strategies such as the Thrive approach will be used with children as appropriate. - Children should be provided with the support that meets their needs, including adapted support in class, intervention. Leaders may wish to refer to https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/ to support their planning. <p>Community of SEND gateway https://www.sendgateway.org.uk/whole-school-send/join-our-community-of-practice.html Any details of support should be on the child's individual risk assessment or ISP.</p>		
29	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> - All staff have undertaken mental health awareness training and strategies to support from the Education Psychologists team. - There are sufficient numbers of trained staff available to support pupils with mental health issues. - Emotional Logic is a tool used in our school to support mental wellbeing. Each class has a poster that the children will complete in their first week with their 		Leaders Staff

		<p>teachers. This details their trusted adults, a safe space that they could use when feeling emotions and strategies of ABCD (Aware, Breathe, Choose, Do) to support them to control their emotions and soothe themselves.</p> <p>- Resources/websites to support the mental health of pupils are provided. https://www.gov.uk/guidance/teaching-about-mental-wellbeing</p> <p>https://covid.minded.org.uk/</p> <p>https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</p>		
30	Increased Safeguarding disclosures following pupils extended period in lockdown	<p>Experienced staff will be available to support pupils with mental health issues. Staff will draw upon trust-wide support of trained staff and universal provision support as required and necessary.</p> <p>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health will be discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Additional pastoral and extra-curricular activities for pupils will be assessed and provided as necessary.</p> <p>- DSLs will clear diaries of non essential activities to have full focus on triage and those most in need, especially in the first few weeks of term, to meet the needs of children returning to school.</p> <p>- Ensure that communication with other agencies e.g. social care, school nurses is excellent</p>		Leaders Staff
31	Pupils' behaviour on return to school does not comply with social distancing guidance	<p>Clear communication to parents and pupils regarding the importance and reasons for social distancing and this will be reinforced throughout the school day by staff.</p> <p>For young children this is done through age-appropriate methods such as stories and games.</p>		Parents Leaders Staff Children

		<p>Staff will model social distancing consistently and continue to explain the importance of social distancing to pupils.</p> <p>The movement of pupils around the school is minimised. Large gatherings are avoided.</p> <p>Break times and lunch times are structured to support social distancing and are closely supervised.</p> <p>The school's behaviour policy has been revised to include compliance with social distancing and this will be communicated to staff, pupils and parents.</p> <p>The Head and staff will monitor areas where any breaches of social distancing measures may occur and arrangements will be reviewed.</p> <p>Messages and communication to parents reinforce the importance of social distancing.</p> <p>Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. Individual risk assessments of pupils will be completed as necessary.</p>		
32	New children start school without an adequate induction/transition programme	<ul style="list-style-type: none"> - A plan is in place for children to transition into reception. This will be shared with parents prior to starting. - There is regular and effective liaison with pre-schools to aid transition - Online home visits have been booked so that staff can meet the parent and child before starting and discuss expectations. - Virtual meet the teacher sessions have been booked so that children can see the face of their teacher. These have been backed up with transition booklets for every child with a picture of their class teacher, classroom and some facts about them to bring to their first session. - A new updated school handbook has been sent to every family starting the school. - Tours of the school have been given to every family. Due to guidelines, these 		Parents Leaders Staff

		have only been around the outside of the school.		
33	Member of staff or Pupil becoming unwell with symptoms of COVID19	<ul style="list-style-type: none"> - If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. - The isolation rooms are the Family Room (behind the office and the Phonics Intervention room by KS1) - If a child needs to be supervised whilst showing symptoms of COVID-19 and social distancing is not possible, the staff member must wear full PPE in line with the Government Guidance. - In the event that a member of staff presents with symptoms, they will immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable. - On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 8 days (day of onset + seven days). The rest of their household need to self-isolate for 14 days. - Contact PHE Health Protection Team on 0300 303 8162 to notify so they can support and advise. - Parents responsibility to call 111 to arrange testing and update the school. 		Parents Leaders Staff
34	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> - Staff lists will be in use at all sites to support track and trace - Contain outbreak by following any local health team advice. - Where the child, young person or staff member tests negative, they can return 		Parents Leaders Staff

