

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT – YSGOL PENRHYN NEW BROUGHTON C. P.

Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Logistics	Accommodation	<ul style="list-style-type: none"> School capacity calculation 	5	4	20	<ul style="list-style-type: none"> Capacity calculations suggest that a standard 56 m² could accommodate 8 learners under 2 metre social distancing. Not all classes have 56m² therefore groups of 8 will not be possible in all classes. Years 2 and 3 are the smallest spaces which can accommodate a maximum of 7 pupils. Having divided the capacity of the room by 7 (based on 56m² allocating 8 pupils) The capacity of the school will be up to 30% of pupils to attend, while social distance guidance remains at 2m. The average classroom, with furniture and staff, will be 6 learners. Timetables have been devised so that class bubbles do not mix, nor interact when outside the classroom. Learners will be in school for 3 days in total, on a rota basis. 	2	4	8	<ul style="list-style-type: none"> LAs have capacity data and it may be possible to run a variety of models as the advice on social distancing matures with the prevailing scientific advice. In primary schools, WG guidance recognises that it is not practicable to expect learners to maintain social distancing of in lines with guidance. All staff will seek to ensure some distancing between learners. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower. Practitioners will recognise that younger children will not be able to maintain social distancing at all times but we will seek to maintain some distancing where possible. 	Staff	Yes
Logistics	Accommodation Function	<ul style="list-style-type: none"> Health and safety requirements related to school classroom and use of space within the school. 	4	4	16	<ul style="list-style-type: none"> As Ysgol Penrhyn has a SLA with the LA, the school has been deep-cleaned (and inspected on 23.6), following this a timetable and controls related to cleaning, hand washing, toilets, catering and social space usage has been produced, and will be followed. 	2	4	8	<p>School has remained open to key workers throughout lockdown ensuring Health and Wellbeing of staff and pupils has been prioritised.</p> <ul style="list-style-type: none"> SLT will ensure that all the necessary health and safety checks continue to be undertaken such as Legionnaires' disease, fire alarm testing, etc. Deep cleaning of all classroom and learning areas (each Friday). We will need to liaise with Health and Safety advisers for a comprehensive assessment. 	HT/ Caretaker	Yes

Logistics	Transport, Access to Site and Car Park	<ul style="list-style-type: none"> • Very school specific, ranging from minimal requirements with the majority living within 3 miles with safe travel to school to schools that require the majority of their learners to be transported to school. • In addition, consideration needs to be given to vulnerable learners requiring bespoke arrangements. 	3	4	12	<ul style="list-style-type: none"> • Employees should attend the workplace on foot or by using personal mode of transport in preference to public transport. • Employees should not car share (unless in same household). • Physical distancing must be observed in the car park with adequate space between vehicles therefore likely reduced car park capacity. • Learners and parents / carers should attend the school on foot or by using personal mode of transport in preference to public transport. • Learners and parents / carers should not car share with other families. • Physical distancing must be observed in the car park / drop off points with adequate space between other people / vehicles. • Learners travelling by taxi transport will be subject to social distancing rules. 	2	4	8	<ul style="list-style-type: none"> • Gates for entry will be clearly identified for each year group and all others locked. Parents have been informed how to access the school for each Year group, and the key worker group. Each 'bubble has a separate entrance, to ensure that there is no interaction between groups. A map showing these entrances has been circulated to staff and parents \ carers. • For 1 child using a taxi, access to the staff car park is permitted. 	SLT	Yes
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Learners & Staff	Identification of learners to reintegrate	<ul style="list-style-type: none"> •Currently working on Welsh Government (WG) definition of vulnerable and key workers - current numbers requiring support increasing. 	5	4	20	<ul style="list-style-type: none"> • Needs led reintegration. • The keyworker\vulnerable group will remain together using the school hall, and the top yard. • Individual risk assessments of all learners with care plans\behaviour issues have been amended to reflect Covid 19 specific issues. • An additional rota has been produced for pupils in the key worker\vulnerable group to ensure that this group have access to school from 8am until 5pm Monday – Friday. • All groups will remain separate from each other. 	2	4	8	<ul style="list-style-type: none"> •Reintroduce learners in blocks of cohorts. Each year group will be split into 3 groups. Each group will attend Monday-Wednesday, with Thursday and Friday available web based learners, including feedback to learners. This time will also be used for deep clean. • Siblings will be invited to school on the same week rota. 	SLT	Yes
