

COVID19: Full opening Risk Assessment and Action Plan

SCHOOL NAME: Fairhouse Primary School

OWNER: Kelly Hamilton

DATE: 16/7/2020

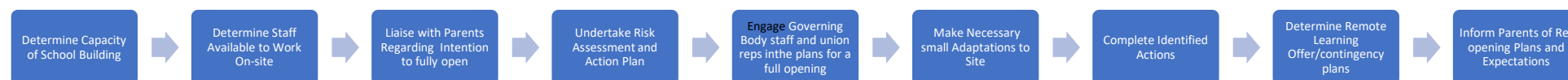
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



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**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Person/s responsible for action	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	Site Manager is unavailable	H	Caretaker to take lead on absence of site manager	Site team	20/05/20	L
		Site has been closed for prolonged period	M	Carry out a pre-opening premises inspection	HT and Site	01/09/20	L
			M	A water treatment specialist has recently chlorinated the tanks. Regular flushing of systems has taken place and continues to happen. Flushing and running of water from unused taps has been taking place at least weekly – if not twice weekly. Continue to flush the complete system for all hot and cold water systems and site manager to certify the water system is safe before the buildings are reoccupied. Ongoing water checks and flushing.	HT & Site	26/05/20	L

		<i>Food remains in the freezer</i>	<i>M</i>	<i>Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.</i>	<i>SBM and catering</i>	<i>2/05/20</i>	
		<i>Enough food in school to feed children on opening</i>	<i>H</i>	<i>Catering manager to complete food stock audit and order in preparation for full opening</i>	<i>Catering manager</i>	<i>22/7/20</i>	<i>L</i>
	Office spaces allow office-based staff to work safely.	<i>May not be enough space for social distancing</i>	<i>M</i>	<i>Office staff desks repositioned from door.</i>	<i>Office staff</i>	<i>20/05/20</i>	<i>L</i>
	Clarity on entry and exit routes	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<i>2-meter markers are present on floor by main office. Entry and exit routes communicated to staff and parents. In/out system by KS2 front gate towards office</i>	<i>Site</i>	<i>2/9/20</i>	<i>L</i>
	Consideration given to premises lettings and approach in place.	<i>Lettings may interfere in contamination of spaces.</i>	<i>M</i>	<i>No lettings for the foreseeable future..</i>	<i>SBM</i>	<i>2/9/20</i>	<i>L</i>

	Consideration given to the arrangements for any deliveries.	<i>Deliveries increase foot fall and occupy spaces</i>	<i>M</i>	<i>Adhere to social distancing at office. Only for deliveries sign if necessary – wash hands after. All visitors to use hand sanitiser. Sanitise hands after accepting delivery.</i>	<i>Office</i>	<i>2/9/20</i>	<i>L</i>
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Staff unclear about evacuation passage and collection points.</i>	<i>M</i>	<i>Evacuation to remain the same plan. Staff to familiarise with the route from their designated working areas. Children to line up in their groups next to their classes. Registers taken in each class as well as on line (using laminated sheets)</i> <i>Fire drill practiced in bubbles with class teachers.</i> <i>Fire drill in Autumn term.</i>	<i>Site and HT</i>	<i>2/9/20</i>	<i>L</i>
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	<i>Contamination of surfaces if cleaning not adhered to or enhanced, especially touch points – increased risk of contamination.</i>	<i>H</i>	<i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i> <i>Hand towels and hand wash are to be checked and replaced as needed by site team and cleaning staff</i> <i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i> <i>Close off water fountains. (run water through weekly for legionella risk reduction)</i>	<i>Site manager</i> <i>SBM</i> <i>Cleaning Contract</i>	<i>Ongoing Daily</i>	<i>L</i>

	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Possible threat to low staffing for cleaning</i>	<i>H</i>	<i>Contract – find alternative cleaners. Have cleaning product in the school. Regular cleaning buy site team in addition to contracted cleaning.</i>	<i>Site manager and cleaning contractor</i>	<i>If needed</i>	
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>No hand sanitiser for visitors to reception.</i>	<i>M</i>	<i>Hand sanitiser available at the school entrance. Additional sanitising pumps for dispensing. In all classrooms and around school building. Order enough sanitiser and soap prior to opening and keep stock check on-going</i>	<i>Finance and Site manager</i>	<i>22/7/20 22/7/20</i>	<i>L</i>
		<i>Classrooms do not have tissues.</i>	<i>M</i>	<i>Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach Check daily</i>	<i>Site team</i>	<i>2/9/20</i>	<i>L</i>
		<i>Low supply of soap.</i>	<i>M</i>	<i>Ensure enough soap for full opening and continued – regular stock checks. Order additional.</i>	<i>Site Finance</i>	<i>22/7/20</i>	<i>L</i>
				<i>Stock check and ordering schedule reviewed and order made. Site team to be on top of stock levels – check twice a week at least.</i>	<i>Site manager</i>	<i>22/7/20</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Not enough time for enhanced cleaning regime to be completed</i>	<i>M</i>	<i>All staff advised to leave the site by 5.30 pm in order for cleaning to be undertaken. Cleaning scheduled for before opening too.</i>	<i>Site manager</i>	<i>On going Daily from 2/9/20</i>	<i>L</i>

