

COVID-19: Operational Risk Assessment for full School Reopening in Sept 2020

SCHOOL NAME:

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
HELEN ROSSI-SENIOR LEADER	10/07/2020	04/01/2021	Staff, pupils, parents, visitors, volunteers, contractors

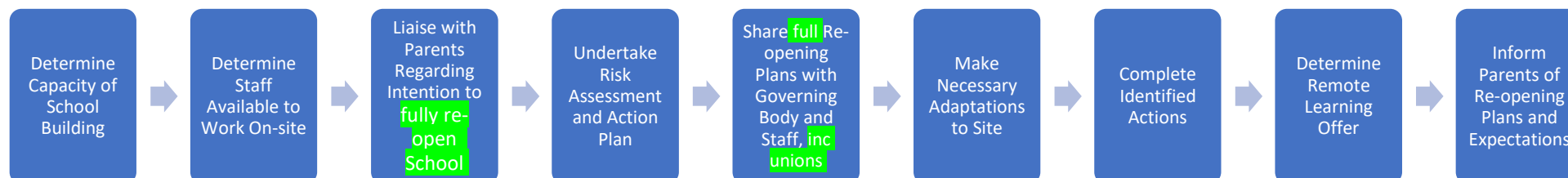
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012 The Health Protection (Notification Regulations) 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' Existing Risk Assessment for school phased re-opening	Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020)	https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Suggested Steps of Re-opening Preparation:



Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major – e.g. likely to result in school closure	4. Likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green
1. Negligible	1. Negligible	Below 9 – green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed	Risk rating following controls (1-25)
A. Staffing Resources							
1. Risk that there are Insufficient staff to support all the pupils to be in school	3			<ul style="list-style-type: none"> Audit staff availability 	Y	Below 9 – green Audit of staff availability completed	Below 9 – green
				<ul style="list-style-type: none"> Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate (see guidance distributed previously) 	Y	Below 9 – green Most staff available for work. Some are shielding (directed by gp). Individual risk assessment completed for all staff members who may not be fit for work. Two members of staff directed to shield due to vulnerabilities. Sufficient staff to support pupils in school.	
				<ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises. 	Y	Below 9 – green All children can be supported at school within their class bubble. Resources	

						provided for those children who are at home.
				<ul style="list-style-type: none"> Ensure flexible and responsive use of teaching assistants 	Y	Below 9 – green model of 1 teacher and 3 TA’s due to the complex needs of Northway children. Staffing may be higher in some classes depending on need. Class bubbles will have a rota to minimise staff within their class bubble (during lockdown 3)
				<ul style="list-style-type: none"> Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible 	Y	Below 9 – green Our SEN children will be supported with a high staffing ratio. Those children who need one to one support will receive this from a member of staff within their class bubble.
				<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test and trace 	Y	Below 9 – green Staff are aware of their responsibilities to adhere to the test and trace scheme or any other government initiatives and to inform school if they have been advised to isolate. If bubbles have been directed to self-isolate staff will

						support with home-learning activities.	
				<ul style="list-style-type: none"> Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home) 	Y	Below 9 – green The expectation is that children will be attending school and adequate staff will be delivering on site learning.	
2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	3			<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Y	Below 9 – green staff to inform SMT if their health status and availability changes.	Below 9 – green
				<ul style="list-style-type: none"> Full use is made of all qualified teachers. 	Y	Below 9 – green All qualified teachers will be utilised and attached to a class bubble. A cover model is in place to utilise all qualified teachers.	
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Y	Below 9 – green All teaching assistants have been attached to a class bubble. SMT have been attached to a staff bubble to supervise classes if required.	
				<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test and trace 	Y	Below 9 – green Staff are aware of their responsibilities to adhere to the test and trace scheme and any other government initiative and to inform school should	

						they need to self-isolate.	
				<ul style="list-style-type: none"> A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve. 	Y	Below 9 – green The expectation is that all children will attend school full-time. Staff will support with resources for those children at home.	
				<ul style="list-style-type: none"> Where possible, ensure pupils with SEND are prioritised to be in school, -. 	Y	Below 9 – green All children have a place at school.	
3. Risk of infection from use of supply teachers, temporary teachers, peripatetic teachers and deployment of ITT trainees.				<ul style="list-style-type: none"> Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies. 	Y	Below 9 – green Only long term agency staff will be used and attached to individual class bubbles.	Below 9 – green
				<ul style="list-style-type: none"> Ensure visiting staff are aware of and adhere to distancing and hygiene measure and minimise contact to only pupils who need to be taught. 	Y	Below 9 – green Visiting staff will be made aware of distancing and hygiene measures. PPE will be available and visitors will not be entering class bubbles. All visitors will have their temperature taken and sign a declaration form on arrival to school. No visitors to the school during lockdown.	
				<ul style="list-style-type: none"> Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor. 	Y	Below 9 – green Risk assessments will be carried out for all visiting teachers and	

						ITT trainees who need to come into a class bubble. No visiting teachers/ITT during lockdown.	
				<ul style="list-style-type: none"> Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to. 	Y	Below 9 – green Contact and distance requirements discussed with providers. PPE provided to wear in communal areas. No deployment of ITT trainees unless already attached to a class bubble during lockdown.	
4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	4			<ul style="list-style-type: none"> Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible 	Y	Below 9 – green Risk assessments carried out to identify members of staff who share a household with an extremely clinically vulnerable person. Measures put in place.	Below 9 – green
5. Risk of not covering essential functions (first-aid, DSL, SENCo).	3			<ul style="list-style-type: none"> Provide cover for the role from within available staffing 	Y	Below 9 – green Essential functions covered each day. First aiders in each day and DSL in 5 days per week.	Below 9 – green
				<ul style="list-style-type: none"> Or remote support via another school, Academy Trust or the LA 	Y	Below 9 – green Essential functions are in place at school. Support from the LA if and when needed.	

