



## School Reopening Risk Assessment

<b>School name</b>	Maple Tree Primary School		
<b>Assessment carried out by (name/role)</b>	Cath Bainbridge Headteacher - in conjunction with the Senior Leadership Team (SLT) - Amy Hyde/Kim Varley		
<b>Date of assessment</b>	November 2021	<b>Date of next review</b>	December 2021
<b>Rationale behind update</b>	Increased positive rates locally and advice from PHE		

### Purpose of this document:

This COVID-19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to ensure the school continues to operate in a safe way.

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

- Health and Safety Policy; Supporting Children with Medical Needs Policy; Safeguarding and Child Protection Policy
- DfE Guidance relating to Covid-19 - with specific use of the following documents:
  - [Guidance on hand cleaning](#)
  - [Schools Covid-19 Operational Guidance](#)
  - [Guidance for contacts of people with confirmed coronavirus who do not live with the person](#)
  - [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)
  - [Actions for Early Years Providers](#)
  - [Implementing Protective Measures](#)
  - [Stay at home guidance for households with possible coronavirus symptoms](#)

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*H: High risk (significant impact on the school's ability to function safely/ make required or appropriate provision)*

*M: Medium risk (some challenges but able to sufficiently reduce risks to function safely / take action to make required or appropriate provision)*

*L: Low risk (Systems/ processes are in place or can readily be implemented to significantly reduce any risk/ make required or appropriate provision)*

### SLT RESPONSIBILITIES

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Adjustments to setting hours, staggered drop off and pick ups ends.</li> </ul>	L	<ul style="list-style-type: none"> <li>Staggered drop offs and picks ups end. Doors open for all classes at 8.55am for pupils to come straight in, without lining up, ready to start promptly at 9am. Doors open at 8:45 for UKS2.</li> <li>Use of outside classroom doors to spread out the numbers on the playground</li> <li>Children to be advised to go directly to relevant classroom on arrival to school.</li> <li>Staff on duty at key entry points to school to monitor arrivals.</li> <li>Staff in classroom area prior to teaching arrival to ensure social distancing maintained.</li> <li>All ADULTS over 11yrs old will NO LONGER requested to wear masks on school grounds.</li> </ul>	<p>ongoing 2021</p> <p>Review October 21 SLT</p>
<ul style="list-style-type: none"> <li>An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely.</li> </ul>	L	<ul style="list-style-type: none"> <li>Systems and processes to be monitored/reviewed throughout the Spring term.</li> <li>One-way system to NO LONGER in place around the main school corridor.</li> <li>Staggered use of cloakroom areas so footfall is reduced in corridor spaces.</li> </ul>	<p>Review October 21 SLT</p> <p>Ongoing</p>
<ul style="list-style-type: none"> <li>Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorts</li> </ul>	L	<ul style="list-style-type: none"> <li>There is no assumption that children will socially distance within the classrooms between child to child or staff to child.</li> <li>Where PPA can't be done at home, the library desk can be used for this.</li> </ul>	<p>Review October 21 SLT</p>
<ul style="list-style-type: none"> <li>SLT has completed this assessment, in conjunction with staff and staff representatives e.g. consistent groups, keeping groups distanced, distancing between individuals according to government guidance, use of equipment, resources etc. and</li> <li>are responsible for the implementation of actions</li> </ul>	L	<ul style="list-style-type: none"> <li>Monthly review</li> </ul>	<p>Ongoing</p>
<ul style="list-style-type: none"> <li>Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns</li> </ul>	L	<ul style="list-style-type: none"> <li>Any other review as necessary</li> </ul>	<p>Ongoing</p>

## PREPARING BUILDINGS AND FACILITIES

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>● SLT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.</li> <li>● Premises and utilities have been health and safety checked and building is compliant:                             <ul style="list-style-type: none"> <li>➢ water treatments</li> <li>➢ fire alarm testing</li> <li>➢ repairs</li> <li>➢ grass cutting</li> <li>➢ PAT testing</li> <li>➢ Boiler/heating servicing</li> <li>➢ internet services</li> <li>➢ any other statutory inspections</li> <li>➢ insurance covers reopening arrangement</li> <li>➢ deep cleaning across the whole site</li> </ul> </li> </ul>	L	<ul style="list-style-type: none"> <li>● Risk assessment will be updated monthly unless there is a more frequent need.</li> <li>● General school maintenance is up to date and school premises are safe.</li> <li>● School Business Manager to meet with Site Agent to ensure completion and school readiness.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>● SLT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Rooms in use are currently cleaned every day.</li> <li>● Cleaning materials will be available in each room for staff and students to use if required to wipe down equipment.</li> <li>● Cleaners check lists to be used by all cleaners</li> </ul>	Ongoing <i>manager/Site agent</i>
<ul style="list-style-type: none"> <li>● Office spaces redesigned to allow office-based staff to work safely.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Limitations set on number of staff within small working spaces at the same time is advised (main office, group rooms, Head/Dep Head office, wellbeing room).</li> <li>● Cleaning wipes to be kept next to the phone for wipe down after every use.</li> </ul>	Review October 21 SLT  Update when required <i>Site Agent</i>
<ul style="list-style-type: none"> <li>● Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Unused rooms will be kept locked at all times. Door to staff room to be closed at all times</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>● Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</li> </ul>	L	<ul style="list-style-type: none"> <li>● One-way system NO LONGER in place for the school site – arrive or leave through the front gate or side gate. Both gates to be manned in the morning. Front gate to be manned in the afternoon. Y5/6 reminded about leaving the classrooms sensibly and safely.</li> </ul>	Ongoing <i>SLT</i>