	Waste disposal process in place for potentially contaminated waste.	Contaminated product not disposed of and open to public. Over flowing of contaminated products.	M	<p>Waste bags and containers - kept closed and stored separately from communal waste – use of yellow bins for any waste containing bodily fluids.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Classroom bins emptied at least daily. Lidded bins provided.</p> <p>Any contaminated products (following confirmed case) to be double bagged and stored for 72 hours before being disposed of.</p>	Site manager	On going 2/9/20	
Classrooms	Classroom entry and exit routes have been determined and appropriate signage in place.	Bottle necks and mass entry and exit points causing congestion and overcrowding.	H	<p>Two entrance points into school.</p> <p>Staggered end times to reduce overcrowding. Designated entry and exit points for classes based on plan for number of pupils/classes chosen. Staggered to avoid too many children and parents congregating and entering/exiting gates at same time.</p> <p>Movement around school must be supervised by an adult to avoid congestion along corridors and spaced exits and entrance to rooms. Keep to left of corridors and on stairs.</p>	HT and Site manager	2/9/20	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	<p><i>Lack of resources and equipment in school hall.</i></p>	<p>L</p>	<p><i>Replace all tables and chairs to the relevant classrooms</i></p> <p><i>Keep iPads within bubbles</i></p> <p><i>KS2 and year 2 children to have own pencil cases with own resources (ordered)</i></p> <p><i>Computing suite to be cleaned down between different year group bubbles visiting – key boards, mouse and chairs with sanitising/antiviral spray.</i></p> <p><i>Resources for each bubble organised and stored separately e.g. play equipment.</i></p> <p><i>(in trays until pencil cases arrive)</i></p>	<p><i>SLT and class teachers</i></p>	<p><i>1/6/20</i></p>	<p><i>L</i></p>
	<p>Furniture arranged to minimise contact as much as possible – desks side by side, facing front, where age appropriate (Yr 2 and above)</p>	<p><i>Arrangement of tables/chairs not comfortable or purposeful for learning</i></p>		<p><i>Arrange desks in rows – Year 2 and KS2.</i></p> <p><i>Marking at side of pupils and from behind pupils – over their shoulder so not face to face</i></p>	<p><i>Class teachers</i></p>	<p><i>2/9/20</i></p>	
	<p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p><i>No COVID19 information posters currently in place. Limited reminders/awareness for children.</i></p>	<p>L</p>	<p><i>Ensure posters are around school and at sanitisation points. Especially visible on entry to school.</i></p>	<p><i>Site manager</i></p>	<p><i>1/6/20</i></p>	<p><i>L</i></p>

Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 5yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p><i>Paediatric First Aider unable to work on site for the 1st week of June.</i></p> <p><i>No DSL on site</i></p>	H	<p><i>Paediatric first aid training updated.</i></p> <p><i>Numerous staff Level 3 safeguarding trained.</i></p> <p><i>All staff ready to return in full capacity in September.</i></p> <p><i>Senco loaned from other Trust school.</i></p> <p><i>Numerous office staff – can cover one another if needed.</i></p>	HT	<p>20/05/20</p> <p>2/9/20</p>	<p>M</p> <p>L</p>
	Enough First aiders with children	<i>Access to first aid</i>	H	<p><i>All bubbles to have a trained first aider with their group.</i></p> <p><i>First aid needed at play/lunch times – ensure a first aider on playground. Only child who seeks attention to go to first aid point</i></p> <p><i>Agree first aid points/stations for each year group.</i></p> <p><i>Packs of basic first aid in classrooms (plasters wipes and gloves). Bubble and class first aid kits available and well stocked.</i></p>	SLT	2/9/20	L

				<i>Bubble logs of first aid given for recording all accidents and first aid given (children only).</i>			
	Considered approach to staff absence reporting and recording in place. All staff aware.	<i>No coordination of staff absence. No communication of absence. Not enough staffing known.</i>	<i>H</i>	<i>Ensure all staff continue to know current arrangements for reporting absence. Absence shared via email. HT and DHT to organise cover as appropriate. Additional staff on site to cover in emergency in order to keep children and ratios safe.</i>	<i>HT and SBM to record</i>	<i>On going</i>	<i>L</i>
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.	<i>Some staff were shielding and we need to be extra vigilant in knowing risks and mitigating risks LSAs MDA Finance officer</i>	<i>H</i>	<i>Ensure all staff clear on handwashing, sanitising etc. Individual risk assessments in place Follow GP guidance</i>	<i>Line manager</i>	<i>On going 1/8/2020</i>	<i>L</i>
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>No plan for sickness cover. Not enough staff to cover sickness.</i>	<i>H</i>	<i>Ensure all leaders and staff know that there are 5 staff who are DSL trained. Make use of HLTAs for cover.</i>	<i>DHT Or HT</i>	<i>2/9/20</i>	<i>M</i>
	Consideration given to staff clothing expectations and information shared with staff	<i>Clothes worn may add additional threats if not washable</i>	<i>M</i>	<i>Clothes to be washed regularly by staff - at least daily - (and encouraged by parents). Removal of coats and bags for safe storage</i>	<i>HT All staff members</i>	<i>2/9/20</i>	<i>L</i>

	Approaches for meetings and staff training in place.	Meetings could put social distancing at risk. Large groups of people not appropriate and increase risk of contamination.	H	<p>Group meetings of more than 6 to take place in the KS2 hall. Larger meetings staff to be sat in year group bubbles/teams and not to move around/between. Staff to wear face masks if in larger groups sitting for more than 15 mins.</p> <p>No more than 20 staff in any one meeting in each hall.</p> <p>Keep windows open for ventilation.</p> <p>Sitting forward where possible. Staff to distance at 2M apart and to sit in their bubbles.</p> <p>Make use of Zoom and email for communication for meetings if necessary and where they can be used practically.</p> <p>INSET (2nd Nov) delivered via teams or Zoom (on line) with staff in different locations to ensure a 2M distance between all staff.</p>	HT Or line managers	Ongoing and review regularly	L
	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision in case of local lockdown.	Staff unsure of role and responsibilities for inside of school and their responsibility to supporting pupils not in school.	H	<p>Ensure all staff clear about expectations for learning and roles in school.</p> <p>Ensure teaching staff clear about expectations for planning for pupils inside school and how to use remote learning.</p> <p>Ensure staff know who they continue to support outside of school.</p> <p>HLTAs to cover PPA – timetable in place.</p>	DHT HT Senco	Before 2/9/20	L

	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>Cover needs arranging and recording.</i></p> <p><i>Staff to know roles and responsibilities.</i></p>	H	<p><i>Ensure staff are clear of expectations. Planning, activities and resources shared and sought in advance.</i></p> <p><i>PPA cover timetable organised</i></p> <p><i>Staff to have timetables</i></p> <p><i>All NQT and release time planned and regular cover organised.</i></p> <p><i>Provide all staff with cleaning sprays (virabac), disposable tissues and gloves.</i></p> <p><i>(Cleaning sprays/wipes to be stored away from children's reach)</i></p>	<p>DHT HT</p>	2/9/20	L
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p><i>Cover not organised and inadequate staffing for safety of school</i></p>	H	<p><i>Continue to follow protocol for reporting absence.</i></p> <p><i>DHT to organise cover as and where possible. DHT to keep log of cover for tracking purposes.</i></p> <p><i>HLTAs to cover as and where needed.</i></p>	<p>All</p> <p>DHT/HT</p>	2/9/20	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p><i>Staff finding it difficult to cope with situation.</i></p>	H	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p>https://schools.essex.gov.uk/staff/EmployeeWellbeing/Pages/Staff-Counselling-.aspx</p> <p><i>Communicate regularly. Open door policy for staff.</i></p>	<p>DHT</p> <p>HT</p>	2/9/20	M