			<ul style="list-style-type: none"> • Ensure First Aid certificates are up to date (previously extended for 3 months) 	Y	Below 9 – green SMT are aware of those first aid certificates which have expired and are liaising with skills training centre to book courses. Certification extended and online courses booked.	
			<ul style="list-style-type: none"> • Follow Covid19 first responders guidance and Public Health guidance on use of PPE when administering emergency first aid as maximising distancing may not be possible to maintain while attending to individuals. 	Y	Below 9 – green Covid 19 first responders guidance to be followed when administering first aid. Full PPE available to all staff.	
			<ul style="list-style-type: none"> • Programme of training for additional staff in place (e.g. Safeguarding) 	Y	Below 9 – green A programme of training for all staff (including additional staff) has been timetabled.	
6. Risks to health and safety because staff are not trained in new procedures.	3		<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. 	Y	Below 9 – green Protocols and procedures have been revised and this will be disseminated to all staff prior to reopening.	Below 9 – green
			<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff prior to reopening (inc breakfast club and after school activities), and include: <ul style="list-style-type: none"> ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding 	Y	Below 9 – green Staff will be briefed on any new procedures regularly. Fire safety and evacuation procedures remain the same. All staff	

				○ Risk management		briefed and practise drill completed.	
7. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them.	4			<ul style="list-style-type: none"> An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance, and they must not be employed in any role where high-risk activities may be carried out, for example personal care. 	Y	Below 9 – green All staff status has been identified and individual risk assessments completed. Measures put in place to minimise risk.	Below 9 – green
				<ul style="list-style-type: none"> All members of staff with underlying health issues have been instructed to make their condition or circumstances known to the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated 	Y	Below 9 – green All staff status has been identified. All staff are aware that should their health circumstances change they need to inform the school.	
				<ul style="list-style-type: none"> Members of staff who are classed as clinically vulnerable and clinically extremely vulnerable have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice 	Y	Below 9 – green All staff status has been identified. Those staff members with underlying health issues that put them at risk have been advised the shield by gp. All staff are aware that should their health circumstances change they need to inform the school.	
				<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable 	Y	Below 9 – green Staff classed as clinically vulnerable/clinically extremely vulnerable will be not working at school.	

				<ul style="list-style-type: none"> Current government guidance is being applied. 	Y	Below 9 – green Government guidance is being applied and staff are briefed on any updates regularly.	
B. Teaching Spaces, the Learning and School Environment							
8. Risk of transmission within the school building (this includes breakfast club and after school activities)	3			<ul style="list-style-type: none"> Audit accommodation and the full range of curriculum needs in order to establish if class groups (30 children) are a feasible bubble size or if year group sized bubbles will need to be implemented. <p>For Secondary:</p> <ul style="list-style-type: none"> Audit accommodation in order to establish how many class groups and or year groups (no size restrictions) can be accommodated. 	Y	Below 9 – green Class bubbles of no more than 12 children (full class groups) will be accommodated at school.	Below 9 – green
				<ul style="list-style-type: none"> Take account of the unique needs of individual pupils, including those with SEN and the youngest children in the school. Pupils who have complex needs or who need close contact care: Their educational and care support should be provided as normal. 	Y	Below 9 – green Due to the nature of our SEN children close contact care will be provided where necessary using PPE if appropriate i.e. when supporting with personal care needs.	
				<ul style="list-style-type: none"> Classes remodelled to allow for adults to maintain a distance (ideally 2 metres) from each other and ideally from children. <p>For Secondary</p> <ul style="list-style-type: none"> Classes/spaces remodelled to allow for adults to maintain a distance (ideally 2 metres) from pupils and other adults. 	Y	9 to 11 – amber Staff will continue to maintain a distance from each other within the classroom but this cannot always be adhered to with the children due to their complex needs and level of understanding.	

			<ul style="list-style-type: none"> Reducing the amount of face to face interactions by arranging desks front facing, where age appropriate. 	Y	9 to 11 – amber Due to the nature of our SEN children the majority of our interactions need to be face to face.	
			<ul style="list-style-type: none"> Protocols around reduction of contacts and maximising distance shared with pupils. These should be carefully demonstrated for pupils with SEN, checking that the pupil has understood reduction of contacts and maximising distance. Where a pupil does not understand maximising distance or for those who need close contact care, education and care support should be provided as normal. 	Y	9 to 11 – amber Maximising distance and reduction of contact will be modelled to our children by adults and with social stories. Education and care support will be provided as normal.	
			<ul style="list-style-type: none"> Clear signage displayed in classrooms promoting reduction of contacts and maximising distance 	Y	9 to 11 – amber Appropriate symbols (PECs) for our children will be displayed in classrooms.	
			<ul style="list-style-type: none"> Children stay with their own teacher/teaching assistant and where possible do not mix with other children ('bubble' model). This is particularly the case for pupils with SEN and younger children who are unable to adhere to reduction of contacts and maximising distance <p>For Secondary</p> <ul style="list-style-type: none"> Pupils remain, subject allowing, in their designated learning space. 	Y	Below 9 – green Class bubbles (staff and children) will move around the school in isolation and not mix with other children apart from those in their playground bubble.	Below 9 – green
			<ul style="list-style-type: none"> Where younger children are unable to reduce contact and maximise distance adults should avoid close face to face contact and minimise time spent within 1 metre of anyone. <p>For Secondary</p> <ul style="list-style-type: none"> All staff should avoid face to face contact with pupils where possible. Clearly this may not be 		Face to face contact is a necessity for our children.	

				possible in certain situations e.g. supporting a child with SEN so implementing the appropriate System of Controls is extremely important.			
				<ul style="list-style-type: none"> For breakfast and after school clubs schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain the bubbles being used during the school day then schools should use small, consistent groups Schools should consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place. 	Y	Below 9 – green Breakfast will be given to children within their class bubbles. No wrap around care provided.	Below 9 – green
9. Risk of transmission in large spaces used as classrooms/teaching spaces	3			<ul style="list-style-type: none"> Limits are set for large spaces e.g. dining hall, school hall, sports hall to facilitate the reduction of contacts and maximise distance, minimising face to face contact <p>For Secondary</p> <ul style="list-style-type: none"> Class/year group ‘bubbles’ must not have contact with each other, this includes breaks, lunchtime. Pupils should be encouraged to practice reduction of contacts and maximising distance at all times. 	Y	Below 9 – green Only one bubble will use large spaces (apart from the playground) at any given time and these will be clearly timetabled to reduce contact and maximise distance.	Below 9 – green