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Learners & Staff	Clarifying purpose of educational attendance on school sites	<ul style="list-style-type: none"> Standard attendance demands will be difficult to enforce as the wishes of parents / carers will vary significantly in relation to their expectations about the safety and security of their children under a re-engagement programme. 	3	4	12	<ul style="list-style-type: none"> Schools will need to liaise with their LA to determine the guidance and expectations to be shared with parent / carers and to create the checking and follow-up procedures if they feel that learners are falling outside of these expectations. Staff will continue to retain contact with those not returning to school after 29th June through SeeSaw and Microsoft Teams. 	2	4	8	<ul style="list-style-type: none"> This should be a process of encouragement rather than enforcement, unless it falls under a safeguarding concern. No-one with Covid-19 symptoms should attend Ysgol Penrhyn New Broughton CP for any reason. Eligible children – including priority groups - should be strongly encouraged to attend school, unless they are self-isolating or they are vulnerable (in which case they should follow medical advice). If someone in their household is vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. A record of attendance will be kept and families should notify their school if their child is unable to attend. This will help schools, settings and local authorities understand any barriers to learners returning to school and identify any further support needed. At this stage we would not expect parents to be fined for non-attendance. We will continue to inform social workers where children with a social worker do not attend. 	HT	Yes
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Learners & Staff	Staff Availability	<ul style="list-style-type: none"> • Due to rota system, staff availability is currently appropriate. • Around 9% are shielding and 4% unavailable for work for other reasons. • 32% of staff have school aged children. 	3	3	9	<ul style="list-style-type: none"> • As contact with more learners increases so the risk of staff requiring self-isolation increases. • Staff with asthma and/or other medical conditions are less likely to attend work - national guidance to be followed. • Staff who suffer with anxiety may find it difficult to attend work without reassurances. • School has Identified staff who are home working and staff available to work in school. • School has Identified staff with childcare responsibilities and have worked suitable rotas. • Provision for learners in school and at home to be the same e.g. pick and mix, a few daily focus tasks and/or thematic project presented electronically. • Staff will be given time each Thursday to plan and respond to learners tasks, and stay in touch with those learners not returning to school. 	2	3	6	<ul style="list-style-type: none"> • 1 member of staff (SE) has received a shielding letter should not be present at this time (in accordance with WG). National / local guidance on asthma / other medical conditions to be followed. • A bubble of 8 maximum per year group across both Key Stages can be accommodated. 	HT	Yes
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Learners & Staff	Risk assessing vulnerable staff and learners (vulnerable to catching Covid-19 and/or due to lack of school contact)	<ul style="list-style-type: none"> Schools have an understanding of staff and learners who are defined as 'vulnerable' under the prevailing demands and have safety measures in place. 	2	4	8	<ul style="list-style-type: none"> School has a list of staff and learners who are defined as 'vulnerable'. This will need to be updated as this dynamic situation changes and any adjustment to status will need to be communicated in advance of the new status taking effect. Groups or individuals defined as 'vulnerable' have bespoke risk assessments relating to Covid 19 specific issues. If any learners or staff use medication, we will make sure that it is kept at school and not sent home to avoid possible contamination. 	2	4	8	<ul style="list-style-type: none"> 2 members of staff vulnerable staff, 4 children identified in Key Worker bubble. Timetables and rotas support staff's well-being, with provision for staff to have breaks as they need them. Staff are encouraged to share worries and concerns with SLT. School has also bought into a counselling service available for all staff. SLT have contacted every member of staff following an agreed proforma for consistency to reassure and answer any concerns and reduce anxiety. Staff will be encouraged to leave the site at agreed times to ensure that social distancing is maintained. The staff-room will remain available for use as a 'quiet space' as required. 	HT	Yes
Learners & Staff	Display of symptoms in school – Employees, Learners, Parents / Carers	<ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. 	2	4	8	<ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. If anyone becomes unwell when in school they must leave school as soon as practicable and follow self-isolation guidelines. School to monitor sickness absence of learners and report any suspected incidence of Covid-19 symptoms to LA. Any pupil showing signs of any symptoms will be isolated in the meeting room next to the main entrance, with the window left open to ensure good circulation of air. 	2	4	8	<ul style="list-style-type: none"> Staff/pupil showing symptoms should isolate in meeting room by reception office until they can be collected and taken home. School will adhere to all guidance related to signs and symptoms of Covid 19, and will follow advice from PHW These need to be fully understood by both staff and parents / carers, via schools normal communication tool. Anyone displaying symptoms should stay at home for seven days. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill. 	HT	Yes