				<i>Bereavement policy in place reflects current situation.</i>			
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<p><i>Staff unsure how to access testing.</i></p> <p><i>Testing not available</i></p>	M	<p><i>Staff aware of how to access testing.</i> <i>Staff to report any symptoms immediately.</i> <i>HT to ensure testing arrangements are known.</i> <i>Staff member to arrange and organise testing.</i> <i>HT to support if unsure.</i></p> <p><i>Key workers:</i> https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#list-of-essential-workers-and-those-prioritised-for-testing-england-only</p> <p>https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p><i>School held testing kits to be used sparingly and under agreement of HT (agree criteria for using)</i></p> <p><i>Order more home testing kits when down to last 2 kits.</i></p> <p><i>Register with new Key worker portal.</i></p>	HT	2/9/20	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>New employees will be unfamiliar with regular practice or practice in place during this period.</i>	L	<p><i>Induction organised and opportunities for visits planned.</i></p> <p><i>Clear induction process followed.</i></p>	HT Line managers	2/9/20	L

				<i>New staff have access to risk assessment and key policies. All new starters to receive risk assessment and operational plan.</i>			
	Return to school procedures are clear for all staff.	<i>Staff unsure of procedures.</i>	<i>M</i>	<i>Engage staffing in the process.</i> <i>Clear communication about expectations and return dates etc.</i> <i>INSET days – all made clear</i> <i>Share and remind f code of conduct and Covid-related code of conduct.</i> <i>Share all HR updates with staff as they arise.</i>	<i>SLT HT and DHT</i>	<i>By 22/7/20 and reaffirm by 3/9/20</i>	<i>L</i>
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>Contracted staff unsure of situation. Contracts not renewed.</i>	<i>M</i>	<i>SBM to organise and write contracts for all new starters.</i> <i>All contracts ready for first day of employment at the latest.</i>	<i>SBM</i>	<i>By 1/9/20</i>	<i>L</i>
	Any HR processes that were in-progress prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>Outstanding HR issues unresolved.</i>	<i>L</i>	<i>SBM to review HR issues.</i>	<i>SBM</i>	<i>Ongoing</i>	<i>L</i>
	Arrangements for social distancing for adults within school	<i>Adults may not observe social distancing or have space for distancing</i>	<i>H</i>	<i>Adults to observe social distancing rules of 2M where possible. Where this is not possible, face coverings to be worn. No more than 12 in the staffroom. If in staffroom and not eating, face coverings to be worn. All staff 2M apart. Face coverings to be worn when moving around school (corridors etc) when not with children). If sharing a space in which to work e.g. PPA room etc, staff to keep 2M apart. Wearing of masks if not possible. Face masks to be worn if working/meeting in a small space other than your usual work space e.g.</i>	<i>All staff</i>	<i>Ongoing</i>	<i>L</i>

				PPA room etc. Wait in corridors for others to pass. Be aware of the space around you. Do not queue for toilets. Make use of other rooms for eating lunch and taking a break e.g. library, PPA room – demountable (if needed). Try and maintain within bubbles or teams.			
	Wearing of face coverings	Unclear guidelines on face coverings – potential to spread virus	H	<p>Please ensure that if you are sitting for any period of time, that you are at least 2M from anyone else.</p> <p>If you cannot be more than 2M from another adult, you MUST wear your face mask.</p> <p>If you are sharing a room with other adults for more than a few minutes (other than your classroom or usual office/work station) , you MUST wear your face mask (unless you are eating/drinking). This includes the staff room. You would not be expected to wear a mask to go about your duties with children - or your usual duties - unless you felt you needed to get close for a length of time e.g. intimate care. first aid, close support. You were all given a washable face mask - please keep this on you at all times. After putting your mask on, please sanitise your hands. Again, on taking your mask off, please sanitise your hands. And please ensure your mask is put somewhere that does not leave others exposed to your mask (put it in a pocket).</p> <p>Wear masks travelling around the school too - e.g. moving to/from the</p>	All staff	From 16/10/20	L

				toilets/staffroom/classes. You would not be expected to wear your mask in your usual work space (classroom/office/playground/dining hall or wherever you are technically "working for a length of time" unless you were sitting in a room with other adults e.g. PPA room, Meeting room, Staff room.			
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Contractors/visitors turning up unannounced or not knowing protocols.</i></p> <p><i>Contractors and visitors not knowing our health and safety procedures.</i></p>	H	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Safety posters for visitors in entrance area</i></p> <p><i>Try and keep staff in their year group bubbles and avoid mixing between bubbles.</i></p> <p><i>Any contractor aware of our H and safety procedures.</i></p> <p><i>Keep copy of contractor's risk assessment for their staff.</i></p> <p><i>Copy of risk assessment on website and in place in staffroom.</i></p> <p><i>Risk assessment shared with all staff (consulted on)</i></p> <p><i>All visitors (not Trust staff) to wear face masks for duration of visit/meeting</i></p>	SBM	On going	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music		H	<p><i>HT to share procedures for safe working with externally employed adults.</i></p>	SBM Office staff	By 1/9/20	L