			<ul style="list-style-type: none"> • Large gatherings of more than one bubble should be avoided 	Y	Below 9 – green Large gatherings will be avoided.	
			<ul style="list-style-type: none"> • Timetable design and layout arrangements in place to allow for the reduction of contacts and maximising distance whilst also keeping groups/bubbles apart. 	Y	Below 9 – green All spaces will be timetabled and a one way system will still be utilised around the school to reduce contact and maximise distance between different bubble groups. PPE will be worn in all communal when staff are transitioning around the school.	
10. Risks of transmission during use of the outdoor learning environment for young children	3		<ul style="list-style-type: none"> • Leadership are realistic about the difficulties of reducing contacts and maximising distance for young children in outside spaces 	Y	Below 9 – green Our children cannot adhere to social distancing guidelines so distance cannot always be maximised.	Below 9 – green
			<ul style="list-style-type: none"> • Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside 	Y	Below 9 – green Staff will have access to their classrooms for hand washing when outside. The tap on the field can be utilised for hand washing. Staff will have access to hand sanitiser.	
			<ul style="list-style-type: none"> • Close down drinking fountains and make arrangements for individual water bottles for children 	Y	Below 9 – green No drinking fountains on site. Individual water bottles supplied by	

					parents for each child.		
				<ul style="list-style-type: none"> Large climbing equipment will be difficult to clean and might need to be shut down in the current circumstances if shared between bubbles. 	Y	9 to 11 – amber Large climbing equipment cannot be shut down but school will jet wash equipment ever Friday	9 to 11 – amber
				<ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam 	Y	Below 9 – green classrooms to have minimal resources and de-clutter any soft toys that cannot be cleaned effectively.	Below 9 – green
				<ul style="list-style-type: none"> Games and activities which allow children’s heart rate to raise and avoid the sharing of equipment are available 	Y	Below 9 – green minimise equipment shared between bubbles.	
				<ul style="list-style-type: none"> Outside spaces are divided and demarked for class groups of children to use to facilitate children staying in their groups. Where this is not possible year groups may form a larger bubble. <p>For Secondary</p> <ul style="list-style-type: none"> Outside spaces are used by one bubble at a time or space is divided with clear demarcations. Limit interaction, sharing of rooms and social spaces between groups as much as possible. 		Below 9 – green Due to the nature of our children they will not be able to stay within class groups demarked and divided. We have joined bubbles to ensure maximum usage of outside shared spaces.	
				<ul style="list-style-type: none"> Where outside space must be shared arrangements for cleaning between bubbles are in place 	Y	9 to 11 – amber Large climbing equipment cannot be shut down but school will jet wash equipment ever Friday. Bikes and	9 to 11 – amber

						other shared resources will be cleaned after each use.	
				<ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily 	Y	Below 9 – green resources in all classrooms will be limited to facilitate effective cleaning.	Below 9 – green
				<ul style="list-style-type: none"> Bike and wheeled toy play: dependent on numbers – either name labels or label bikes, scooter etc for individual children to use, with their names or arrange for bikes to be wiped down by an adult, between use by the children <p>For Secondary</p> <ul style="list-style-type: none"> Only equipment that can be washed easily can be used. 	Y	Below 9 – green Bikes and other shared resources will be cleaned after each use.	
				<ul style="list-style-type: none"> Consider the removal or covering of areas which are difficult to clean such as malleable materials and planting areas. Consider replacing with individual resources which can be replaced when each child has finished using them 	Y	Below 9 – green Disposable sensory materials to be used as much as possible. Soft furnishings and covered areas to be wiped/sprayed with disinfectant daily if they cannot be removed.	
11. Risk of staff having to move between groups				<ul style="list-style-type: none"> Where staff have to move between bubbles to deliver the school timetable they should try to reduce contacts and maximise distance, 	Y	Below 9 – green Staff moving between bubbles will reduce contact and maximise	

			<p>keeping an ideal distance of 2 metres from pupils and staff where possible.</p> <p>For Secondary</p> <ul style="list-style-type: none"> Where staff have to move between bubbles to deliver the school timetable they should maintain a 2-metre distance from pupils and colleagues. 		<p>distance as much as possible. Staff moving between bubbles will be minimised as much as possible.</p>	
12. Risks of transmission due to movement around the school.	4		<ul style="list-style-type: none"> Arrange for corridors to be one-way where possible 	Y	<p>Below 9 – green A one way system will continue to be adopted in corridors.</p>	
			<ul style="list-style-type: none"> Clear signage and markers for the youngest children 	Y	<p>Below 9 – green arrows on the floor showing the direction of the one way system in place. Staff to model.</p>	
			<ul style="list-style-type: none"> Corridors are divided where feasible 	Y	<p>Below 9 – green Corridors are divided with approximately 1.5 when the one way system is adhered to.</p>	
			<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible 	Y	<p>Below 9 – green Staff will have to navigate bottle necks and wait for other ‘bubbles’ to pass before transition. All areas timetabled to reduce contact with other bubbles. Staff will wear masks when moving around the school to minimise risk.</p>	
			<ul style="list-style-type: none"> Movement of pupils and staff around the school is minimised 	Y	<p>Below 9 – green All spaces around the</p>	

						school which will be utilised are timetabled so movement around the school is minimised to those transitions. Children will eat lunch in the classroom.	
				<ul style="list-style-type: none"> Pupils are reminded regularly of protocols for reduction of contacts and maximising distance 	Y	9 to 11 – amber Due to the nature of our children protocols will be modelled and shared appropriately (social stories etc).	9 to 11 – amber
				<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance 	Y	Below 9 – green Staff will rota duties within their bubble reducing contact and maximising distance.	Below 9 – green
13. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	4			<ul style="list-style-type: none"> Start and departure times are staggered where possible 	Y	9 to 11 – amber Children arrive on Barnet transport to school so times are not staggered however a one way system is in place and bubbles will socially distance when collecting children from the buses. Masks/visors will be worn by all staff collecting/ dropping children to buses. Soft drop off and pick up times for	9 to 11 – amber

						parents bringing their children to school.	
				<ul style="list-style-type: none"> Procedures in place to hold children to reduce family waiting time due to staggering and increase turnover of parking spaces 	Y	Below 9 – green There will be a soft drop off and pick up for those parents dropping and collecting their children from school. We have waiting areas 2 meters apart outside the building for children to be collected by the staff in their bubbles. Roadside parking is available should the car park become full. Parent parking has been allocated.	Below 9 – green
				<ul style="list-style-type: none"> Stagger time for SEN Transport drop offs and pick ups 	Y	9 to 11 – amber Due to the number of children arriving on transport this is not possible however distance between bubbles will be maximised and a one way system of entering the school will be adhered to. Staff will wear masks/visors.	9 to 11 – amber
				<ul style="list-style-type: none"> Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council’s Highways Department 	Y	9 to 11 – amber Due to the nature of our children and the design of our school building there is one	9 to 11 – amber