<ul style="list-style-type: none"> <li>Additional hire and use will resume as normal.</li> </ul>	L	<ul style="list-style-type: none"> <li>School Manager to liaise with individual contacts for lettings.</li> <li>Lettings to be reviewed monthly</li> </ul>	Ongoing <i>Business Manager</i>
<ul style="list-style-type: none"> <li>Consideration given to the arrangements for any deliveries.</li> </ul>	L	<ul style="list-style-type: none"> <li>Site agent or school manager to meet deliveries on arrive. Signage on gate for all deliveries to ring the main office and not enter the building.</li> </ul>	ongoing <i>School Manager/ Site Agent</i>

### EMERGENCY EVACUATIONS

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Fire assembly points will revert to normal as there is no expectation on children socially distancing in an emergency. Adults will need to be aware of their proximity to others once outside in order to prevent large gatherings in one place. <i>NB In the event of an emergency the priority is getting out of the building calmly regardless of social distancing.</i></li> </ul>	L  H if the site agent is off for a long period of time	<ul style="list-style-type: none"> <li>Fire Evacuation plan shared with all staff at the start of the new year.</li> <li>A drill will take place at various times in the school day.</li> <li>Relevant changes to usual safety procedures communicated to all staff.</li> <li>This will include pupils using current evacuation points with all a register called by a member of staff.</li> </ul>	ongoing <i>Head/ Site Agent/ School Manager</i>
<ul style="list-style-type: none"> <li>Fire drills that are carried out encourage social distancing between bubble groups/staff.</li> </ul>		<ul style="list-style-type: none"> <li>Evacuation points to follow social distancing measures for adults.</li> <li>Children to be directed and supervised by staff.</li> </ul>	ongoing <i>Head/ Site Agent</i>
<ul style="list-style-type: none"> <li>Staff and pupils understand that in an emergency they must leave without delay.</li> </ul>		<ul style="list-style-type: none"> <li>Included in guidance issued to staff/children and parents.</li> </ul>	02.06.20 <i>Head/ Site Agent</i>

### CLEANING AND WASTE DISPOSAL

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <a href="#"><u>COVID-19: cleaning of non-healthcare settings guidance</u></a></li> </ul>	M	<ul style="list-style-type: none"> <li>The site team are aware of this guidance and it will be followed</li> <li>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc are all thoroughly cleaned and disinfected regularly.</li> <li>Reminders to be given to staff re handwashing and hand sanitizing before using high touch points,</li> <li>Hand towels and hand soap are to be checked and replaced as needed by the cleaners.</li> </ul>	Ongoing <i>School Manager/ Site Agent</i>

		<ul style="list-style-type: none"> <li>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> <li>Where possible doors will be left open to reduce contact points.</li> </ul>	<i>Poster 28.09.20 DH</i>
<ul style="list-style-type: none"> <li>Sufficient time is available for the enhanced cleaning regime to take place at appropriate times and as frequently as required by current government guidance.</li> </ul>	M	<ul style="list-style-type: none"> <li>Increase in cleaning hours to enable enhanced cleaning of classrooms each week</li> <li>There are no longer time restrictions on when staff can be on site, although it would be polite to leave your classroom while it is being cleaned.</li> <li>Everyone needs to leave school on a Friday by 5pm at the very latest. No exceptions.</li> </ul>	<i>To be reviewed as and when required School Manager Ongoing SLT To be reviewed on a monthly basis.</i>
<ul style="list-style-type: none"> <li>Bins are provided for pupils and staff to dispose of used tissues</li> </ul>	L	<ul style="list-style-type: none"> <li>Bins provided for all rooms in use by children.</li> <li>General waste collections made when the minimum number of persons are on site.</li> </ul>	<i>Ongoing Site team</i>
<ul style="list-style-type: none"> <li>Where the same space or equipment is used by different groups or cohorts of children, cleaning takes place between each group's occupation or use.</li> <li>Arrangements are in place to ensure the regular cleaning of toilets.</li> </ul>	M	<ul style="list-style-type: none"> <li>Pupils can share equipment without the need for a rota.</li> <li>Toilets are cleaned half way through the day as well as at the beginning and end of each day.</li> </ul>	<i>Ongoing School Manager/ Head School Manager and site agent to liaise</i>
<ul style="list-style-type: none"> <li>Learning equipment such as computers and tablets are cleaned with a disinfectant wipe weekly.</li> </ul>	L	<ul style="list-style-type: none"> <li>Computer suite will be used by more than one-year group per week, but pupils must wash their hands before using the equipment.</li> </ul>	<i>Ongoing Deputy Head</i>
<ul style="list-style-type: none"> <li>Handheld and frequently touched sports/PE equipment is disinfected weekly.</li> </ul>	L	<ul style="list-style-type: none"> <li>Equipment will be used by more than one-year group per week, but pupils must wash their hands before using the equipment.</li> </ul>	<i>Ongoing Deputy Head/PE Lead</i>
<ul style="list-style-type: none"> <li>Staff and students shared tables are cleaned with a disinfectant wipe prior to use</li> </ul>	L	<ul style="list-style-type: none"> <li>Staff will have their own equipment pack, including keyboard and mouse.</li> <li>Disinfectant wipes will be available for use for desks if required</li> <li>Children will NO LONGER be encouraged to sit at the same table every day.</li> </ul>	<i>Ongoing School Manager</i>
<ul style="list-style-type: none"> <li>Adequate cleaning supplies and facilities around the school are in place to enable frequent and thorough hand cleaning.</li> </ul>	L	<ul style="list-style-type: none"> <li>Hand sanitiser available at the school entrance.</li> <li>Bins in the classrooms.</li> <li>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</li> <li>Stock check and ordering schedule reviewed and order made.</li> </ul>	<i>Ongoing School Manager/ Site Agent</i>