	tutors. Protocols and expectations shared.			Seek their risk assessment and ensure they know the risk assessment procedures in school.			
Group Sizes/bubbles	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	<i>Bubbles could mix with others which increases risk of spreading virus</i> <i>Toilets are shared between other bubbles</i>	H	<i>Bubbles will be year groups of 2 classes.</i> <i>Toilets become year group toilets (bubble toilets) rather than girl/boy toilets with the exception of upper KS2 where only 1 child should be in the toilet at one time.</i>	SLT DHT and HT	2/9/20	L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	<i>Staffing inconsistent</i> <i>Different children with different staff increasing possible contamination and not allowing contact tracing</i>	M	<i>Consistent staffing with children where possible</i> <i>Planned cover with record of cover.</i> <i>Only HLTAs to move between groups of pupils for longer periods of time.</i> <i>LSAs and HLTAs in mid-day provision may move between bubbles of children but this will be minimised as much as possible.</i>	SLT HT DHT Staff to adhere to plans	2/9/20	L
Contact	Consideration made for when contact is needed with children e.g. first aid, intimate care	<i>Staff are unprotected in close contact with children</i> <i>Children at risk from staff from spread too</i>	H	<i>Two members of staff for intimate care. PPE to be worn (face masks, gloves and aprons to be worn by staff). Support child as best as can to be independent in care giving.</i> <i>First aid – use PPE as described above too.</i> <i>Administering medicines at distance – measure dose and had to child to administer</i>	 First aiders All staff	2/9/20	M/L

				No applying sun cream for children – this will need to be done in advance of school.			
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	<p><i>Too many parent and children arriving at and leaving school at the same time.</i></p> <p><i>Congestion and close contact around the school gates.</i></p> <p><i>Toilets need to be allocated to bubbles</i></p> <p><i>Play areas allocated to bubbles</i></p>	H	<p><i>Request only one parent to bring and collect each child. Encourage walking to school.</i></p> <p><i>Use KS1 and KS2 entrances.</i></p> <p><i>Extend entrance time to 8.40 – 9.00 am latest</i></p> <p><i>Pick up for Children at area by classroom doors in Reception and from KS1 playground for year 1 and year 2.</i></p> <p><i>In KS2 – year groups allocated to waiting and dismissal areas. Rec pick up 2.50 pm from classrooms. Year 1 pickup 3.00 pm from front KS1 playground. Year 2 pickup KS1 front playground. KS2 year 3 and 4 at 3.15 pm back playground and year 5 and 6 3.15 pm side playground.</i></p> <p><i>Stagger break times and start and end of lunch “eating” times to avoid mass movement around the school and congestion in dining hall.</i></p>	SLT HT and DHT	2/9/20	M
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<p><i>Parents arrive by car causing congestions.</i></p> <p><i>Parents not clear on timings for arrival and procedure.</i></p>	H	<p><i>Communicate clearly by letter, on email and text system. SLT in playground on arrival to ensure parents are clear and know and understand protocol.</i></p>	HT and Office	By 2/9/20	L

	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	<i>Children and parents congregate and play in playground while waiting to enter school. Or congregate outside of the gates.</i>	<i>H</i>	<i>Staff on door of classrooms in Reception, front door by dining hall in KS1 and side door of KS2 on arrival, directing pupils to home stations. On arrival, students move straight to classrooms.</i> <i>Extend drops and stagger pickups to avoid this.</i> <i>Communication with parents to advise on this.</i>	<i>All staff</i>	<i>2/9/20</i>	<i>L</i>
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Lack of clarity around breaches of routines and protocols in place for safety</i>		<i>Handwashing and cleaning (if needed)</i> <i>Conversations with parents</i> <i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i> <i>Clear expectations in behaviour policy</i> <i>Home/school agreements</i>	<i>All staff</i>	<i>2/9/20</i>	<i>L</i>
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Assemblies mean children gathered together.</i>	<i>H</i>	<i>No assemblies to take place in traditional sense. PSHE sessions and singing in groups instead.</i> <i>Assemblies can be held via zoom into each classroom OR be held in year groups.</i>	<i>HT</i>	<i>On going</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.	<i>Parents enter site or attempt to.</i> <i>Lack of handwashing or not following guidance given.</i>	<i>M</i>	<i>Communication with parents about their access to school. Make clear that breaches of social distancing and plans for safety may result in them not being allowed on site.</i> <i>Hand sanitisation points across school.</i>	<i>SLT</i> <i>HT</i> <i>DHT</i>	<i>2/9/20</i>	<i>L</i>

				<i>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</i> <i>Behaviour expectations during covid-19 period on website.</i>			
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	<i>Children attempt to use playground equipment that is not cleanable e.g. outdoor gym, gym trail, pirate ship</i>	H	<i>Static equipment can only be shared between one bubble.</i> <i>Have “outdoor” play equipment for each bubble ready organised for each bubble/year group.</i> <i>Any apparatus which is shared between groups MUST be cleaned down with disinfectant between uses.</i>	DHT Overseen and controlled by all staff	2/9/20	L
	Consideration for resources brought to and from school by pupils.	<i>Children bring items to and from home to school which increases risk of spread</i>	H	<i>No show and tell or bringing in unnecessary equipment from home to/from school and home.</i>	HT to communicate All staff to regulate	2/9/20	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			<i>Contact made with parents who we know use public transport to ensure they have no other option and know how to keep safe.</i>	Pastoral team	22/7/20	

Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>School kitchen has been running on limited capacity and usage.</i>	<i>M</i>	<i>Liaise with catering team re availability to work. Establish Autumn menu Establish set up for running of lunches.</i>	<i>SBM with Catering</i>	<i>22/7/20</i>	<i>L</i>
	Summer Holiday Food vouchers for eligible CYP ordered.	<i>Pupils could go at risk of not enough food</i>	<i>H</i>	<i>Office and SBM to ensure vouchers for 6 weeks are ordered/placed. Continue to use Edenred scheme</i>	<i>SBM</i>	<i>17/7/20</i>	<i>L</i>
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	<i>Children in same place without distance. Dining hall cannot cater for all pupils safely. Children mix with other groups. Eating is increased risk due to touching of mouth.</i>	<i>H</i>	<i>Lunch will be taken in “bubbles” in either the dining hall or the main hall for KS1 and KS2. Lunch time split into “eating” time and “playing time”. Staff allocated to each bubble/group. Staff lunches will be at different times to accommodate the support needed to run a safe lunch time in bubbles. A full lunch menu will be on offer. School dinners will be taken to the child/table for ease and to reduce movement and time. Staff will assist in this.</i>	<i>SLT Catering LSAs Middays</i>	<i>2/9/20</i>	<i>L</i>
	Organise plan for FSM to those eligible through benefits for any school –closure period or isolation.	<i>No access to food if school bubble or whole school closed</i>	<i>H</i>	<i>Food parcels organised with Barleylands and topped up with Asda shopping. Establish who is eligible. Contact those who are eligible and off for 5 days of more with covid (parcel each week).</i>	<i>SBM HT</i>	<i>By 30/9/20</i>	<i>L</i>