Learners & Staff	Injury to learners on site	<ul style="list-style-type: none"> If learner is injured in school, staff would attend to injury or arrange for learner to see doctor or visit hospital. 	2	4	8	<ul style="list-style-type: none"> If attending to any wounds, etc school staff to use Personal Protective Equipment (PPE) at all times. Trained First Aiders and Safeguarding Officers are available at all times. Ask parent / carer permission for learner to attend doctors surgery or hospital during pandemic. If in any doubt (or if not able to contact parent / carer) contact NHS 111 / Emergency Services for advice. 	2	4	8	<ul style="list-style-type: none"> 2 bubbles to be within ear shot to offer support if it should be required. 'Floating' adults will also be near and available if required. Emergency service should be called for some serious incidents, if in doubt contact 111. HT willing to go to hospital if parent / carer could not collect the learner. Staff should not transport pupils to hospital, an ambulance should be called if this is necessary. 	HT First Aiders	Yes
Learners & Staff	Access to Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Limited PPE equipment available to schools. 	5	4	20	<ul style="list-style-type: none"> School requires access to PPE stocks to support staff and ease anxiety. PPE required for close personal care until regulations relax. Guidance for the safe putting on and removal of PPE can be found on Dashboard which has been shared with all staff via Teams. PPE should be worn to administer First Aid and in the event of helping pupils with personal hygiene. Pupils will be reminded of the need for regular handwashing, and of the need for social distancing. 	2	4	8	<ul style="list-style-type: none"> <u>The latest Operational Guidance from the WAG also includes:</u> There is no need to use personal protective equipment when undertaking routine educational activities in classrooms. In suspected cases of coronavirus, gloves, aprons and masks should be worn. Fluid-resistant surgical masks and eye protection should be used if there is a risk to splashing to the eyes e.g. from coughing, spitting or vomiting. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been. For intimate care (e.g. washing, toileting, first aid), gloves and aprons should be used. Gloves and aprons should be used when cleaning surfaces contaminated with saliva or respiratory secretions. <p>See pages 16 -18 of the Guidance for full details.</p>	HT	Yes

Learners & Staff	School Uniform	<ul style="list-style-type: none"> Learners wear school uniform during normal school day. 	3	3	9	<ul style="list-style-type: none"> Children will not be asked to wear school uniform. They are however asked to ensure that pupils wear clean clothing each day Learners will be making greater use of the outdoors, therefore suitable clothing is encouraged. Clothes worn should be easily washable. 	3	3	9	<ul style="list-style-type: none"> Parents will be encouraged to send their child in either suitable outdoor clothing or P.E kit during warm weather. The wearing of school uniform is not statutory. It is important that this message is shared with all parents, this will be through the schools communication tool. Wearing suitable clothing could make working outdoors easier and also have a beneficial effect on learner wellbeing - easing transition into the 'new normal'. 	CT	Yes
Learners & Staff	Staff Dress Code	<ul style="list-style-type: none"> Current dress codes may not be practical. 	4	3	12	<ul style="list-style-type: none"> Staff have been asked to wash their clothes at the end of every day to reduce the potential for transfer of infection. A less formal dress-code than usual. 	2	3	6	<ul style="list-style-type: none"> Schools may wish to consider that a less formal dress code might be more appropriate - especially as learners could be encouraged to work outdoors. Clothes which can be washed and dries easily are preferable. No jeans please. 	All staff	Yes

<p>"The School Day"</p>	<p>Arrival at School</p>	<ul style="list-style-type: none"> • All transport (public and private) arrive at school and park in car park or on main road. • Cars may use drop off for older learners. • Younger learners (and some older learners) will be brought into school by parents / carers. • This can be a busy period outside the main building - dependent on context of school. 	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Clear established routines on entering the school - use of different entrances have been introduced. Parents have been asked to meet their children in specific areas to encourage social distancing. • Social distancing rules have been established once on school premises - from the gates onwards. Signage has been ordered. • Routes from gates to individual classes have been communicated to parents. • On entering the school, there are different access points for different learners. • All learners to wash their hands thoroughly prior to / or on entering the class. • All doors (apart from fire, toilet and security doors) will be left open to help circulate air. Wherever possible windows will be open to further aid air circulation through the building. This will also reduce contamination caused by touching handles. • Class teachers will open windows in their classes, caretaker to open available windows in toilets and communal areas. 	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Clear guidance for all on required social distancing on school premises. • Staff on rota for duty to supervise arrival. Reception enter school from Reception door, Yr 1 Nursery, Yr 2 Normal door, Yr 3 Normal door, Yr4 Main entrance, Yr 5 Normal door, Yr 6 Year 6 door. Children will be dismissed by class teachers in alphabetical order. Pick up will be at 2.30 pm. Key worker children to access hall through back doors to sign in. Car park to be roped off for safety so families can walk through. • Headteacher to be outside to encourage social distancing (and offer reassurance) at the beginning and end of the school day. • Each base will have a 'safety station' containing: hand sanitiser, anti-bacterial wipes, tissues, anti-bacterial spray and a roll of kitchen roll. 	<p>HT</p>	<p>Yes</p>