Shared toys and resources	<ul style="list-style-type: none"> <li>Use of shared resources and toys is considered to identify the risks of contact between children when playing.</li> </ul>	L	<ul style="list-style-type: none"> <li>Toys that were difficult to clean have been taken out of use temporarily, for example play dough and wooden toys can now return.</li> <li>Toys that are put into children's mouths are cleaned between use.</li> <li>Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle regularly.</li> </ul>	<i>Ongoing Teachers and EY Team</i>
	<ul style="list-style-type: none"> <li>Individual resources</li> </ul>	L	<ul style="list-style-type: none"> <li>Children will be using classroom equipment as normal. Year 5-6 may bring in pencil cases from home, but these are to stay in school.</li> </ul>	<i>Ongoing Teachers and EY Team</i>
Books (books are items that are difficult to clean)	<ul style="list-style-type: none"> <li>Books are issued to pupils on a rotational basis</li> </ul>	L	<ul style="list-style-type: none"> <li>Children will have use of the class reading books.</li> <li>The library may be used by classes, but must book a rota slot, not just 'turn up'.</li> </ul>	<i>Ongoing Staff</i>
	<ul style="list-style-type: none"> <li>Used books are set aside for 72 hours after use to reduce microbial load.</li> </ul>	L	<ul style="list-style-type: none"> <li>Following 72 hours, covers are to be disinfected before returning to the shelf.</li> </ul>	<i>Ongoing Staff</i>
	<ul style="list-style-type: none"> <li>Books and posters checked for visible soiling and disposed of where necessary.</li> </ul>	L	<ul style="list-style-type: none"> <li>Posters in school will be checked on a weekly basis.</li> </ul>	<i>Ongoing Staff</i>
Lunch time	<ul style="list-style-type: none"> <li>Trays, tables and chair touch points are disinfected after use</li> <li>Small number of children using the hall at any one time.</li> </ul>	L	<ul style="list-style-type: none"> <li>Hall to be used at lunchtime for reception children/ks1 and year 3</li> <li>Years 4-6 to eat in the classrooms or outside, weather permitting. This will be reviewed.</li> <li>Year 4 to join year 3 in the hall asap, as the situation is reviewed.</li> </ul>	<i>To be reviewed half monthly Staff</i>
Outdoor play equip	<ul style="list-style-type: none"> <li>Outdoor play equipment</li> </ul>	L	<ul style="list-style-type: none"> <li>Pupils can share outdoor play equipment, provided that they have washed their hands before they go outside.</li> </ul>	<i>Ongoing Staff</i>

### HAND WASHING

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age</li> </ul>	L	<ul style="list-style-type: none"> <li>Staff will advise children accordingly.</li> <li>Time will be allowed for this.</li> <li>Reminders and rhymes taught to the youngest children to help with expectations.</li> </ul>	<i>Ongoing All staff</i>  <i>Ongoing Head</i>

appropriate way e.g. observing young pupils, instructing in the class		<ul style="list-style-type: none"> <li>Children know where handwashing stations are and to use them frequently.</li> <li>Parents will be advised of expectations through the letter to parents.</li> </ul>	
<ul style="list-style-type: none"> <li>Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day.</li> </ul>	L		
<ul style="list-style-type: none"> <li>Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> </ul>	L		
<ul style="list-style-type: none"> <li>Handwashing is being encouraged rather than using hand sanitizer wherever it is possible.</li> </ul>	L	<ul style="list-style-type: none"> <li>Staff and parental guidance created and shared. <b>completed</b></li> <li>Posters are displayed around the school. <b>completed</b></li> </ul>	<i>Ongoing Head</i>
<ul style="list-style-type: none"> <li>Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.</li> </ul>	L		
<ul style="list-style-type: none"> <li>All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use.</li> </ul>	L		
<ul style="list-style-type: none"> <li>Times are staggered where possible and consider the increased handwashing times that have been introduced.</li> </ul>	L	<ul style="list-style-type: none"> <li>Staff will be advised that children can access toilets during lesson times to ensure there is not a bottle neck at social times</li> </ul>	<i>Ongoing Head</i>
<ul style="list-style-type: none"> <li>Hand sanitiser is stored appropriately and safely according to pupil's age and individual risks.</li> </ul>	L	<ul style="list-style-type: none"> <li>Hand sanitiser and cleaning products stored in locked rooms away from children.</li> </ul>	<i>Ongoing All staff</i>
<b>CLASSROOMS</b>			
Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Each classroom has been assessed and reviewed to identify suitability for children in line with government guidance and to ensure staff are able to reasonably achieve social distancing measures, where possible, and this is known to all</li> </ul>	L	<ul style="list-style-type: none"> <li>SLT measured classroom and other available spaces to assess capacity for staff and pupils: <ul style="list-style-type: none"> <li>➤ classrooms – no need for social distancing between children, windows kept cracked open all day &amp; external doors can be open to allow for ventilation if warm enough. Doors must be monitored during drop off and pick up times.</li> </ul> </li> </ul>	<i>Ongoing All staff</i>
<ul style="list-style-type: none"> <li>Classroom entry and exit routes have been determined and appropriate signage in place.</li> </ul>	L	<ul style="list-style-type: none"> <li>Signs up around school <b>completed</b></li> <li><u>e-Bug posters displayed:</u> <ul style="list-style-type: none"> <li>➤ <u>Horrid hands</u></li> <li>➤ <u>Super sneezes</u></li> </ul> </li> </ul>	<i>Done All staff</i>