						main entrance and exit to the school. Distance will be maximised and a one way system is in place. Masks/visors will be used by all staff.	Below 9 – green
				<ul style="list-style-type: none"> Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom 	Y	Below 9 – green Staff will wash the hands of all the children as soon as they arrive at school. Queuing system in place.	
				<ul style="list-style-type: none"> Unless essential, do not allow parent/carers to enter the buildings to drop off or collect children. If parents do need to enter the building ensure they have an understanding of the procedures in order to keep everyone safe. Do not allow gathering at the school gates to talk to other parents. 	Y	Below 9 – green Parents are not allowed to enter the school building unless essential. Parents are reminded to drop children swiftly and email the class team/use home-school diary if there is anything that needs to be discussed.	
				<ul style="list-style-type: none"> Consider special arrangements for settling children who are new to the school to enable the reduction of contacts and maximising of distance from parents where possible 	Y	Below 9 – green New children will be settled within their class bubbles without parents.	
				<ul style="list-style-type: none"> Identify drop off and pick up waiting areas that can reduce contacts and maximise distance 	Y	Below 9 – green There is a waiting area outside the school building with social distancing	

						markers on the floor to maximise distance between parents picking up and dropping off.
				<ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queuing 	Y	Below 9 – green Gates open so no queuing necessary.
				<ul style="list-style-type: none"> Staff, pupils and parents are briefed and signage provided to identify entrances, exits and circulation routes 	Y	Below 9 – green All staff and parents have been briefed on circulation routes and signage. SMT are outside during drop off and pick up to advise parents on procedures.
				<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 	Y	Below 9 – green Movement is managed on arrival by a one way system and staff social distancing in reception when signing in. All staff advised to wear masks/visors when in communal areas.
				<ul style="list-style-type: none"> Floor markings visible to all to avoid queuing 	Y	Below 9 – green Staff coming into school socially distance if they arrive at the same time as a colleague. All staff advised to wear masks/visors when in communal areas.

			<ul style="list-style-type: none"> Parents given advice on walking/cycling to school, avoiding public transport and minimising driving 	Y	Below 9 – green None of the parents will be using public transport. Walking and cycling is not appropriate for the majority of our children as they have a limited awareness of danger.	
			<ul style="list-style-type: none"> Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage 	Y	Below 9 – green All pupils have engaged with road safety sessions and all children being dropped off and collected from school have access to the staff car park to promote road safety.	
			<ul style="list-style-type: none"> Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space 	Y	Below 9 – green There is a one way system on the road outside the school and sufficient pedestrian space.	
14. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the	3		<ul style="list-style-type: none"> Advice to pupils and families on maintaining road safety procedures despite changes. 	Y	Below 9 – green No changes to traffic control procedures outside the school. A one way system is in place and parents have access to the staff car park to promote road safety.	Below 9 – green

need for social distancing.				<ul style="list-style-type: none"> For those that have to drive, advice on places they should and should not pick up, drop off and park. For Secondary <ul style="list-style-type: none"> Identify Sixth Form pupils that drive themselves to school/college, identify parking area/protocols. 	Y	Below 9 – green All parents dropping their children can park in the staff car park to drop and collect their children to school.	
				<ul style="list-style-type: none"> Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families. 	Y	Below 9 – green Children will be collected from and dropped off to parents swiftly.	
				<ul style="list-style-type: none"> Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented. 	Y	Below 9 – green N/A	
				<ul style="list-style-type: none"> Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc. 	Y	Below 9 – green N/A	
				<ul style="list-style-type: none"> Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required. 	Y	Below 9 – green N/A	
15. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes	3			<ul style="list-style-type: none"> Break and lunch times are staggered 	Y	Below 9 – green Break and lunch times are staggered and children will be eating lunch in their class bubbles.	Below 9 – green
				For Secondary <ul style="list-style-type: none"> External areas are designated for different groups Outside spaces are used by one bubble at a time or space is divided with clear demarcations 	Y	Below 9 – green External areas are designated to different groups throughout the school day. All groups are aware of their designation.	

			<ul style="list-style-type: none"> Pupils are reminded about the protocols of reduction of contacts and maximising distance before every break time 	Y	9 to 11 – amber Due to the nature of our SEN children social distancing cannot always be understood and adhered to. Staff will model.	9 to 11 – amber
			<ul style="list-style-type: none"> Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. 	Y	Below 9 – green Supervision levels are in place taking into consideration the needs of our children and the government and union guidelines.	Below 9 – green
16. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes	3		<ul style="list-style-type: none"> Pupils are reminded about the protocols of the reduction of contacts and maximising distance before every lunchtime 	Y	9 to 11 – amber Due to the nature of our SEN children social distancing cannot always be understood and adhered to. Staff will model.	9 to 11 – amber
			<ul style="list-style-type: none"> Pupils wash their hands before and after eating and on leaving and returning to the classrooms after outdoor play, break and lunch times or any activity away from their designated learning area. 	Y	Below 9 – green All staff will ensure that children wash their hands before and after eating and on returning from any activity outside their class bubble.	Below 9 – green
			<ul style="list-style-type: none"> Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat. Where possible children 	Y	Below 9 – green The dining room will not be used.	

			<ul style="list-style-type: none"> will be front facing and facing the same direction i.e. not face to face. 			
			<ul style="list-style-type: none"> Floor markings are clear to avoid queues 	Y	Below 9 – green There are floor markings outside the school and staff will socially distance when signing in to the school and using the toileting facilities and staff room.	
			<ul style="list-style-type: none"> Other arrangements may be in place e.g. delivering packed lunches/grab bags to classrooms, pupils eating own packed lunches in classroom, pupils eating in outdoor spaces 	Y	Below 9 – green All pupils will eat their packed lunches in the classroom or in their allocated outside space. Staff collect hot lunches from kitchen.	
			<ul style="list-style-type: none"> If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not ‘share’ food 	Y	Below 9 – green Staff will supervise lunch times and ensure that children do not ‘share’ food.	
			<ul style="list-style-type: none"> Eating areas are thoroughly cleaned after lunchtime 	Y	Below 9 – green Staff will thoroughly clean eating areas after lunch time.	
17. Staff rooms and offices do not allow for observation of reduction of contacts and maximising distance guidelines	4		<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for the reduction of contacts and maximising distance 	Y	Below 9 – green We have three separate staff room areas for each bubble. Chairs have been arranged in line with social distancing guidelines. Staff advised to socially distance and	Below 9 – green

						only take breaks at the same time as their bubble group. Staff are not permitted to sit in the staff room before and after school.	
				<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms 	Y	Below 9 – green Staff have been briefed on the use of these rooms.	
18. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures	3			<ul style="list-style-type: none"> Reduction of contacts and maximising distance provisions are in place for medical rooms 	Y	Below 9 – green We will utilise another room as a ‘medical’ room for any staff/children with symptoms so the original medical room can be accessed safely should anyone need general first aid. Staff will knock and enter only if distance can be maximised.	Below 9 – green
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged 	Y	Below 9 – green A room has been designated for any pupils/staff with covid 19 symptoms	
				<ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms 	Y	Below 9 – green Full PPE available to all staff.	
				<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas 	Y	Below 9 – green Medical rooms and affected areas will be cleaned after any suspected cases.	

19. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines	3			<ul style="list-style-type: none"> Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school. 	Y	Below 9 – green Parents have been made aware of new school procedures and protocol prior to their children starting back at school. Parents are regularly updated on procedures in line with current government guidelines via a letter home, sms or the school website.	Below 9 – green
				<ul style="list-style-type: none"> The maximising distance floor markings are clearly in place 	Y	Below 9 – green Parents will not be allowed in the school building and the staff coming into school each day will adhere to maximising distance.	
				<ul style="list-style-type: none"> Reduction of contacts and maximising distance protocols and guidance are clearly displayed to protect those staff on reception duty 	Y	Below 9 – green Glass screens are in place in reception to protect staff in the school office and reception staff will maximise distance. No-one is to enter the school office unless in that bubble group.	
				<ul style="list-style-type: none"> Non-essential visitors to school and deliveries are minimised 	Y	Below 9 – green There are no non-essential visitors coming to school and	

						any deliveries are minimised. Regular delivery drivers are aware of school protocols.	
				<ul style="list-style-type: none"> • Arrangements are in place for visitors to stay apart 	Y	Below 9 – green If more than one delivery attends the reception at any given time office staff will remind them of social distancing guidelines. Any other visitors will be briefed on school protocols and escorted around the building by a member of the senior leadership team/site manager. No visitors during Lockdown.	
C. Hygiene and protective controls							
20. Risk that reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission.	3			<ul style="list-style-type: none"> • Ensure frequent hand cleaning and good respiratory hygiene practices 	Y	Below 9 – green PPE is available for all staff should they want to use it. Hand sanitisers, soap, cleaning products and PPE will be given to each bubble and regularly replenished. Staff clean their classrooms at the end of every day.	Below 9 – green
				<ul style="list-style-type: none"> • Regular cleaning 	Y	Below 9 – green Cleaning will take place every morning	

						and throughout the school day. Staff will clean their own resources daily.	
				<ul style="list-style-type: none"> Minimise contact and mixing (see above) 	Y	Below 9 – green All pupils and staff will stay and move around in their bubble to minimise contact and mixing.	
				<ul style="list-style-type: none"> See sections above re start and end of day arrangements, playtimes and break times 	Y	Below 9 – green Bubbles will follow a one way system and distance from other bubbles to minimise contact. Playtimes and break times will be timetabled to avoid the mixing of bubble groups.	
21. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear.	4			<ul style="list-style-type: none"> Testing of staff or pupils – if school has home testing kits - give to any symptomatic staff or pupil when they are sent home. If not, ensure the staff/parents/pupils know the process to get tested. 	Y	Below 9 – green Staff/parents will be given information on testing via a link to the NHS should they or their children show symptoms. They will also be made aware of mobile testing units in the locality (Burnt Oak Testing Centre). Home testing kits will be given out if a test cannot be accessed.	Below 9 – green
				<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive 	Y	Below 9 – green All staff are aware that	

				in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home		they must not come into school if they have covid-19 symptoms. Anyone who develops symptoms during the school day will be sent home and advised to get a test.	
				<ul style="list-style-type: none"> • Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Y	Below 9 – green Anyone with symptoms will be isolated in the art room (not utilised) and the room cleaned afterwards.	
				<ul style="list-style-type: none"> • PPE on hand. 	Y	Below 9 – green Full PPE is available for all staff and masks are be worn in all communal areas around the school.	
				<ul style="list-style-type: none"> • Active engagement with NHS Test and Trace 	Y	Below 9 – green All staff will engage with NHS test and trace and any other government initiatives.	
22. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	4			<ul style="list-style-type: none"> • Consideration should be given regarding the continued use of items that are frequently used by multiple children that are not essential and difficult to keep clean, for example outdoor play equipment. 	Y	Below 9 – green Outdoor play equipment will be jet washed weekly. Smaller equipment will be cleaned after each use. Shared resources will be minimised.	Below 9 – green

			<p>Establish arrangements for all frequently touched surfaces and equipment e.g.</p> <ul style="list-style-type: none"> • door handles • handrails • tabletops • play equipment • toys • electronic devices (such as phones) • specialist equipment, including equipment used by pupils with SEN 	Y	<p>Below 9 – green Our apprentice caretaker will disinfect door handles and communal surfaces regularly touched daily. Staff will be responsible to clean all table tops, play equipment, toys and any specialist equipment within their bubble. The ICT administrator will regularly clean allocated iPads ready for use by each bubble.</p>
			<ul style="list-style-type: none"> • When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. 	Y	<p>Below 9 – green Due to the nature of our children we will use Milton products in classrooms and bleach in the communal areas.</p>
			<ul style="list-style-type: none"> • Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. 	Y	<p>Below 9 – green Shared resources will be limited.</p>
			<ul style="list-style-type: none"> • Limit the number of shared resources (such as pencils, arts equipment, etc.) between pupils in the same classroom. 	Y	<p>Below 9 – green Shared resources will be limited and children will have their own box of resources which will be regularly cleaned.</p>

			<ul style="list-style-type: none"> Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books 	Y	Below 9 – green Staff will wash their hands before and after handling pupil's resources and regularly throughout the day.	
			<ul style="list-style-type: none"> Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations. 	Y	Below 9 – green Staff will wash their hands before and after handling shared equipment. Hand sanitisers will be provided at appropriate locations around the school.	
			<ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. Ensure parent/carers are aware of this 	Y	Below 9 – green Protocol on personal hygiene and the washing of clothes following a day in school shared with parents/carers	
23. Risk of virus spreading because the school has insufficient materials and equipment	4		<ul style="list-style-type: none"> Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms 	Y	Below 9 – green Clear plans in place to check that hot water is available for hand washing and a regular supply of soap is available. This is checked daily.	Below 9 – green
			<ul style="list-style-type: none"> Use of hand sanitisers at appropriate locations 	Y	Below 9 – green Hand sanitiser is available to staff at the sign in station in reception, at the printers, outside the staff	