	Kitchen remains clean and food prep surfaces clean	<i>Other staff may contaminate areas. Visits through kitchen pose risk</i>	<i>M</i>	Staff should not enter or use kitchen other than kitchen staff or breakfast club staff. This avoids any contamination of food.	<i>Catering</i>	<i>2/9/20</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>No PPE in school.</i>	<i>M</i>	Order additional soap, sanitiser, tissues, and paper towels. Have disposable aprons and gloves for dealing with any suspected contamination or direct touching (intimate care and first aid). Disposable face masks available for intimate care and for administering first aid and also if there's a suspected case of Covid-19. Purchase of non-contact thermometer	<i>HT with finance</i>	<i>22/7/20</i>	<i>L</i>
	Clarity around use of face masks to reduce spread face masks	<i>Lack of clarity Face masks not worn or pupils wearing them and</i>	<i>H</i>	For Larger gatherings of staff, face masks to be worn if within 2m of one another – staff meetings and ISET training. Children DO NOT need to wear facemasks due to them not being able to maintain the correct usage of them – touching etc. Any parent visiting the school to wear a face mask beyond the school office. Any parent meetings within school – all adults to wear a face mask. Visors available for those working closely with young children who may be sneezing a lot.	<i>All staff</i>	<i>2/9/2020</i>	<i>L</i>
	Approach to confirmed COVID19 cases in place: during school day	<i>Staff unaware of symptoms</i>	<i>H</i>	Ensure all staff are aware of symptoms.	<i>SLT</i>	<i>2/9/20</i>	<i>L</i>

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>Staff unaware of procedure or action</i></p>		<p>All staff to report to HT (or DHT) in her absence.</p> <p>Staff to follow guidance. Staff/pupil to be taken to SLT room (away from main areas and easy to wipe down) – sit on allocated plastic chair. Anyone supporting the victim AND the victim to wear face mask. Call for parents straight away or send staff member home straight away if it is staff with symptoms. Keep social distance at all times</p> <p>Clean/santise area where child or adult has been waiting and where they have been. Follow guidance in appendix 1. Follow guidance on cleaning in non-healthcare settings by DFE https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			
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	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>Not knowing there is a case.</i></p> <p><i>Lack of communication.</i></p>	H	<p><i>Parents to know that we need to be informed if there is a case in the household.</i></p> <p><i>Parents to inform us of child within school having a confirmed case.</i></p> <p><i>Any staff who are confirmed to liaise immediately with the headteacher.</i></p> <p><i>Follow guidance in appendix 1.</i></p> <p><i>Home school agreement sent out in September for start back to school.</i></p> <p><i>Any new starter to receive home school agreement.</i></p> <p><i>Procedure email sent out to all parents and staff.</i></p> <p><i>Regular reminders in newsletters.</i></p>	SLT	2/9/20	L
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>							
	Approach and expectations around school uniform determined and communicated with parents.	<i>Children turn up in non-uniform or inappropriate wear</i>	H	<p><i>Communicate expectations clearly to all parents.</i></p> <p><i>Ensure follow up calls made if pupils not dressed appropriately.</i></p> <p><i>Support parents who have any uniform issues – spare clothing.</i></p>	SLT and staff to communicate and uphold	<p>By 3/9/20</p> <p>7/9/20</p>	L
	Changes to the school day/timetables shared with parents.	<p><i>Parents unclear about how the school day works</i></p> <p><i>Parents bringing children too early or picking up late</i></p>	H	<p><i>Communicate timings clearly to parents.</i></p> <p><i>Chase any late arrivals and any late pickups.</i></p>	HT And office staff	<p>22/7/20 reaffirmed</p> <p>4/9/20</p>	L

	<p>All students instructed to bring a water bottle each day. Water fountains not in use.</p>	<p><i>Children needing drinks risks contamination of cups.</i></p>	<p>H</p>	<p><i>Parents aware of need for child to bring water bottle to school.</i> <i>Ensure water bottles are good size.</i></p> <p><i>Have jug of fresh water and some disposable cups in each classroom in case.</i></p>	<p>SLT</p> <p><i>Regular checking and communication by all teaching and support staff</i></p>	<p>7/9/20</p>	<p>L</p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	<p><i>Children not ready to return</i></p> <p><i>Unsure of new setting arrangements</i></p>	<p>H</p>	<p><i>Lots of PSHE activities</i></p> <p><i>Story times used to elicit emotions and help talk.</i></p> <p><i>Celebrate some of the activities children have been up to.</i></p> <p><i>Find common goals, activities and experiences that bind them.</i></p> <p><i>Young children, plenty of action singing to unite the together.</i></p> <p><i>Circle time.</i></p> <p><i>Communication to all staff makes clear what is expected for staff and for pupils.</i></p> <p><i>Priority is keeping children safe, emotional support and childcare.</i></p>	<p><i>Class teachers to plan</i></p> <p><i>Teachers and HLTAs to deliver</i></p>	<p>4/9/20</p>	<p>L</p>

				Meet the teacher shares expectations – share curriculum plans.			
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Children unsettled and emotionally insecure	H	<p>Pastoral/inclusion team ready to support children and families where needed and signpost to other agencies. Additional PSHE type activities.</p> <p>Stories with social messages and that encourage discussion and time to talk and reflect. Curriculum offer to include lots of PSHE and stories. Bereavement policy updated.</p>	Teachers Pastoral team	2/9/20	M
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 	Families struggling to support themselves. Lack of access to food or housing	H	<p>Inclusion support continue to make contact with our most vulnerable pupils. Continue to share with parents via newsletter about the wider support we can give.</p> <p>Continued liaison with social workers and parents of vulnerable and near-vulnerable families.</p> <p>Signpost to St. Andrew's church food bank support.</p>	Inclusion/ pastoral team	On going	M
Remote Education contingency plan	All students have access learning and remote learning offer is available to be switched on as a contingency when needed.	This is likely if isolation of a bubble occurs due to a positive case of Covid-19	H	<p>Each week have "contingency package" for home learning. Know relevant areas on Purple Mash. Email PPTs and resources to support. Signpost to TV support packages and any other digital learning that doesn't require touch e.g. through Sky or digital TV. Purple Mash subscription purchased.</p> <p>Keep links to support resources on website.</p>	Teachers to coordinate Office staff to inform of parental concerns	2/9/20	M