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"The School Day"	Arrival in Class	<ul style="list-style-type: none"> • A smaller number of learners means that very few learners are in each class. 	5	4	20	<ul style="list-style-type: none"> • All learners to wash their hands prior to / on entering the classroom. Then regular hand washing throughout the day. • Desks / furniture have been moved to ensure social distancing. • Each learner to have a designated workspace / area and equipment provided. All equipment will be stored in a tray on top of the desk. No equipment is to be brought from home • Clear routine for entering classroom to their allocated space will be shared and agreed with staff • Toilet breaks have been agreed. Support staff specific to each area will provide cover for any breaks outside the timetable. • Regular reminders of rules / guidelines throughout the day. 	2	4	8	<ul style="list-style-type: none"> • School will ensure that all staff and learners regularly wash their hands and that these facilities are in place. • They should be washed with soap and water for at least 20 seconds. • Staff will also ensure learners are reminded of effective handwashing techniques. • Regular handwashing will include: <ul style="list-style-type: none"> - on arrival at and when leaving the school - before and after handling food. -before/after handling objects/equipment that may have been used by others - where there has been any physical contact - after people blow their nose, sneeze or cough (with tissues being put in an allocated bin). <u>WAG Operation Guidance states:</u> • Hand sanitisers with at least 60 per cent alcohol may be needed. • Help should be given to learners who have trouble cleaning their hands independently. • Windows should be open to let in fresh air 	All staff	Yes
"The School Day"	Collective Worship and Assemblies	<ul style="list-style-type: none"> • Daily collective worship / assemblies as per school timetable. 	4	4	16	<ul style="list-style-type: none"> • No whole school / key stage collective worship or assemblies. • Collective worship to held in individual classes. 	1	2	2	Timetable to be produced.	CT	Yes

"The School Day"	Travel around School	<ul style="list-style-type: none"> Learners are supported by adults and reminded of social distancing expectations . Travel is minimal due to low numbers. 	4	3	12	<ul style="list-style-type: none"> No more than 30% of school population admitted at the same time, focus on WG priority groups for admission. Social distancing mapped and marked across school. Posters reminding of social distancing evident for all. Minimise travel around the school by staying in the same classroom throughout the day. Each group has their own entrance\exit reduces the need for a one way system. The normal routine of always walking on the left will be maintained. Establish routine / window for toilet breaks. All doors apart from fire, toilet and security doors to be kept open. Wherever possible windows will be open to further aid air circulation through the building Public areas are as clear and free from restrictions as possible. If weather is bad, reduce travel to classroom based activities only, unless toilet breaks needed. All doors / surfaces to be wiped regularly. 	3	3	9	<ul style="list-style-type: none"> Social distancing signs to be clearly displayed around school. Left side walking through corridors. Each year group will remain in their class base, other than when working outdoors. Coats and packed lunches to be kept in the classroom (base). This will limit the need to move from one area to another. (Key worker\vulnerable group will be based in the hall). Each group has a unique entrance\exit from the building, which is also to be used to leave the building to access outdoor learning. When possible lunch should be eaten outside (all pupils have been asked to bring their own packed lunch) If the weather makes this impossible lunch should be eaten in their own classroom\base. While outside are groups they will continue to be within their own 'bubble'. Pupils will work in the outdoors as much as possible. 	All staff	Yes
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<p>"The School Day"</p>	<p>Foundation Phase (FP)</p>	<ul style="list-style-type: none"> Potentially some learners may already be attending hubs if parents are key workers / vulnerable. Distance Learning (DL) currently in place for all FP learners. 	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> Timetables have been agreed, and areas designated to particular groups to ensure the risk of cross-contamination is reduced. Carpet / sitting time to be kept to a minimum. Availability of additional members of staff to deal with toileting, hygiene of equipment and personal hygiene throughout the school day have been assigned to specific areas. Learners have been allocated a bag of resources for their use only and a tray of items to use in practical experiential learning activities. Items to be sanitised after use. Large equipment e.g. bikes, scooters, cars, to be sanitised after use. Learners to come to school in clothing suitable for outdoor learning i.e. relaxation of school uniform - including hats and sunscreen. 	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> Consideration on classroom activities to be in place to take into consideration the learner:adult ratio. Consideration of handover procedures to FP parents at start and end of school day - Reception parents to collect their child from outside the reception class gate. Y1 to be picked up from outside the Nursery door. Y2 to be picked up from FS playground, this will work to ensure social distancing of adults and children. Pupils will be assigned an ICT device, these will be cleaned with anti-bacterial wipes at the end of each day. These devices will not be shared. 	<p>CT</p>	<p>Yes</p>