		<ul style="list-style-type: none"> <li>➤ <u>Hand hygiene</u></li> <li>➤ <u>Respiratory hygiene</u></li> <li>➤ <u>Microbe mania</u></li> </ul>	
STAFFING			
Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>● Maintaining sufficient staff to deploy in the school, enabling distancing for staff and pupils in accordance with the guidance at the time.</li> </ul>	M	<ul style="list-style-type: none"> <li>● Staffing situation will be monitored closely as the term begins. Staff illness/absence will be discussed to ensure there is limited impact on the school community.</li> <li>● Should staffing be unavailable to work then cover will be sought from cover supervisors or supply as a last resort.</li> <li>● Significant staff absence may result in partial closure (see outbreak management plan)</li> </ul>	<i>Ongoing SLT</i>
<ul style="list-style-type: none"> <li>● Staff are aware of the measures being taken by the school to ensure their well-being, including in respect of workload.</li> </ul>	M	<ul style="list-style-type: none"> <li>● Staff who are anxious should speak to a member of SLT for advice.</li> <li>● Staff are aware they can use Bedfordshire well-being service</li> <li>● Marking and feedback policy is to be reviewed to allow staff to focus on the quality of the feedback rather than the actual marking in books</li> </ul>	<i>Ongoing SLT</i>  <i>Review 26.03.21 SLT</i>
<ul style="list-style-type: none"> <li>● Staff will go home as soon as possible if they develop symptoms</li> </ul>	M	<ul style="list-style-type: none"> <li>● Staff will notify SLT who are able to cover if required</li> <li>● Staff will go home as soon as they have symptoms</li> </ul>	<i>Ongoing</i>
<ul style="list-style-type: none"> <li>● Plans to respond to increased sickness levels are in place.</li> </ul>	M	<ul style="list-style-type: none"> <li>● Cover arrangements determined (including leaders and safeguarding designated leads) to minimise contacts</li> </ul>	<i>Ongoing SLT</i>
<ul style="list-style-type: none"> <li>● Plans in place to support the emotional distress of the staff –including anxiety</li> </ul>		<ul style="list-style-type: none"> <li>● Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>● Staff e- mails to line managers – to discuss concerns and shared control measures.</li> <li>● Sharing of support help lines.</li> <li>● Risk assessments reviewed regularly.</li> <li>● Planned time for planning and preparation within the week as PPA.</li> <li>● Staff meeting and briefings kept to a minimum, with regular e-mailed briefing, where possible, to ensure communication.</li> <li>● Wellbeing resources shared with staff eg <u>MindEd learning platform for professionals</u> which contains materials on peer support, stress, fear and traum and bereavement. There is also the a <u>COVID-19 staff resilience hub</u> with advice and tips for frontline staff.</li> </ul>	<i>17.07.20 Ongoing SLT</i>  <i>09.10.20 School Manager</i>
<ul style="list-style-type: none"> <li>● Approaches for meetings and staff training in place.</li> </ul>	L	<ul style="list-style-type: none"> <li>● <u>Meetings can take place in small groups, preferably using big well ventilated spaces.</u></li> </ul>	<i>Review October 21 SLT</i>

		<ul style="list-style-type: none"> <li>Meetings with parents should preferably take place over the phone and where face-to-face is necessary, virtually. In person meetings will be considered where this could be detrimental to the people involved. These will be judged on a case by case basis.</li> </ul>	
LATERAL FLOW DEVICE RAPID TESTING			
Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Staff given option to take part in community testing using lateral flow device (LFD) to increase likelihood of identifying asymptomatic Covid sufferers to help reduce the rate of transmission.</li> </ul>	M	<ul style="list-style-type: none"> <li>All members of staff will sign to confirm they have read the booklet/watched <a href="#">instructional video</a> on YouTube about self-administering tests</li> <li>All staff who take the tests will receive the guidance document v.1.3.2</li> <li>All staff to test on specific days (Sunday and Wednesday evenings)</li> <li>Tests to take place before 7:00pm so that parents can be informed of impact on bubble group by 8:00am and/or KV can arrange appropriate cover</li> <li>Tester to Wash hands prior to and after Testing</li> <li>All surfaces to be wiped down before and after testing</li> <li>Testing waste to be disposed of immediately following tests</li> <li>Double bag all positive test waste materials and place in household waste</li> <li>Single bag all negative tests and dispose of in household waste</li> <li>Record of tests and test results to be kept by covid coordinator/assistant, must include Time, Date, Name, Result, Comments, Actions following positive test</li> </ul>	Start date 28.01.21 and then ongoing
<ul style="list-style-type: none"> <li>Contact Following a Positive Test</li> </ul>	M	<ul style="list-style-type: none"> <li>Staff member testing positive must isolate immediately, not go into work and contact covid coordinator via text and through the <a href="mailto:covid@mapletreeprimaryschool.com">covid@mapletreeprimaryschool.com</a> email address.</li> <li>Staff member testing positive will self isolate at home and organise an NHS <a href="#">PCR COVID</a> Test</li> <li>Candidate to double bag all waste materials and place in household waste</li> <li>The member of staff will record the test result on the <a href="#">NHS Test and Trace</a> website</li> </ul>	
<ul style="list-style-type: none"> <li>Contact during a void test</li> </ul>	M	<ul style="list-style-type: none"> <li>Staff member receiving a void test must complete a second test. If the subsequent test comes back void, the member of staff must organise a</li> </ul>	