				See contingency education plan			
<p>Transition into new year-group</p> <p><i>What will need to be different this year because of COVID19?</i></p>	Online/ website support for families and young people around transition.	<p><i>Pupils unsure about what the transition looks like and how to prepare.</i></p> <p><i>Pupils worried about their “new teacher” or class</i></p>	H	<p><i>Transition info shared with new classes.</i></p> <p><i>Transition booklets for SEN and vulnerable pupils.</i></p> <p><i>New intake – received booklets.</i></p> <p><i>All pupils to have received info on “welcome to year....” And details of curriculum.</i></p> <p><i>New curriculum info on Website.</i></p>	SLT	<p><i>20/7/20</i></p> <p><i>4/9/20</i></p>	M
Safeguarding	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	M	<p><i>Review the CYP’s risk assessment to identify any support or arrangements needed for their return to school.</i></p> <p><i>Risk assessments for identified children completed and shared with parents before starting back</i></p>	L		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff unsure of procedures or how to support children</i>	M	<p><i>Staff training during INSET to cover wellbeing and supporting pupils returning.</i></p> <p><i>Share reminders with staff about possibility of increased disclosures.</i></p> <p><i>Remind staff that wellbeing and care is the most important thing in settling our children back to education (Maslow’s theory)</i></p>	HT, DHT and Senco	2/9/20	L

	Updated Child Protection Policy in place.	<i>Child protection policy does not fit current purpose or needs of school</i>	<i>L as policy already updated</i>	<i>CP policy reviewed and in line with KCSIE 2020</i> <i>Staff training whole school on Level 2 safeguarding (INSET in sept)</i> <i>DSL level 3 training 4th September.</i>	<i>HT DSL</i>	<i>4/9/20</i>	<i>L</i>
	Work with other agencies has been undertaken to support vulnerable CYP to return to school.	<i>No contact with outside or other agencies</i>	<i>L</i>	<i>Continue to work with all outside agencies as necessary</i>	<i>Inclusion and DSLs</i>	<i>On going</i>	<i>L</i>
	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>Physical contact to support behavioural needs (emotional or physical)</i>	<i>M</i>	<i>Review and revisit individual risk assessments and consistent management plans.</i> <i>Ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</i> <i>Review care plans in light of physical contact and ensure they are updated with PPE advice. (Inclusion team)</i>	<i>Inclusion/ Senco</i>	<i>7/9/20</i>	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	<i>No planning in place for pupils. Planning not suitable for year group/pupils. Different provision for different groups.</i>	<i>M</i>	<i>Follow Curriculum guidance set out for Fairhouse (and in line with Trust).</i> <i>Prioritise Reading, Writing, Maths, PE, PSHE</i> <i>Continue to provide broad curriculum focussing on gaps</i> <i>Interventions in place as necessary</i> <i>Diagnostic assessments of core characteristics of reading, writing and maths.</i>	<i>Teachers</i> <i>SLT to make expectations clear</i>	<i>3/9/20</i>	<i>L</i>

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sports • Practical science lessons • DT/ FT 	<p><i>Unsafe activities. Activities planned that require too much social contact or without appropriate resources or safety.</i></p>	M	<p><i>Usual health and safety procedures remain in place. Class teachers to risk assess all activities planned in the usual way. Considerations to be highlighted by staff member if they are concerned – safeguarding is everyone’s priority and responsibility. Whistleblowing in place if needed.</i></p> <p><i>Activities planned to be sensible in reduced contact where possible.</i></p> <p><i>PE lessons to be outside as much as possible. Reduce contact within lessons where possible.</i></p> <p><i>PE resources and practical resources to be shared among the “bubble” and not between bubbles unless they are cleaned/disinfected in between or a suitable 72 hour period in between.</i></p>	Teachers and those delivering learning	3/9/20	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/ outcomes 	<p><i>No consideration given to curriculum offer at this point</i></p> <p><i>Staff not aware of lesson delivery or group delivery</i></p> <p><i>No consideration for well-being and PSHE</i></p>	L	<p><i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p>	Teachers	2/9/20	L

	Student behaviour policy reviewed to reflect the current circumstances.	<p><i>Behaviour policy does not take account of additional stay safe needs</i></p> <p><i>Policy does not reflect awareness or risks associated with group mixing or reduced staffing issues</i></p>	M	<p><i>Interim behaviour policy and procedures in place for this period.</i> <i>Review main behaviour policy in line with interim measures</i></p> <p><i>Share with all staff, parents and with Governors.</i></p> <p><i>Staff must communicate the exceptional guidance or “rules” that children need to abide by for now.</i></p> <p><i>Risk assess any serious breaches to this on an individual level for children with more exceptional behaviour issues.</i></p>	DHT	By 4/9/20	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.	<i>No awareness of the provision for EHCP pupils in school</i>		<i>Handover from current Senco to interim senco.</i> <i>Staff training for all staff via Senco</i>	Senco	22/7/20 20/9/20	L
	Annual reviews.	<i>Annual reviews missed and information not shared/updated.</i>	M	<i>Continue with annual reviews – remotely where needed.</i> <i>Liaise with SEND operations team if difficulties or uncertainties.</i> <i>Trust Senco supporting SEND and leading with ECHs.</i>	Senco	On going	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>		M	<i>Individual risk assessments in place where needed.</i> <i>Amendments made to Individual Support Plans (ISPs) and One plans where needed.</i> <i>Communication with parents/pupils and class teacher.</i> <i>Support from inclusion/pastoral team as necessary.</i>	HT Senco DHT	On-going	L