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"The School Day"	Break Times	<ul style="list-style-type: none"> • Break times are currently as and when needed, with fruit snacks available in common shared areas or classrooms. 	4	4	16	<ul style="list-style-type: none"> • Staggered break times for all classes • Lunch time reduced to 30 minutes • Each year group has their own entrance\exit • Appropriate level of staff supervision during break times. • Pupils to bring snack with them to eat in class\outdoors. The school canteen will be closed. • All learners to wash hands on return from break. • Ensure that learners who understand social distancing but choose not to follow are reminded of what is required. See non-compliance section. 	3	4	12	Staggered breaktimes for all class bubbles to encourage social distancing. Outdoor learning to be encouraged with allocated areas of field, top/bottom yard for each class bubble.	CT	Yes
"The School Day"	Lunch Time	<ul style="list-style-type: none"> • Lunch time is currently around midday with one or two sittings dependent on size of school. This limits social distancing. 	3	4	12	<ul style="list-style-type: none"> • Introduce staggered lunchtimes to ensure social distancing in the canteen. • Learners to bring in their own packed lunch and eat in classroom or outside. • Lunch time will be reduced to 30 minutes, meaning that the school day will also reduce by 30 minutes. • The canteen will be closed • Tables will be wiped down prior to lunch time. • Pupils and staff will wash their hands prior to eating • Each group has been allocated a specific area of the grounds to ensure social distancing. 	2	4	8	<ul style="list-style-type: none"> • Children to bring in own packed lunch and eat in classroom. FSM families have money paid directly to them, and will also be asked to bring packed lunches. • Staff have agreed to eat their lunch with their group. 	All staff	Yes

"The School Day"	Use of Staff Room	<ul style="list-style-type: none"> • Current practice in staff rooms will vary depending on how many staff are present. • Social distancing practice all ready in place in most cases. 	2	4	8	2	4	8	<ul style="list-style-type: none"> • Social distancing to be practised at all times. • One person to access food / drinks area at a time. • Reduce capacity of staff room seating to enable social distancing. • Food / drinks only to be prepared by individuals for own consumption. • No shared cutlery / crockery to be used. Individuals to wash / store own materials. • Any touch points on shared kitchen equipment e.g. microwaves to be cleaned before and after use. • Use of open waste bins / recycling containers only. 	CT	Yes
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Domestic Arrangements	Catering	<ul style="list-style-type: none"> Learners able to receive meals at lunch time in school. 	3	4	12	<ul style="list-style-type: none"> Learners should eat in their own classrooms or outdoors. All pupils will be asked to provide their own lunch The school canteen will be closed The school is open from 8am until 5pm for key worker children only. Snacks will be provided at the beginning and the end of the day for this group. If a pupil arrives in school hungry a healthy snack will be provided 	2	4	8	<ul style="list-style-type: none"> Pupils will eat outside or in their classrooms. This minimises the risk of transmission of infection. The area should be cleaned according to guidelines before and after eating. Staff should ensure that social distancing is maintained at mealtimes and learners should be sat two metres from each other. Tables should be removed of clutter, disinfected, and visually clean before eating. If there are any concerns, schools and settings should seek the advice of their local Environmental Health team for advice. Pupils will also wash their hands before and after eating and staff should also wash their hands before and after serving food. Food will not be shared. Any snacks should be separated clearly to avoid this 	CT	Yes
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Domestic Arrangements	Catching / Spreading. Unable to maintain social distancing whilst carrying out personal care.	<ul style="list-style-type: none"> Schools are currently following Public Health Wales (PHW) guidance around gloves and aprons. Face masks may also be available for staff. 	3	4	12	<ul style="list-style-type: none"> Guidance re PPE, including facemasks, aprons and gloves to be followed. See above Double bagging for waste. Ensure that waste bins are emptied daily by cleaning team. 	2	4	8	<ul style="list-style-type: none"> The present advice is that it is not necessary to screen temperatures. The learner's parents / carers will be able to check their temperature. In any case, screening will not identify all cases of Covid-19 and the means of checking temperature may put staff at greater risk of transmission. This will be kept under review. Staff will of course be vigilant for changes to children's temperatures and signs of fever. No learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. For the vast majority of learners, Covid-19 is a mild illness. Learners who have been classed as shielding due to pre-existing medical conditions have been advised to undertake specific 'shielding' measures. These learners have serious underlying health conditions which put them at very high risk of severe illness from Covid-19 and are advised to rigorously follow shielding measures in order to keep themselves safe. Schools should not expect these learners to attend schools or settings at this time, and they should continue to be supported at home as much as possible. Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. Management of the area should be physical where possible i.e. barriers with suitable signage or behind locked doors. A clean down prior to reoccupation should take place following the Covid-19: cleaning in non-healthcare settings guidance. Other clinically vulnerable children and young people (who are not shielding) will need to be considered case by case, but of course we would only expect these to attend where parents / carers are satisfied that this is safe for them. 	Caretaker	Yes
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Domestic Arrangements	Visitors at School	<ul style="list-style-type: none"> • Only essential visitors present at main reception and wait for staff to meet them. • No visitors allowed in school unless pre-arranged. 	2	4	8	<ul style="list-style-type: none"> • All visitors will be pre-arranged. • No external visitors other than key visitors e.g. school nurse, child protection social workers. • All non-statutory visits / contact to be cancelled or done through virtual meetings. <p>Hand sanitizer and guidance on school procedures available to all visitors.</p> <ul style="list-style-type: none"> • Post left at reception. • Minimise contact during delivery / exchange of documentation and use electronic signatures / payments where possible. • Post / parcels collected by nominated person and wiped with sanitiser. • Door handles to be wiped down after delivery, and designated person to wear gloves to move goods around the building. 	2	4	8	<ul style="list-style-type: none"> • LA support to manage external agencies and parental expectations of schools running 'as normal' immediately. Teams meetings to be scheduled for EAL pupils. 	HT	Yes
Domestic Arrangements	Cleaning Routines	<ul style="list-style-type: none"> • Cleaning routines changed to focus on surfaces, doors and communal areas. • All staff requested to be mindful of supporting cleaning routines. 	2	4	8	<ul style="list-style-type: none"> • Increase hours of cleaning until further notice with focus on surfaces, doors and communal areas. • Increase cleaning hours to ensure that all surfaces are deep cleaned at the end of the day / shift. • This means increase in caretaking\cleaning time. 	2	4	8	<ul style="list-style-type: none"> • Associated costs due to risk assessment response. • Use of fob doors where possible as opposed to keypads. Anti-bacterial wipes available to wipe down high risk communal area. • Visual time-tables in each class to remind pupils and staff of the need to wipe down tables, and wash hands at certain planned points during the day. • Each base will have a 'safety station' containing: hand sanitiser, anti-bacterial wipes, tissues, anti-bacterial spray and a roll of kitchen roll. 	All staff	Yes

Guidance & Documents	Review of Key Policies	<ul style="list-style-type: none"> Evaluate current policies to ensure that they will stand up to scrutiny under the current demands. 	2	2	4	<ul style="list-style-type: none"> Set a policy review structure to ensure scrutiny and approval of Governing body. 	2	2	4	<ul style="list-style-type: none"> Liaise with LA to share best practice and compliance. Behaviour policy evaluation to include non-compliance to new measures. PPE policy 	HT	Yes
Guidance & Documents	Create New School Guidance	<ul style="list-style-type: none"> The current working practices have evolved during the school re-purposing period. Schools should consider setting down new guidance for this next phase of re-engagement. 	2	2	4	<ul style="list-style-type: none"> Develop a set of expectations and guidance principles for all school stakeholders. 	2	2	4	<ul style="list-style-type: none"> Check with HR that any revised guidance complies with agreements reached with Unions and Associations. Schools is developing a handbook (hard copy and/or online) to act as an easy reference point for the new operating procedures. Add new procedures to school handbook to share with all stake holders. 	HT	Yes

Guidance & Documents	Fire Alarm / Fire Evacuation	<ul style="list-style-type: none"> • It is possible that no fire drills, alarm tests, etc have been held during lockdown period. • Usual school measures could not be appropriate during this period due to social distancing and possible changes to corridors / routes out of school building. 	3	4	12	<ul style="list-style-type: none"> • Review Fire Risk Assessment. • Weekly fire alarm tests as normal. • Fire evacuation drills suspended (review situation every 6 weeks). • Social distancing during evacuation if practicable. • Social distancing to be practised at fire assembly point. 	2	4	8	<ul style="list-style-type: none"> • Practise with children leaving their classrooms from their usual doors, keeping a distance of 2m apart. Children then line up on the playground/field 2m apart from the other class bubble. 	CT	Yes