		<p>NHS <u>PCR COVID</u> test and the covid coordinator contacted via text and through the <u>covid@mapletreepriaryschool.com</u> email adress.</p> <ul style="list-style-type: none"> <li>The member of staff will record the test result on the <u>NHS Test and Trace</u> website</li> </ul>	
<ul style="list-style-type: none"> <li>Contact during negative result</li> </ul>	L	<ul style="list-style-type: none"> <li>If a negative result is received, the member of staff should go into work as normal. A negative result will be assumed unless informed by 9am on Tuesday and Friday.</li> <li>The member of staff will record the test result on the <u>NHS Test and Trace</u> website</li> </ul>	
<ul style="list-style-type: none"> <li>Lack of testing equipment creating an increased risk of infection in school</li> </ul>	L	<ul style="list-style-type: none"> <li>Covid coordinator to ensure a record of how many tests are available to staff is recorded and new tests are reordered within an appropriate time scale</li> <li>Registration assistant to ensure that all staff sign for their test kits, recording the LOT number</li> <li>Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits</li> <li>Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test</li> </ul>	
<ul style="list-style-type: none"> <li>Candidates continue to work due to a false negative test result</li> </ul>	M	<ul style="list-style-type: none"> <li>Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed</li> <li>Test kits to be stored and managed by the Registration Assistant in line with the DfE storage guidelines to prevent damage to equipment</li> </ul>	

### SOCIAL DISTANCING

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>An assessment of the rooms in use and the ability to socially distance, according to the current guidance, has been carried out.</li> <li>Windows are open to increase ventilation where it is safe and appropriate.</li> </ul>	L	<ul style="list-style-type: none"> <li>Children will be in rooms with windows that can be opened</li> <li>All rooms where staff work have windows that can be opened</li> <li>A check will take place by the site team to ensure these all work and safe to use</li> </ul>	<i>Ongoing All staff</i>
<ul style="list-style-type: none"> <li>Information shared with parents regarding pupils travelling to school, encouraging walking.</li> </ul>	L	<ul style="list-style-type: none"> <li>Newsletters and return to school leaflet completed and shared with parents and children. <b>completed</b></li> <li>Home/School agreement redrawn and shared with staff, parents and children for signing. <b>completed</b></li> </ul>	<i>Done Head/Deputy</i>

<ul style="list-style-type: none"> <li>Where appropriate separation and cleaning cannot be ensured, other suitable arrangements have been made to ensure that pupils are provided with/ able to eat a meal during the day</li> <li>Where there is the capability to, steps have been taken to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> <li>Movement between rooms is minimised where possible and there is an effective and appropriate timetable for cleaning the rooms in use.</li> </ul>	L	<ul style="list-style-type: none"> <li>Reception to KS1 to eat in the hall by. Years 3-6 to eat in the classrooms/outside for September – plans to be reviewed to increase numbers able to use the hall for lunch when safe.</li> <li>Flight trays purchased ready for hot dinners</li> <li>Whole school assemblies to be done virtually to avoid large numbers of people in the hall at once. Key stage assemblies to return to the hall.</li> <li>Staffroom will remain in use but if staff are not eating they will need to wear a mask. Numbers will not be limited at this present time so there is no maximum number but staff are asked to be sensible and mindful of all others.</li> <li>No physical contact between staff on school site is allowed. Staff must maintain a 1m+ distance from other adults wherever possible.</li> <li>All staff must sanitise or wash hands before entering a communal area.</li> <li>Visitors will be asked to wear masks inside the school building and also at the door should they wish to speak to a member of staff. Staff are encouraged to wear masks whilst talking to parents.</li> </ul>	<p>From 03.09.20 <i>Head/Deputy</i></p> <p>done Review October 21 SLT</p>
<ul style="list-style-type: none"> <li>Approach to avoiding children entering school congregating and breaching social distancing is in place.</li> </ul>	L	<ul style="list-style-type: none"> <li>Children to come in through the external classroom doors to avoid gathering on the playground at the start of the day. They go straight to the sink to wash their hands and then move to their seats. Adults to monitor the sinks and ensure children are maintaining a safe distance whilst waiting.</li> </ul>	<i>Ongoing All staff</i>
<b>CATERING</b>			
<b>Control Measures</b>	<b>Level of Risk</b>	<b>Action Required/Decisions made</b>	<b>Date Required and by whom</b>
<ul style="list-style-type: none"> <li>Arrangements in place to provide food to children on site, including the requirement of universal free school meals.</li> </ul>	L	<ul style="list-style-type: none"> <li>Liaise with Dolce team re availability to work.</li> <li>Dolce providing new menu – Hot dinners reinstated from 01.10.20 and lidded flight trays purchased</li> <li>Reception/ KS1 and year 3 will collect and eat their dinner in the hall every day.</li> <li>Lunchtime arrangements will be reviewed to facilitate additional year groups using the hall for school dinners ASAP.</li> </ul>	<p>Ongoing <i>School Manager</i></p> <p><i>MSAs/SLT</i></p>
<ul style="list-style-type: none"> <li>Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space</li> </ul>	L	<ul style="list-style-type: none"> <li>Lunchtime rota drawn up and shared with all staff <b>completed.</b></li> </ul>	<p>Done <i>Deputy</i></p>