Attendance	Approach to promoting and supporting attendance for all pupils, including those who may be anxious.	<i>School do not know who we are expecting. Not knowing who should be attending day to day. Vulnerable children could slip through the net. Inconsistent attendance.</i>	<i>H</i>	<i>Share attendance expectations with all parents.</i> <i>Continue to promote attendance in school with rewards for above 98% and best class attendance.</i> <i>Support for Essex senior attendance advisor for attendance officer</i> <i>First day calling for all pupils. Home visits where no contact made. Follow attendance policy.</i> <i>Make contact with those who are particularly anxious (those not coming for meet the teacher sessions) to discuss concerns and plan for September.</i>	<i>Office and attendance officer</i>	<i>7/9/20 And ongoing</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.	<i>Low attenders continue not to attend</i>	<i>H</i>	<i>Follow school's attendance policy and procedures.</i> <i>Seek support from senior attendance advisor from Essex for more challenging families/circumstances.</i> <i>Keep in contact with families vulnerable to low attendance. Sign post families to support networks including school nurse.</i>		<i>7/9//20 On going</i>	<i>M</i>
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Staff unsure about plans for reopening and unsure of how the operations and safety measures</i>	<i>H</i>	<i>Consult plans with staff so that voices are heard and there is a wider range of considerations brought forward.</i> <i>Email out the expectations and plans to all staff so they are clear about their role, their group and the expectations – for pupils, for</i>	<i>SLT</i>	<i>By 22/7/20</i>	<i>L</i>

				<i>themselves and are clear about the safety measures above all else.</i>			
	Governors consulted on full opening plans.	<i>Governors not aware of plans for full opening. Governors not aware of safety measures and procedures in place – for which they are responsible.</i>	<i>H</i>	<i>Email Governors to share the proposed plan and inform them of the processes of consulting with staff.</i> <i>Share risk assessments so Governors are aware invite responses or considerations.</i> <i>Risk assessment to be agreed by governors.</i>	<i>HT</i>	<i>Shared by 22/7/20</i>	<i>L</i>
	Union representatives consulted on full opening plans.		<i>H</i>	<i>No current union representatives in school.</i> <i>Share plans with Trust who liaise with unions.</i> <i>Refer to Union concerns within risk assessment.</i>	<i>HT</i>	<i>22/7/20</i>	<i>L</i>
	Communications with parents: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered pick ups • Expectations when in school and at home (if self-isolating is necessary) 	<i>Parents not aware of reopening or clear on policy and procedure</i>	<i>H</i>	<i>Ensure parents know the plans for full opening and what to expect.</i> <i>This can be emailed out.</i> <i>Clarity on:</i> <i>Organisation of classes and bubbles</i> <i>Staffing</i> <i>Lunch offer and arrangements</i> <i>Uniform</i> <i>Drop off and pick up</i> <i>Social distancing and safety measures</i> <i>Curriculum structure (generic)</i> <i>Guidance on pick up/drop off for parents</i> <i>social distancing</i> <i>Guidance on requesting information/discussion/communicating with staff.</i> <i>Include guidance for all parents – including those who may be isolating due to partial closure</i>	<i>HT and office</i>	<i>By 3/9/20</i>	<i>L</i>

				Offer for parents to contact the school if they have questions. Add detail to Website.			
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Extended start times Expectations when in school and at home (if self-isolation is necessary) Travelling to and from school safely 	<i>Children do not understand how the school day will look and where they can/can't go. Don't understand rules and reasons why social distancing are needed.</i>	H	Remind children where hand washing points are in their location and how to wash them properly. Remind of hand sanitisation points. Talk children through the day and the areas they can use.	Teaching and support staff	7/9/20	L
	On-going, regular communication plans determined to ensure parents are kept well-informed	<i>Parents not kept informed of what is going on or what is happening at school</i>		Letters, website updates, social media Update on in-school and continue to encourage parents to share what is going on at home. Information for ALL parents.	SLT and office	On going	L
Governors/ Governance	Meetings and decisions that need to be taken prioritised.	<i>Meetings do not take place due to physical restraints. Governors do not know what is happening.</i>	H	Virtual governing body meetings to continue. Agendas to continue. Regular communication.	HT with Governors	Virtual meetings in place.	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.	<i>Governors are not clear about their role, especially in the health and safety issues.</i>	H	Communication via email. Plans shared and consulted on – organisational and risk assessment. Governors to continue to receive weekly updates via email and the weekly newsletter.	Governors and HT	By 9/9/20	L

	Approach to communication between Leaders and governors is clear and understood.	<i>Governors not clear on the risk assessment process.</i>		<i>Regular contact with chair of Governors.</i>			
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	<i>School calendar does not take account of current situation. Planned activities do not get cancelled and costs incurred.</i>	<i>M</i>	<i>School trips cancelled and any other activities on hold. All planned visits will be risk assessed</i>	<i>SBM, finance and office</i>	<i>On going</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Costs occurred are not documented and Could put finance at risk</i>	<i>M</i>	<i>Finance team working alongside Trust to document any additional costs incurred: PPE, FSM, cleaning equipment, overtime etc.</i>	<i>Finance</i>	<i>On going</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>Claims not submitted or submitted in time. Missed income.</i>	<i>M</i>	<i>Submitted and collated in time.</i>	<i>Finance</i>	<i>Ongoing</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Wider implications not clear and miscalculated costs.</i>	<i>M</i>	<i>Notes made in budget and finance reports. Finance and School Business Manager (SBM) to calculate true cost including loss of income from clubs/breakfast/meals/lettings in addition to FSM, PPE, cleaning equipment etc. This to be taken into account when setting budget for next year.</i>	<i>Finance and SBM</i>	<i>Ongoing</i>	<i>L</i>
	Insurance claims, including visits/trips booked previously.	<i>Claims not made and school suffers penalty costs or incurred costs.</i>	<i>M</i>	<i>Refunds organised.</i>	<i>Finance/SBM</i>	<i>By 9/5/20</i>	<i>L</i>