						toilets and in the staff room.	
				<ul style="list-style-type: none"> Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, 	Y	Below 9 – green Lidded bins in classrooms and other key locations around the school.	
				<ul style="list-style-type: none"> Bins to be double bagged and emptied 	Y	Below 9 – green Bins will be double bagged and emptied. Clinical waste will be disposed of in the yellow bin bags and emptied daily.	
				<ul style="list-style-type: none"> Disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom 	Y	Below 9 – green Disposable tissues will be available in every utilised room around the school.	
24. Provision and use of PPE for staff where required is not in line with government guidelines	3			<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Y	Below 9 – green Staff to be briefed on the correct usage of PPE and supplies ordered regularly via the PPE hub.	Below 9 – green
				<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care, cleaning staff, receiving and handling deliveries) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely 	Y	Below 9 – green Staff have been briefed on PPE- usage, contamination and disposal and areas in which masks must be worn.	
				<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good hand washing 	Y	Below 9 – green Staff reminded that the wearing of gloves is not a substitute for good hand washing	

						and that they must wash their hands regularly throughout the day.	
25. Pupils forget to wash their hands regularly and frequently	4			<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. 	Y	Below 9 – green Staff will focus on modelling and implementing good hygiene and children to take autonomy over their personal care.	Below 9 – green
				<ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class. 	Y	Below 9 – green Hand washing posters are displayed around the school. Staff will model to children and remind if this can be understood.	
				<ul style="list-style-type: none"> School leaders monitor the extent to which hand-washing is taking place on a regular and frequent basis. 	Y	Below 9 – green Staff are aware of hand washing advice and expectations. Children and staff will wash their hands at regular intervals.	
26. Pupils' behaviour on return to school does not comply with reduction of contacts and maximising distance guidance	3			<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for reducing contacts and maximising distance is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. For pupils with SEN, including those with Autism, use appropriate methods such as pictures/PECS and modelling. 	Y	9 to 11 – amber Due to the nature of our SEN children reducing contact and maximising distance cannot always be understood and adhered to. Social stories, songs, YouTube videos and modelling will be	9 to 11 – amber

					used to support pupils.		
				<ul style="list-style-type: none"> Staff model reducing contacts and maximising distance consistently. 	Y	Below 9 – green Staff will model reducing contact and maximising distance consistently.	Below 9 – green
				<ul style="list-style-type: none"> The movement of pupils around the school is minimised. 		Below 9 – green Transitions around the building will be kept to a minimum. Lunches in classrooms and timetabled spaces to minimise transitions.	
				<ul style="list-style-type: none"> Large gatherings are avoided inc assemblies 	Y	Below 9 – green There will be no large gatherings including assemblies.	
				<ul style="list-style-type: none"> Break times and lunch times are structured to support the reduction of contacts and maximising distance and are closely supervised 	Y	Below 9 – green Break times are staggered and lunch times will be supervised in the classroom to reduce contact and maximise distance.	
				<ul style="list-style-type: none"> The school's behaviour policy has been revised and sets out clearly the consequences for poor behaviour and deliberately breaking the rules and how the school will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. 	Y	9 to 11 – amber Due to the nature of our children our behaviour policy remains the same with the expectation that any physical intervention (team teach) with a child is the last resort. Staff	9 to 11 – amber

						will continue to use motivators and de-escalation strategies to minimise behaviours.	Below 9 – green
				<ul style="list-style-type: none"> Senior leaders monitor areas where there are breaches of reduction of contacts and maximising distance measures and arrangements are reviewed. 	Y	Below 9 – green All arrangements and protocols will be monitored by SLT and reviewed regularly to reduce contact and maximise distance as much as possible. Any breaches will be followed up. Senior Leaders are attached to a bubble and oversee arrangements.	
				<ul style="list-style-type: none"> Messages to parents reinforce the importance of reduction of contacts and maximising distance 	Y	Below 9 – green Parents are aware of the schools expectation to reduce contact and maximise distance but also understand that due to the needs of our children this cannot always be adhered to.	
				<ul style="list-style-type: none"> Arrangements for younger primary school children have been agreed and staff are clear on expectations. 	Y	Below 9 – green see below	
				<ul style="list-style-type: none"> Arrangements for pupils with SEN have been agreed and staff are clear on expectations. 	Y	Below 9 – green Staff are aware of arrangements and are clear on expectations-	

						bubbles, timetables etc.	
D. Premises and Buildings							
27. Risk that regular enhanced cleaning capacity is at a reduced level so that any deep-clean and ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required	4			<ul style="list-style-type: none"> A plan for cleaning staff on return to school (including any deep cleans) is agreed with contracting agencies prior to opening. 	Y	Below 9 – green Cleaning staff are aware of which rooms will be utilised and the areas where cleaning needs to be increased. The school will be deep cleaned every half-term.	Below 9 – green
				<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced cleaning schedule should include: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach the regular cleaning of toilets 	Y	Below 9 – green All classrooms will have cleaning resources, PPE and tissues to help minimise the spread of infection. Frequently touched surfaces will be cleaned regularly. PPE available to all staff.	
				<ul style="list-style-type: none"> Working hours for cleaning staff are increased 	Y	Below 9 – green Cleaning is extensive, thorough and consistent. Cleaning is reviewed regularly.	
28. The use of fabric chairs may increase the risk of the virus spreading	3			<ul style="list-style-type: none"> Take fabric chairs out of use where possible. 	Y	Below 9 – green	9 to 11 – amber
				<ul style="list-style-type: none"> Where that is not possible then ensure chairs are limited to single person use. 	Y	9 to 11 – amber Fabric chairs will not be removed from the staff room but will be deep cleaned every half-term.	

29. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures	4			<ul style="list-style-type: none"> Follow DfE guidelines for number of pupils per toilet 	Y	Below 9 – green Five toilet facilities to be utilised across the school. Classes to stagger usage throughout the day and be aware of capacity.	Below 9 – green	
				<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. 	Y	Below 9 – green Five staff toilet facilities around the school will be utilised to avoid queuing.		
				<ul style="list-style-type: none"> Floor markings are in place to enable reduction of contacts and maximising distance. 	Y	9 to 11 – amber Due to the nature of our SEN children floor markings cannot be observed by most children but staff will model and support with the reduction of contact outside of their class bubble.		9 to 11 – amber
				<ul style="list-style-type: none"> Pupils know that they can only use the toilet one at a time. 	Y	Below 9 – green Staff will monitor children using the toilet and ensure that the toilet facilities are staggered.		Below 9 – green
				<ul style="list-style-type: none"> Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 	Y	Below 9 – green Children will access the toilet regularly throughout the day to avoid queues.		
				<ul style="list-style-type: none"> The toilets are cleaned frequently as laid out in the enhanced cleaning schedule 	Y	Below 9 – green The toilets are cleaned daily.		