<ul style="list-style-type: none"> <li>Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).</li> </ul>	L	<ul style="list-style-type: none"> <li>Reception/ KS1 and year 3 only in the hall</li> <li>TA to collect lunches from the hall and take to the classrooms</li> <li>A one way system will be in place in the hall</li> </ul>	<i>Ongoing MSAs</i>
<ul style="list-style-type: none"> <li>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.</li> </ul>	L	<ul style="list-style-type: none"> <li>Rota to be drawn up and shared with school staff</li> <li>Staff who choose to pay for a school dinner will not need to eat this in the hall with the children.</li> </ul>	<i>Ongoing Deputy</i>
<ul style="list-style-type: none"> <li>Arrangements for food deliveries in place</li> </ul>	L	<ul style="list-style-type: none"> <li>Site Agent/School Manager to discuss and share information with kitchen staff.</li> </ul>	<i>Ongoing School Manager/Site Agent</i>

**PPE**

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>PPE requirements understood and appropriate supplies in place.</li> <li>Long term approach to obtaining adequate PPE supplies in place.</li> </ul>	H	<ul style="list-style-type: none"> <li>Training for all staff in the use and disposal of PPE</li> <li>Written procedures (including named responsible people), should a case of COVID19 be suspected or confirmed.</li> <li>Record of the training given to those people in the correct and safe use of PPE in these specific circumstances (putting on, taking off, disposing, what circumstances they wear specific items, etc.).</li> <li>Issues will arise if the suppliers are sold out or deliveries delayed</li> </ul>	<i>Ongoing All staff</i>
<ul style="list-style-type: none"> <li>PPE needs have been assessed in terms of standard requirements (e.g. for cleaning, pupils care, etc.) and emergency requirements (e.g. where a pupil / member of staff becomes ill with coronavirus symptoms whilst on site) with appropriate stock ordered as required and maintained in line with: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> </ul>	H	<ul style="list-style-type: none"> <li>PPE to be sought through other suppliers (fluid-resistant surgical face masks, disposable gloves and disposable aprons)</li> <li>Issues will arise if the suppliers are sold out or deliveries delayed</li> <li>Order PPE and share with staff when it arrives</li> <li>Majority of staff have completed online training in use of PPE and disposal</li> <li>Additional staff will be directed to online video by the NHS regarding usage of PPE and will be asked to sign to say they have watched it.</li> <li>Reminders to be put in staff areas about the responsibility of PPE</li> <li>Disposal of items needs to be done in accordance with guidance.</li> </ul>	<i>Ongoing All staff</i>
<ul style="list-style-type: none"> <li>There is a process for removing face coverings and disposing of them/ keeping them safely when pupils and staff who use them arrive at school, and this is communicated clearly to them.</li> </ul>		<ul style="list-style-type: none"> <li>Government guidance states that PPE in primary school is not required beyond what would normally be needed for work.</li> </ul>	To be reviewed in line with Gov indicators Review

		<ul style="list-style-type: none"> <li>Face coverings are required for staff and adult visitors in all communal areas especially where social distancing between adults is not possible (for example when moving around in corridors and communal areas).</li> <li>Disposable masks are available in each classroom and offices.</li> </ul>	December 21 SLT  <i>Ongoing</i>
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### FIRST AID

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Pupils with specific first aid requirements only attend where the appropriate first aid can be provided</li> </ul>	L	<ul style="list-style-type: none"> <li>Awareness of pupils specific needs. We will talk to parents on an individual basis around any concerns</li> <li>Individual Care Plans are in place for those in need</li> </ul>	Ongoing <i>All staff lead by SENDCo</i>
<ul style="list-style-type: none"> <li>First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and students in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months).</li> </ul>	L	<ul style="list-style-type: none"> <li>First Aider with the relevant training will always be in place</li> <li>Rota to continue for staff first aid training as soon as places become available</li> </ul>	Ongoing <i>School Manager</i>
<ul style="list-style-type: none"> <li>A member of staff has been nominated to check and maintain first aid kit contents</li> </ul>	L	<ul style="list-style-type: none"> <li>All staff to be responsible for replenishing their own kits.</li> <li>First Aid kits to be reviewed prior to phased opening</li> <li>First Aid bum bags to be purchased for MDSA's</li> <li>Second handset/Walkie talkie for PE and possibly MDSA's to be purchased</li> </ul>	03.09.20/ <i>TA's/MDSA's/ Office staff</i> 09.10.20 <i>School Manager</i>
<ul style="list-style-type: none"> <li>To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate</li> </ul>	L	<ul style="list-style-type: none"> <li>Updated guidance and information will be given to the first aider</li> <li>PPE will be provided and used</li> </ul>	Ongoing <i>First aiders</i>
<ul style="list-style-type: none"> <li>There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months.</li> </ul>	L	<ul style="list-style-type: none"> <li>There will always be a paediatric first aider available.</li> </ul>	Ongoing <i>First aiders</i>