		<p>to their setting and the fellow household members can end their self-isolation.</p> <ul style="list-style-type: none"> - The isolation rooms are the Family Room (behind the office and the Phonics Intervention room by KS1) - On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 8 days (day of onset + seven days). The rest of their household need to self-isolate for 14 days. <p>Contact the PHE SW Health Protection Team on 0300 303 8162 immediately so they can support the risk assessment and advice about follow up.</p>		
35	<p>Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason.</p>	<ul style="list-style-type: none"> - Google hangouts are already in place as a learning platform and will continue to be used in the event that children were not able to return to school or were self-isolating. - SLT oversee this and teachers would plan the sessions. - Work (inline with that which is being taught in the classroom) will be provided on this platform and it will form a forum for feedback and learning conversations. - The leaders and teachers plan for the children with regular face to face time based on the curriculum so learning doesn't falter. - Any extra resources are available on the school website. 		<p>Parents Leaders Staff</p>
36	<p>Staff are not trained in new procedures, leading to risks to health</p>	<ul style="list-style-type: none"> - Staff continue to have regular training and updates about current guidance and practices relating to the risk assessment. - A CPD programme is in operation for all staff, and includes: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Compliance with Covid 19 enhanced hygiene and social distancing procedures 		<p>Leaders Staff Site Supervisor</p>


		<p>will be monitored to ensure best practice is maintained Also includes Safeguarding and Mental Health training to further support staff in triaging and universal offers .</p> <p>- An induction programme is in place for all new staff – either online or in-school - - prior to them starting.</p> <p>- The revised staff handbook is issued to all new staff prior to them starting.</p>		
37	Face to face CPD and cross trust working increasing the transmission of the virus.	<p>- In school CPD continues to take place online</p> <p>- Cross trust meetings will take place online.</p>		Leaders Staff
38	Provision and use of PPE for staff where required is not in line with government guidelines	<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>Those staff required to wear PPE (e.g. SEND intimate care; supervising children with symptoms) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing</p>		Leaders Staff Site Supervisor
39	Routine use of PPE	<p>- Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way</p> <p>- The only other time PPE will be used is for first aiders where there is a risk of contamination of body fluids. (gloves and masks are standard practice. apron</p>		Leaders Staff Site Supervisor

		and goggles must be worn in case of risk of splashing only)		
40	Commuting to school including public transport having an adverse effect on attendance and punctuality. Also risk of increasing transmission of virus	<p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <ul style="list-style-type: none"> - The details of how pupils will travel to and from school are known prior to opening. - Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school. - Liaise with the School Transport Team where further consideration needs to be given to taxi and escort services. - Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. - Where using public transport, children and their families should wear face coverings. - Use of hand sanitiser on arrival in school. - Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. - Liaising with the School Transport Team before changes are made. <p>Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p>		
41	<p>Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination.</p> <p>Also Increased risk of food poisoning due to prolonged</p>	<ul style="list-style-type: none"> - Hot food service will continue for those in school. This will take place as normal served from the canteen, on plates with extra caution taken to limit the amount of children from across bubbles at the same time. - Follow usual food safety and hygiene procedures and Government guidance for catering establishments <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-</p>		Leaders Staff Site Supervisor