			<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels 	Y	Below 9 – green Caretaker will replenish soap and paper towels daily.	
			<ul style="list-style-type: none"> Bins are emptied regularly. 	Y	Below 9 – green Bins will be emptied daily.	
			<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	Below 9 – green Children will be reminded and supported to wash their hands regularly.	
30. Fire procedures are not appropriate to cover new arrangements	4		<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points A possible need for additional muster point(s) to enable reduction of contacts and maximising distance where possible 	Y	Below 9 – green Fire procedures will remain the same. Bubbles will mindfully evacuate the school building to the school field where this huge space will facilitate the reduction of contact and maximise distance between bubbles.	Below 9 – green
			<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures (inc breakfast club and after school activities) 	Y	Below 9 – green Staff are aware of evacuation procedures and have evacuated recently to ensure procedure is understood.	
			<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 	Y	Below 9 – green fire wardens have been trained appropriately and are aware of expectations and responsibilities.	

31. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively	4			<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with reduction of contacts and maximising distance measures e.g. bubble muster points Review Personal Emergency Evacuation Plans – buddies are assigned or reassigned according to available persons. Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency 	Y	Below 9 – green The evacuation point (school field) is large enough reduce contact and maximising distance between class bubbles. SEN and access considered.	Below 9 – green
32. Fire marshals absent due to self-isolation	4			<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	Below 9 – green School have three fire marshals and at least two will be on site at any given time.	Below 9 – green
33. All systems may not be operational	3			<ul style="list-style-type: none"> Government guidance is being implemented where appropriate, see following link: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown 	Y	Below 9 – green Government guidance is being implemented where appropriate and necessary.	Below 9 – green
				<ul style="list-style-type: none"> All systems have been recommissioned including: Water systems (particularly legionella testing and controls in place) Electrical and gas safety checks Emergency escapes, lighting and fire detection systems Security systems Lifts and escalators Heating Ventilation systems 	Y	Below 9 – green All systems have been recommissioned (Northway has remained open so regular checks have been taking place). 24 hour solutions will oversee maintenance checks of the building and its systems.	
34. Statutory compliance has not been completed due to the reduced availability	4			<ul style="list-style-type: none"> All statutory compliance is up to date. 	Y	Below 9 – green All statutory compliance is up to date and regularly reviewed.	Below 9 – green

of contractors during lockdown			<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. The following guidance has been followed where appropriate: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm 	Y	Below 9 – green Water systems have been maintained and are checked regularly.	
35. Lack of good ventilation means that there is risk of transmission			<ul style="list-style-type: none"> Ensure good ventilation in classrooms and common areas e.g. through opening a window Follow guidance in the following link: air conditioning and ventilation during the coronavirus outbreak. 	Y	Below 9 – green Windows in the building are open first thing in the morning to ensure good ventilation. Guidance has been followed.	Below 9 – green
36. Visitors to the site (including parents) add to the risk	4		<ul style="list-style-type: none"> Signage giving routes, procedures, entrances and exits to be followed. 	Y	Below 9 – green visitors will use main entrance and be advised of procedures.	Below 9 – green
			<ul style="list-style-type: none"> Limit the external visitors to the school during school hours 	Y	Below 9 – green External visitors to the school have been limited. No parent/professional visits (unless absolutely necessary) during lockdown.	
			<ul style="list-style-type: none"> Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. 	Y	Below 9 – green visitors/contractors have been limited and touchscreen will be thoroughly cleaned after use/gloves worn.	

			<ul style="list-style-type: none"> Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable) 	Y	Below 9 – green Parents dropping and collecting children to the school will wait outside of the building and 2 meters apart. The finance room can be utilised if support is needed (window open and socially distanced).	
			<ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings ‘virtually’ 	Y	Below 9 – green Annual reviews/SEN meetings will be held via zoom, conference calls or MS teams.	
37. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control	4		<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. 	Y	Below 9 – green Essential building work to the school will continue but will not interfere with the bubble model in place. Contractors will use a separate entrance/exit and keep away from the staff and children. Contractors have their own toilet facilities.	Below 9 – green
			<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe 	Y	Below 9 – green Assessment carried out. Builders are aware of school protocols and PPE is available. Work will start where staff and pupils are not	

					permitted (summer 20). Work now completed.
			<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective reduction of contacts and maximising distance is maintained at all times. 	Y	Below 9 – green Assurances obtained that all staff will be in good health, symptom free and will reduce contact and maximise distance between workers. Any contractors will have their temperature taken and sign a declaration form.
			<ul style="list-style-type: none"> Alternative arrangements have been considered such as using a different entrance and exit for contractors and organising classes so that contractors and staff/pupils are kept apart. 	Y	Below 9 – green Contractors will use the ‘links’ entrance to the school to reduce contact and maximise distance with children and staff.
			<ul style="list-style-type: none"> Reduction of contacts and maximising distance is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	Y	Below 9 – green Reducing contact and maximising distance will be maintained as much as possible when work is being carried out. Most works to be completed after school or during the school holidays.
			<ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	Below 9 – green Contractors will be briefed on school protocols and

						arrangements for covid 19.	
E. General							
38. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3			<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19 and its implications for the school. 	Y	Below 9 – green All relevant policies have been revised.	Below 9 – green
				<ul style="list-style-type: none"> The school has carried out a full Health and Safety Risk Assessment to ensure it is Covid-19 secure 	Y	Below 9 – green Full Health and Safety Risk Assessment carried out and reviewed regularly.	
				<ul style="list-style-type: none"> Staff, pupils, parents and governors have been briefed accordingly. 	Y	Below 9 – green Staff, pupils (with support), parents and governors have been briefed accordingly and policies ratified.	
39. Curriculum/ Learning Environment				<ul style="list-style-type: none"> Consider what activity is more difficult/ not possible to be undertaken with reduction of contacts and maximising distance in place. Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g.: <ul style="list-style-type: none"> in PE pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. In music lessons physical distancing and playing outside will be done wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or 		Below 9 – green Balls removed from sensory play room. Surfaces wiped regularly. Class bubbles to move in isolation around the school and access lessons within their classroom using appropriate resources. If resources are shared they will be cleaned after each use. Class bubbles will be no more than 15 (children and staff) Classrooms and other	Below 9 – green