### RESPONSE TO SUSPECTED/CONFIRMED CASE OF COVID 19 IN SCHOOL

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Approach to confirmed COVID19 cases in place: during school day               <ul style="list-style-type: none"> <li>➤ Which staff member/s should be informed/ take action</li> </ul> </li> </ul>	L	<p><b>PREVENTION</b></p> <p>If anyone in school presents with a new and persistent cough/high temperature, or has a loss of or change in their normal sense of taste or smell they must be sent home. They should self-isolate for at least 10 days and arrange to have a PCR test. The symptoms have been communicated with all members of the school community on multiple occasions.</p>	Guidance to be shared with staff by 03.09.20 <b>Completed</b>

<ul style="list-style-type: none"> <li>➤ Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>➤ Cleaning procedure in place</li> <li>➤ Arrangements for informing parent community in place</li> <li>● Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements</li> <li>● Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> <li>➤ Approach to relocating children away from certain parts of the school to clean, if possible</li> <li>➤ Cleaning procedure in place</li> <li>➤ Arrangements for informing parent community in place</li> </ul> </li> <li>● School staff and parents understand the NHS Test and Trace process. The school understands how to contact their local <a href="#">Public Health England health protection team</a> and will ensure that staff members and parents/carers understand that they will need to be ready and willing book a test and self-isolate if necessary.</li> </ul>	<p>L</p> <p>L</p>	<ol style="list-style-type: none"> <li>1. If an adult becomes unwell, they remove themselves from the setting as soon as possible.</li> <li>2. If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space (medical room) where they can be monitored/supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned and the children/adults will wash their hands thoroughly for 20 seconds.</li> <li>3. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>4. There will also be a designated toilet (disabled toilet) assigned to children who fall ill. Once the child is collected, both rooms will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</li> <li>5. Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process. They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</li> <li>6. If a child from year 3 and higher has been deemed a close contact within school or has someone who has tested positive at home, they should take LFD tests daily for 7 days and can continue to attend school provided the result is negative.</li> <li>7. If a child from year 2 or lower be deemed a close contact within school or has someone who has tested positive at home, they should organize a PCR between 3 &amp; 5 days of exposure and should remain at home in isolation until they receive a negative test result.</li> </ol>	<p>Guidance to be shared with parents by 17.07.20</p> <p><i>Head/School Manager</i></p> <p><b>Completed</b> but will continue to share via newsletters on a regular basis</p>
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<ul style="list-style-type: none"> <li>● Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school and follow the Stay at Home Guidance: '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> <li>● The NHS Test and Trace process is understood, including how to contact the local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to book a test and to self-isolate should the need arise.</li> </ul>		<p><b>RESPONSE TO INFECTION</b></p> <ol style="list-style-type: none"> <li>1. Staff members, parents and carers will need to: <ul style="list-style-type: none"> <li>● book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> <li>➢ a high temperature</li> <li>➢ a new continuous cough</li> <li>➢ a loss or change to your sense of smell or taste</li> </ul> </li> <li>● self-isolate immediately and not come to school if: <ul style="list-style-type: none"> <li>➢ they develop symptoms</li> </ul> </li> </ul> </li> <li>2. School will inform parents of the infection but we will not reveal the name of the infected child/adult TBC.</li> <li>3. The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> <li>4. Maple Tree Primary School will not, as per the DfE instruction, be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</li> </ol>	<p>Guidance to be shared with staff by 05.03.21</p> <p>Guidance to be shared with parents by 08.03.21 <i>Head/School Manager</i> and will continue to share via newsletters on a regular basis</p>
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**CURRICULUM**

<b>Control Measures</b>	<b>Level of Risk</b>	<b>Action Required/Decisions made</b>	<b>Date Required and by whom</b>
<ul style="list-style-type: none"> <li>● All students have access to technology and remote learning offer.</li> <li>● Blended approach between physical and remote learning developed, including support for those children who are shielding/ clinically vulnerable.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Home Learning to continue to support those children who are not on site.</li> <li>● Teachers to try to mirror work in classroom with work set for children working at home in priority year groups - this will be reviewed and will consider the workload on teaching staff in supporting different learners.</li> <li>● Remote learning policy created and shared with staff and parents</li> </ul>	<p>Ongoing <i>All staff</i></p> <p>02.10.20 SLT</p>
<ul style="list-style-type: none"> <li>● Consideration has been given to the use of outdoor spaces for lessons to support social distancing</li> </ul>	L	<ul style="list-style-type: none"> <li>● Staff to provide opportunities whenever possible for learning to happen outside of the classroom whilst being mindful of other groups who may be doing the same.</li> </ul>	<p>Ongoing <i>All staff</i></p>
Internal after school Clubs	M	<ul style="list-style-type: none"> <li>● Clubs will be run within KS bubble groups</li> <li>● Clubs will take place outside as much as possible</li> <li>● Pickups will be from the classroom door.</li> <li>● Pupils should arrive in sportswear at the start of the day</li> </ul>	<p>Ongoing SLT</p>