	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 	<i>Catering not organised</i>	<i>H</i>	<i>These contracts continue.</i> <i>Organise ABM contract to restart operations – SBM to meet with Catering manager from ABM.</i> <i>Seek amendments to charges from ABM catering due to their staff being furloughed from end March until end May.</i> <i>Ensure L&L cleaning contract is ready for full cleaning schedule (has been since 1st June)</i>	<i>SBM</i>	<i>By 29/5/20</i>	<i>L</i>
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>Availability of wider support</i>	<i>M</i>	<i>Support from Trust on-going.</i> <i>Support from other partnerships still in contact.</i>	<i>SBM</i>	<i>On going</i>	<i>L</i>
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	<i>Clubs must be planned for to prevent cross bubbles and staffing</i>	<i>H</i>	<i>Breakfast club to be booked in advance.</i> <i>Limited spaces for each year group</i> <i>Each year group bubble to be placed on own table within area, each table to be kept apart by at least 2 M. Ks1 in KS1 dining hall</i> <i>KS2 in KS2 dining hall.</i> <i>Breakfast and resources taken to children</i> <i>Children and kept separate to other year group resources.</i> <i>Children to stay at tables per bubble. KS1 children to use their own class toilet.</i> <i>KS 2 bubbles to use the lower school toilets.</i> <i>Clean down/disinfect areas between usages.</i> <i>Review after school clubs by 2/10/20 but keep each club to a year group/bubble offer.</i>	<i>Breakfast club staff</i> <i>SLT</i>	<i>On going</i> <i>Shared plan before 7/9/20</i> <i>2/10/20</i>	<i>L</i>

CONTROL MEASURE	CONTROL STAGE Importance	ACTIONS /NOTES	Person responsible	By when/How often
Tissues for Each Class	high	<p>Ensure adequate stock levels of tissues for each class / office</p> <p>Replenish as needed</p> <p>Staff to also self-replenish from stock</p>	Site manager Cleaning team	daily
Alcohol based gel/sanitizer/foam in each class	high	<p>Additional dispenser fitted in main entrance Ensure dispensers and full from the start of each day</p> <p>All children to use this (or have washed hands) before lunch daily</p> <p>Ensure adequate stock levels</p>	Site manager Cleaning team	Daily checking
Good Personal Hygiene		<ul style="list-style-type: none"> • Inform parents of hygiene expectations and to discuss with children; • Classes to teach children hand washing techniques • Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) • Children to wash or sanitise hands regularly throughout the day – before play and after play, before and after eating lunch. Before exiting the room and on re-entering the room. • Plenty of access to tissues in the classroom and ensure these are used – catch it, bin it, kill it (wash hands). • Ensure stock of sanitising products/spray in each classroom (stored well away from children) and gloves and paper towels for cleaning. • Hand sanitiser in all classrooms. • Bins emptied at least daily. • Lidded bins in classrooms • Windows open in every room to aid ventilation. • If first aid or imitate care given, please use PPE, including face mask, gloves, apron. • Stack of face masks and gloves to be left in each classroom for any intimate care of first aid given. • Face coverings to be worn in meeting with any parent (by parent and by staff) • Face coverings to be worn in staff meetings or gatherings of staff for more than 15 minutes or where 2M distancing cannot be adhered to • Distribute key information posters • Clear rules and guidance shared with children and staff • Communicate expectations to parents and carers through letters 	Staff/HT/SLT	By 7/9/20 And on going
Cleaning standard		<p>Frequent cleaning of:</p> <ul style="list-style-type: none"> • Door handles/door plates • Taps • Toilet flushes • Toilet locks 	HT/Site manager	Daily

		<ul style="list-style-type: none"> • Light switches • Chairs/arm rests • Tables, including edges and legs (where likely to be touched) • Stairwell handrails • Doors and door frames • Any other frequently touched surfaces <ul style="list-style-type: none"> • Staff and children's desks should be kept completely clear to enable cleaners to disinfect the full surface area • Use virabac grade cleaner • Use steri-7 Xtra high level biocidal wipes on photocopiers, Inventory sign in and children's computers each day. 		
Additional touch point		Handles and rails to be cleaned at mid points during the day (beyond L& L cleaning) (see below)	HT/Site manager	Daily
cleaning daily		Handles and rails to be cleaned at mid points during the day at 10, at 11.30 at 1 pm at 2.30 4.00 pm	Site team	Regularly as recorded
School visitors and site users		Compulsory handwashing / use of gel before entering school; Inform them of new requirements and risk of suspension of use Informing us of any suspected or confirmed cases by any users	Office admin	Daily

Appendix 1

Updated procedures for confirmed and unconfirmed cases of coronavirus

Symptoms of the virus may include one or many of the following:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If anyone becomes unwell with a new, continuous cough or a high temperature in school, they must be sent home. While they wait to be collected, they must sit in the SLT room on a plastic chair. Any staff dealing with the child should wear PPE.

- Sanitise the immediate area (SLT room) and class base where child has sat
- Ensure testing is arranged for those feeling unwell <https://www.nhs.uk/ask-for-a-coronavirus-test>
- The person who has symptoms must not return to school for 10 days unless they have proof of a negative test for covid.

Suspected case or symptoms

If a child or staff member at home begins to feel unwell with symptoms of covid, the parents or staff member must report this to the school immediately and seek a test for their child/themselves. Anyone displaying symptoms must stay home and isolate for 10 days unless they are tested negative for covid 19.

If anyone in the child's family is unwell with symptoms, they must seek a test. The child or the staff member can still attend school unless the person in their household tests positive.

Confirmed cases of Covid-19

- If a test is confirmed positive for a child who has been attending school or for a member of staff, the bubble and staff within it must isolate for 14 days from the last day of contact with the infected person.
- Headteacher to contact local PHE health protection team [PHE health protection team](#) immediately and follow their advice
- If we do not receive an outcome of the test or if the parent chooses not to test the child with symptoms, the child must self-isolate for 10 days from the onset of the symptoms
- If a child or a member of staff lives with someone who tests positive, they must isolate for 14 days from the onset of the infected person's symptoms. Other children/staff in that bubble do not need to isolate unless the child or member of staff themselves are confirmed positive through testing.

If a child or staff member that has had suspected symptoms has a test that proves negative, they can return to school. If the test is positive, the group/bubble will be sent home to isolate for 14 days from the last date of contact with the infected person. If a child or staff member is in a group that has been sent home and then develops symptoms themselves, parents/staff must inform us immediately and arrange a test. The new suspected infected person must then isolate themselves for 10 days from the onset of the symptoms and their household must isolate for 14 days from there onwards.