				<p>side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <ul style="list-style-type: none"> • Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support. 		<p>shared areas will be well ventilated and timetabled.</p> <p>Below 9 – green All staff reduce contact and maximise distance as much as possible but due to the nature of our children front of classroom delivery is not appropriate.</p>	
40. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4			<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ○ Staff (inc staff at breakfast club and after school activities) ○ Pupils ○ Parents ○ Governors/Trustees ○ Local authority ○ Health services ○ Regional Schools Commissioner ○ Professional associations ○ Other partners ○ Neighbouring schools/EY settings ○ Highways department • Parents are communicated with to make sure they know: <ul style="list-style-type: none"> ○ whether their child will be able to attend from 2nd Sept ○ what protective steps you're taking to make the school a low-risk place for their child 		<p>Below 9 – green Communications with all stakeholders are managed appropriately and virtually in most cases. Contact is reduced and distance maximised. Governors meetings, meetings with partners (health) have taken place over zoom and other virtual platforms.</p> <p>Below 9 – green All key information and protective steps to minimise risks has been shared with parents. Re-integration into</p>	<p>Below 9 – green</p>

				<ul style="list-style-type: none"> ○ what you need them to do (such as on drop off and collection) • For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan 		<p>school has been considered and will be staggered for some children and new admissions (September 20). Advice for parents regularly updated on the school website.</p>	
41. Pupils who are unable to attend school because they are complying with clinical and/or public health advice are not receiving access to remote education	4			<ul style="list-style-type: none"> • School is aware of current guidelines for shielding 	Y	<p>Below 9 – green School is aware of current guidelines for shielding.</p>	<p>Below 9 – green</p>
				<ul style="list-style-type: none"> • Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. 	Y	<p>Below 9 – green Parents have been provided with clear guidance about acceptable reasons for non-attendance. School will monitor absences and refer to the EWT for advice (parental preference taken into consideration during a lockdown).</p>	
				<ul style="list-style-type: none"> • Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. 	Y	<p>Below 9 – green The school is aware of any health conditions of our children and will be requesting this information from our new starters. Guidance on shielding will be acted upon appropriately.</p>	

			<ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. 	Y	Below 9 – green	
			<ul style="list-style-type: none"> Staff are available to ensure pupils at home continue to be provided with remote education 	Y	Below 9 – green Staff are available to ensure pupils at home are supported with resources.	
42. Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	2		<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Y	Below 9 – green We have a trained counsellor and trained mental health first aider on site to support pupils and staff.	Below 9 – green
			<ul style="list-style-type: none"> There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Y	Below 9 – green We have a trained counsellor and trained mental health first aider on site who can be accessed by pupils and staff. Supervision is offered to all members of staff.	
			<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). 	Y	Below 9 – green Mindfulness, self-regulating strategies and zones of regulation are used regularly for our SEN children to manage their feelings and emotions.	
			<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Y	Below 9 – green Resources and websites to support mental health are	

						provided in the staff room and on the school website.	
43. The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	3			<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Y	Below 9 – green Staff are encouraged to focus on their wellbeing. Information on where to access support displayed in staff room.	Below 9 – green
				<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Y	Below 9 – green Wellbeing is discussed and work load managed to ensure a work-life balance.	
				<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing 	Y	Below 9 – green Staff have had many trainings on mindfulness and wellbeing.	
				<ul style="list-style-type: none"> Staff briefings/training on wellbeing are provided. 	Y	Below 9 – green Staff have had many trainings on mindfulness and wellbeing.	
				<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Y	Below 9 – green Signposting to useful websites circulated via email and displayed in the staff room.	
44. Lack of governor oversight during the COVID-19 crisis leads to the school failing to	2			<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. 	Y	Below 9 – green We have had regularly and full governors meetings via zoom throughout the covid-	Below 9 – green

meet statutory requirements.						19 crisis. This will continue.	
				<ul style="list-style-type: none"> The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 	Y	Below 9 – green School leaders are challenged and held accountable by the governing body for implementation of all statutory requirements.	
				<ul style="list-style-type: none"> The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. 	Y	Below 9 – green The Headteacher’s report included content and updates on how leaders have met statutory obligations and the schools response to covid-19.	
				<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Y	Below 9 – green School leaders have had regular dialogue with the chair of governors to discuss responses and plans.	
				<ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility. 	Y	Below 9 – green School leaders are challenged and held accountable for implementation of all statutory requirements. Minutes reviewed by chair of governors.	
45. Test and trace is not used effectively to help manage staffing	3			<ul style="list-style-type: none"> Guidance on test and trace has been published. 	Y	Below 9 – green Guidance on test and trace and other	Below 9 – green

levels and support staff wellbeing						government initiatives published.	
				<ul style="list-style-type: none"> The guidance has been explained to staff 	Y	Below 9 – green Guidance explained to all staff.	
				<ul style="list-style-type: none"> Post-testing and tracing support is available for staff. 	Y	Below 9 – green School leaders available to support staff through testing and post-testing.	
46. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	4			<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 	Y	Below 9 – green All staff and children’s absences are tracked on Integris and on the DfE portal daily.	Below 9 – green
				<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. 	Y	Below 9 – green Any pupil or staff displaying symptoms at school will be isolated in a designated room. They will be asked to test and use test and trace. The bubble in which the staff is attached will be closed if a result is positive.	
				<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply 	Y	Below 9 – green Pupils, parents and staff are aware of the steps to take if they develop symptoms. Information on testing is shared with parents.	

				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the local authority and, in the case of academies, the trust 	Y	Below 9 – green We will inform the local authority/PH if a test is positive.	
47. Staff (inc breakfast club and after school activities staff), pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	4			<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. 	Y	Below 9 – green Guidance on action to take if symptomatic shared with staff and parents.	Below 9 – green
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y	Below 9 – green Guidance explained in induction process and staff briefed on changing guidance regularly.	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	Below 9 – green Changes or updates on guidance is communicated to all stakeholders in a timely and effective way.	
48. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school including test and trace	4			<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. 	Y	Below 9 – green Staff and parents have received clear communications informing them of government guidance on confirmed cases of covid-19 and the action the school will take if a member of staff or pupil has a positive test result.	Below 9 – green
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y	Below 9 – green Induction process will	

						explain government guidance on covid-19.	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	Below 9 – green Any updates or changes to guidance will be communicated in a timely and effective way to all stakeholders.	
49. Staff, parents and carers are not aware of recommendations on transport to and from school	4			<ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). Pupils, parents and staff travelling on public transport to wear face covering and to remove these safely when coming into school, following school procedures 	Y	Below 9 – green Any unnecessary travel on public transport will be reduced and staff, parents/carers will be encouraged to use alternative methods of transport. Parents and staff aware they need to wear face masks on public transport that will be removed safely and disposed of appropriately when arriving at school. PPE is available to staff at school.	Below 9 – green