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Continuity of Learning	Review distance learning approach to include more learners having school contact	<ul style="list-style-type: none"> Distance learning established for most learners - mixture of web based, menu based, thematic tasks and routines. 	2	4	8	<ul style="list-style-type: none"> Current DL provision to continue for learners in and out of school. Staff to work in teams to deliver this provision. Good practice identified and established during DL should be built upon. One main focus of current DL has been wellbeing - this needs to continue and possibly be enhanced as learners return to the 'new normal'. However this need to be balanced with a range of 'academic' tasks to bring about some form of normality and education for learners. This will ensure equity of provision for all learners. Time in school is a 'touch base' with regard to DL and opportunity for social interaction (from distance) with peers. Building on current provision will ensure consistency and equity for all learners, ease pressures of workload and assist with learners' independence and social distancing. Possible difference will be a more structured routine / timetable for learners attending school. 	2	4	8	<ul style="list-style-type: none"> Provision could be developed and revised as learner numbers increase over time - models developed to reflect various options. There will be, at least, 3 groups of learners: <ol style="list-style-type: none"> Those coming back to school but into a different and possible stressful environment Those who cannot return to school due to their own or a family member's vulnerability Those who won't return to school due to fear (suggested link with low socio-economic status) OECD strongly suggest that no-one should be forced into school. All these learners need to have equity of provision as per principles of distance learning strategy. A phonecall has been made to ensure children not accessing distance learning, have internet connectivity and have access to a suitable device. 	SLT	Yes
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Continuity of Learning	Induction day for staff to new processes	<ul style="list-style-type: none"> • Staff are currently working to support learners in a variety of ways - keeping contact with all / vulnerable learners, supporting distance learning, attending Hubs on a rota basis. • Some staff are self-isolating and shielding and are therefore working at home. • Schools have set up a range of methods for communicating with staff and working in teams as appropriate. 	2	4	8	<ul style="list-style-type: none"> • Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority. • Reassurance of staff to reduce anxiety and stress that return to work may induce. • Review staffroom practice to ensure adherence with social distancing and hygiene procedures. • Understand the profile of the staffing able to return to school to work and curriculum on offer to support any staff presenting anxieties of return. • Ensure that all staff have had a chance to take some holiday since schools re-purposed on 23 March 2020. • Staff handbook has been reviewed to offer guidance and expectations for this next phase. This has been shared with all staff via Teams. • Maintain clear communication with all staff, enabling peer support and partnership with Unions and opportunity to ask questions. • Support from HR for staff working conditions. • This Risk Assessment is a working document, and has been shared with staff and Governors in its various stages of development. 	2	4	8	<ul style="list-style-type: none"> • Support in place for all staff with wellbeing and safety as priority throughout all phases to include staff PPE. • Regular communication and contact to identify coaching and/or counselling for those identified. • Regular review points built in for ensuring staff wellbeing - use of newsletters/Team catch up chats and meetings / email to ensure all are kept up to date. • Opportunities for staff to work collaboratively within school and within phases / clusters to consider support for distance learning / developing curriculum offer. • Professional learning on how to support learners on return with potential increased anxieties / trauma and continued ICT skills as part of distance learning. • Advice for schools on status of staff training days. 	SLT	Yes
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Continuity of Learning	Learner Welfare	<ul style="list-style-type: none"> Schools have a range of support available to learners 	3	4	12	<ul style="list-style-type: none"> Once pupils return, learners will work alongside their usual class teacher (unless in key worker\vulnerable group). Keeping social distancing, etc will be easier for learners in familiar setting with familiar staff. <p>LA support and welfare services will liaise with schools to help with 'trauma' related guidance and, where necessary, bereavement services.</p> <p>We will:</p> <ul style="list-style-type: none"> consider the learners' mental health and wellbeing and identify any learner who may need additional support so they are ready to learn; assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks; identify and plan how best to support the education of high needs groups, including disadvantaged learners, ALN, LAC and vulnerable learners 	2	4	8	<ul style="list-style-type: none"> Ensuring school has effective systems for exchanging knowledge between staff - identification of learners who could now be vulnerable post lockdown and Covid-19. Specifically trained TA to be available in each Key Stage to support vulnerable learners. They are trained in Elsa, Bereavement counselling etc. PPE to be available as they will be working with children from different bubbles. 	HT	Yes