	service delivery (staggering times)	businesses/guidance-for-food-businesses-on-coronavirus-covid-19 <ul style="list-style-type: none"> - Ensure Health & Safety policies are followed 		
42	<p>Visitors: parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>Social worker and therapist visits</p>	<p>The school is closed to visitors unless absolutely necessary and this will be outside of busy times.</p> <p>Tell any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus- clear posters support this.</p> <ul style="list-style-type: none"> - Inform any visitor, suppliers, contractors of any infection control procedures on site. - For any other deliveries, where a delivery time before or after school opening/closing is not possible will be left in a safe and secure place until Site team are able to move - Where planned Social Care review meetings are scheduled (Core Group), these should be attended by school staff virtually. - Social worker visits will take place in a socially distanced way, within a clean area of the school which will be re-cleaned after use. - Following a visit to school, social workers should, where possible, feedback to DSL/ Senior virtually. Face to face meetings should only happen if 'imminent harm' is potential and should still practice social distancing measures. - A record of all visitors to the site will be kept. - Visits from contractors will be planned for outside of school hours unless emergency. 		<p>Parents</p> <p>Leaders</p> <p>Staff</p> <p>Site</p> <p>Supervisor</p>
43	Poor or lack of communications to parents and staff	<p>Communications strategies for the following groups are in place:</p> <p>Staff</p> <p>Pupils</p> <p>Parents</p>		<p>Parents</p> <p>Leaders</p> <p>Staff</p>

		<p>Governors Local authority Professional associations Other partners</p> <p>methods of communication: Email Google Form Newsletters bulletins social media sites Videos</p> <p>Parents are asked to ensure that they have read all up to date information and shared it with their children to prepare them for the return to school.</p>		
44	Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> - Parents have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. - The school have provided a map to show the one way system through the school. - The school have provided a video of the one way system expectations. - The school has provided an updated Bubble Book detailing the expectations and new guidelines for parents to share with children. - Parents and children will enter the school grounds through the main school gate which will open between 08:40 and 09:00. They will be encouraged to come anytime within this slot to spread the amount of traffic on site at one time. - Any parents with older children are advised to allow them to walk through the school to class with their peers to reduce the amount of traffic on the school site. - Parents are asked to only have one adult with the child at pick up and drop off to limit crowding on the school site. 		Parents Leaders Staff

		<ul style="list-style-type: none"> - Parents will wait on the 2M markings if a gathering develops outside the EYFS area. - Parents will drop their children off outside their classroom or gate. They will remain behind the yellow line. If a child is unsettled, the parent will be asked to move to the side at a safe distance to allow others to enter and restrict the crowding that may develop. - Parents are unable to enter the classrooms at any time. - Suitable 2M markings need to be placed so that social distancing can be maintained whilst waiting for drop off and collection. - Staff will follow the policy when dealing with violence, threatening behaviour and abuse following any incidents of parent aggression. This is available on the school website. 		
45	Usual school events cannot take place due to protective measures	<ul style="list-style-type: none"> - School events are cancelled - Every opportunity should be taken to adapt activities e.g. use of technology, move outside, split people into smaller groups - Assemblies/ Collective Worship should take place online - Singing should be avoided outside of the bubble in collective worships/ choirs etc due to increased risk. 		Leaders Staff
46	Spread of virus due to increased numbers of unnecessary people within the building or grounds.	<ul style="list-style-type: none"> - Inform parents that if their child needs to be accompanied to school only one parent should attend. - Leaders will be on the gates to remind parents of this. - Staff will be visible on the classroom gates/doors to remind parents of this. - Where older siblings collect, they are deemed as 'parent' and should not be joined by other friends. 		Parents Leaders Staff

47	<p>Staff unsure of emergency procedures. Staff and pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.</p>	<ul style="list-style-type: none"> - Staff to be reminded of the evacuation procedures and instructed to read the evacuation policy, available in the staff portal. - In emergency situations, the priority is to ensure that the building is evacuated to the muster points. - Any changes to the emergency procedures will be disseminated to all staff at the school via the HT. 		<p>Leaders Staff Site Supervisor</p>
48	<p>Negative impact on reputation of the school, perceived by parents/staff/media etc, following a confirmed COVID case in the school which has spread to other pupils/staff.</p>	<ul style="list-style-type: none"> - The risk of spread have been considered and actions will be taken in line with the government guidance. - Actions are implemented as far as is reasonably practicable. - A response to Parents/Staff/Media has been drafted for the event of an outbreak within the school 		<p>Leaders</p>
49	<p>ICT Provision –  ICT failure or significant issue which requires IT team to attend the occupied school. If not addressed, staff are not able to teach the curriculum in class. or remotely.</p> <p>The use of shared computer keyboards and mice / mouse pads / tablet style computers is a high risk area as they are hard surfaces.</p>	<ul style="list-style-type: none"> - The IT team are able to dial in remotely to resolve many ICT issues. - When this is not possible and a site visit is required, staff will follow the same social distancing guidance as visitors (as in risk number 33) including washing of hands on arrival and leaving the site as well as more frequently throughout the visit. - Cleaning of IT equipment will be done in line with the national guidance; Cleaned between uses or left for a minimum of 72 hours between uses - All users of IT equipment should wash their hands immediately before and immediately after use of any device. 		<p>Leaders Staff</p>

50	Ability to offer wrap around care whilst maintaining compliance with social distancing and not mixing of groups/bubbles	<ul style="list-style-type: none"> - Extracurricular provision spaces must be booked in advance on the School Comms App and is for key workers only. - Bookings made without notice can not be considered. - Record of attendance will be kept for track and trace purposes. - Children attending the wraparound care will remain in year group or class bubbles where possible. - If unable to maintain these bubbles, small consistent groups will be used. - These children may come from across other bubbles, so will be trained to distance where possible and wash hands before entering. - Collection and drop off procedures will follow the systems of controls Parents will collect from the breakfast club and after school club gate. They will be asked to call the school mobile upon collection. - Record of all attendees will be kept (staff and pupils) to support with track and trace. - Additional risks involved in attending the wraparound care will be communicated to parents 		Parents Leaders Staff Site Supervisor Children
51	Increased risk to Black and minority ethnic staff and pupils	<ul style="list-style-type: none"> - Social distancing of 2m is in place. - Individual risk assessments carried out with employees in this category to discuss any potential additional risks and measures needed. - Communication with families of pupils within this category to identify any additional risks 		Leaders Staff Site Supervisor
52	Risk of administering first aid contributing to the transmission of the virus	<ul style="list-style-type: none"> - PPE (face mask and gloves) will be worn at all times when providing first aid, including face shield, goggles and apron if there is a risk of splashing of bodily fluids. - First aid trained staff will refresh their training on the correct use of PPE (NHS Video) as part of the non pupil day at the start of term. 		Leaders Staff Site Supervisor

		<ul style="list-style-type: none"> - A record of all first aid will be kept on site to support the Track and trace system. 		
53	<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<ul style="list-style-type: none"> - Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school Use of facilities and equipment When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used Nominated employees tasked to monitor protection measures. - Employees are encouraged to report any non compliance. - The effectiveness of prevention measures will be monitored by school leaders. - This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance and after the first weeks operational experience. - The school encourages feedback from parents - Risk Assessments monitored and reviewed by E&S Manager, trained to Occupational Health and Safety (IOSH Tech) level via NEBOSH. 		<p>Leaders Staff Site Supervisor</p>
54	<p>Lack of Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements</p>	<ul style="list-style-type: none"> - The Governing body continues to meet regularly via online platforms. - The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. - The HT reports to the executive Headteacher include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. - Regular dialogue with the Chair of Governors and those with designated 		<p>Leaders</p>

		<p>responsibilities is in place.</p> <ul style="list-style-type: none"> - Minutes of meetings are reviewed to ensure that they accurately record governor oversight and holding leaders to account for areas of statutory responsibility. 		
55	<p>policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<ul style="list-style-type: none"> - All relevant policies have been revised to take account of the most recent government guidance on social distancing and COVID-19 and its implications for the school. - Staff, pupils, parents and Governors have been briefed accordingly. 		<p>Parents Leaders Staff</p>