Continuity of Learning	Physical Activity	<ul style="list-style-type: none"> Formal PE lessons not part of learning offer but field area and play surfaces / outside area used to support exercise and well-being. 	3	4	12	<p>As per continuation of learning offer, all PE lessons re-evaluated and any field / outside area used to support exercise.</p> <ul style="list-style-type: none"> No invasion games individual / non-contact sports only. Consideration of resources to support learner wellbeing and role of physical activity in supporting health e.g. Joe Wicks, cosmic yoga. All sports equipment to wiped down prior to next lesson. Outside sports offered if weather permits. 	2	4	8	Home learning activities will take into account the need to provide health and wellbeing challenges and will be assigned as tasks to be undertaken with minimal space and minimal resources to hand.	CT	Yes

Continuity of Learning	Adult Support	<ul style="list-style-type: none"> • Currently, all staff are on rota to ensure equity and reduction of numbers on site at one time. • Rotas are based on learner need and numbers. • Further support / advice required to ensure safe social distancing. 	3	4	12	<ul style="list-style-type: none"> • Continue to work on rota basis. • Adult support to be shared between pairs of classes, ensuring that ratios are appropriate to need. 	2	4	8	<ul style="list-style-type: none"> •Adult support shared between classes, ensuring ratios are appropriate. 2 adults to take responsibility for the Key worker children bubble (possibly 3 if numbers increase) on a rota basis. •All support staff to work 18 hours per week in school as part of their rotas. 	SLT	Yes
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Continuity of Learning	Transition to school - New Learners	<ul style="list-style-type: none"> Some secondary schools have made contact with Yr 6 learners and parents for admissions forms, transport, getting to know learners through Google Classrooms. 	2	4	8	<ul style="list-style-type: none"> Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority. Dependant on the size of the school, the staffing capacity and maximum capacity of learners allowed to be in the building at any one time whilst maintaining social distancing. Consideration to Yr 6 returning to primary schools for allocated time in Autumn Term to allow closure of primary experience and reduce anxieties e.g. 2 weeks. Group induction either by school or selected groups. Responsibility shared by all staff. If staffing numbers at the primary school allow, explore possibility of current year 6 teacher in secondary school. 	2	4	8	<ul style="list-style-type: none"> KS3 schools to organise transition activities, Team meetings with Yr6. High schools to offer transition opportunities during Summer term. Yr 6 to return to primary school for closure of primary experience during Autumn term. Yr 6 party etc with appropriate social distancing. 	SLT	Yes
Ensuring Expectations	Non-compliance with Rules	<ul style="list-style-type: none"> Site rules are communicated to all school employees, learners, parents / carers through informal discussions, letters, emails, etc. Staff monitor site rules as and when needed. 	2	4	8	<ul style="list-style-type: none"> Site rules to be communicated to all school employees, learners, and parents / carers. Signage displayed to reinforce site rules and Covid-19 guidance. Head Teacher / nominated Teachers will monitor and enforce site rules and social distancing requirements. Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site / LA rules. 	2	4	8	<ul style="list-style-type: none"> Clear communication with parent/carers is key, via social communication tools. Individual Risk assessment for those pupils who pose a greater risk to themselves and others. 	HT/SENCO	Yes

Ensuring Expectations	Communication with parents / carers	<ul style="list-style-type: none"> It is recognised that maintaining effective, positive home-school relationships is critical and as part of this, schools are currently using a range of methods for communicating with parents / carers to include phone calls, use of social media, email, text, use of Hwb and engaging with partners to support families with resources. 	3	4	12	<ul style="list-style-type: none"> Clear rationale of purpose of schools opening helps offer parents / carers transparency and information on which learners are prioritised and why. Schools supported with models / templates of what to include in communication with parents / carers to clarify the roles and expectations that they, learners and school will have in this next phase of returning to school. Explanations and models of the school day to be shared, as well as understanding of social distancing requirements within the school building, hand over at start and end of day. 	2	4	8	<ul style="list-style-type: none"> School will provide clear communications to ensure parents / carers understand expectations. This could include: <ul style="list-style-type: none"> Advance notice from parents on whether they will be sending their children has been received Advise parents to declare that their children haven't shown symptoms of Covid-19. Clarity on transport arrangements to and from schools site, this will also include drop off and pick up. Timing of school day – particularly if school is staggering start times. School entrance and exit points – this may be different to “normal” arrangements. Map to be sent to all stakeholders showing new exit/entrance points. Eating arrangements Procedures if child falls ill during time in school. Arrangements for groups of learners throughout the school day. Clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell. Schools to consider approach to support whole families with more than one child returning at the same time. Consideration of how schools will communicate with parents of new learners at key transition points e.g. Nursery / Yr 2 / Yr 6. 	SLT/CT	Yes
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