		<ul style="list-style-type: none"> <li>● Teacher will maintain social distancing with pupils</li> <li>● Equipment will be cleaned or quarantined between bubble use.</li> <li>● Hand washing at the beginning and end of each session.</li> <li>● Following an afterschool club parents will not need to adhere to the oneway system.</li> <li>● In the event of inclement weather, the club will run in the appropriate KS classroom for that bubble.</li> <li>● All payments to be made online.</li> </ul>	
Peripatetic teachers resuming on site lessons	M	<ul style="list-style-type: none"> <li>● Appropriate space would need to be found for lessons to take place allowing for social distancing.</li> <li>● Inspiring Music tutors to visit your school upon them testing negative for COVID-19 following taking Council approved Lateral Flow testing kits every 3-5 days, in line with Inspiring Music's testing procedures</li> <li>● If at any point an Inspiring Music tutor tests positive with the Lateral Flow test, they will immediately self-isolate and book to have a PCR COVID-19 test to confirm, meaning they will not attend your school whilst this process is underway</li> <li>● Inspiring Music will notify of us if a member of their staff who tests positive has been in our school 48 hours prior to the onset of symptoms and/or tests positive for COVID-19. The school confirms that we will also communicate this information to you should the staff member be considered as having been a close contact of anyone testing positive within the school.</li> </ul>	
<ul style="list-style-type: none"> <li>● Accountability</li> </ul>	L	<ul style="list-style-type: none"> <li>● Ofsted inspections are expected to resume in September 2021.</li> <li>● Consider use of assessments to support end of year judgements in light of the cancellation of primary assessments for 2020-2021</li> </ul>	Summer term 2021

### TRANSITION

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>● Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:               <ul style="list-style-type: none"> <li>➢ EY to Primary</li> <li>➢ Primary to Secondary</li> </ul> </li> </ul>	L	<ul style="list-style-type: none"> <li>● SLT and Key Stage Leaders to discuss next steps regarding transition</li> <li>● SENDCo to support teachers with transition information</li> <li>● Tracking sheets for vulnerable children to be shared with new teacher/school</li> <li>● meetings for staff to discuss transition information</li> </ul>	SLT Summer term 2021

<ul style="list-style-type: none"> <li>➤ Vulnerable children</li> <li>➤ Children with SEND</li> <li>➤ Physical and sensory needs, including adaptations, equipment etc (lead in times) School Leavers</li> </ul>		<ul style="list-style-type: none"> <li>● Intentions/initial plans for transition have been communicated to parents.</li> <li>● 24<sup>th</sup> June proposed shuffle up day to SSS – complete thorough risk assessment with SSS to ensure the day runs in line with our system of controls and aligns with guidance.</li> </ul>	
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### SAFEGUARDING

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>● Individual children's risk assessments are in place and welfare checks being undertaken.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups <b>completed</b></li> </ul>	Ongoing <i>SENDCo/DSL</i>
<ul style="list-style-type: none"> <li>● Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Staff refresher training session on processes and procedures and the revised wellbeing material. <b>completed</b></li> </ul>	03.09.20 <i>DSL</i>
<ul style="list-style-type: none"> <li>● Updated Child Protection Policy in place.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Adopted Child Protection Policy with COVID19 addendum <b>completed</b></li> </ul>	01.06.20 <i>DSL and all staff</i>
<ul style="list-style-type: none"> <li>● Work with other agencies has been undertaken to support vulnerable children and families.</li> </ul>	L	<ul style="list-style-type: none"> <li>● MyConcern is up to date and each case assigned a category.</li> <li>● DSLs meeting to discuss concerns raised during lockdown</li> </ul>	Ongoing <i>SENDCo/DSL</i>
<ul style="list-style-type: none"> <li>● Consideration given to the safe use of physical contact in context of managing behaviour.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Review individual consistent management plans to ensure they include protective measures. <b>completed</b></li> <li>● Team Teach training to be updated when facility is able to provide.</li> <li>● Caveat from Governors regarding continuation of Team Teach strategies despite lapsed training – in accordance with advice from Central Bedfordshire. Add to behavior policy and share on website.</li> </ul>	Ongoing <i>SENDCo/DSLs</i>  <i>Deputy Head</i> <i>09.10.20</i>
<ul style="list-style-type: none"> <li>● Staff induction processes are updated re. any new policies or procedures, alongside required safer recruitment checks.</li> </ul>		<ul style="list-style-type: none"> <li>● Safer Recruitment training is up to date for SLT <b>completed</b></li> </ul>	SLT

### SEND

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>● Approach to provision of the elements of the EHCP including health/therapies.</li> </ul>	M	<ul style="list-style-type: none"> <li>● SENDCo to meet with Head/Deputy to prioritise the list of EHC assessments and plan for the next steps in submitting applications.</li> <li>● SENDCo to support teachers and parents with annual reviews and facilitate virtual meetings where possible.</li> </ul>	Ongoing <i>Head/SENDCo/Deputy</i>
<ul style="list-style-type: none"> <li>● Annual reviews</li> </ul>			
<ul style="list-style-type: none"> <li>● Requests for assessment.</li> </ul>			

		<ul style="list-style-type: none"> <li>Protective measures have been discussed with pupils, parents and staff working with the pupil.</li> </ul>	
ATTENDANCE			
Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Attendance is mandatory – all groups should be attending school.</li> </ul>	L	<ul style="list-style-type: none"> <li>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</li> <li>Re-establish attendance routines as before i.e. continue to record and monitor attendance as pre-covid and any absence will be followed up.</li> <li>Attendance expectations to be shared with parents regarding next year and no authorisation to any holiday within term time.</li> <li>Where appropriate, engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority's code of conduct).</li> <li>Holidays during term time will not be authorised unless in exceptional circumstances and proof of booking may be asked for.</li> <li>Flow charts to be shared with the parents</li> <li>Regular phone calls home to discuss symptoms with the parents.</li> </ul>	Ongoing <i>Head/Pupil Administrator/Pupil Wellbeing Worker/SENDCo</i>
<ul style="list-style-type: none"> <li>Approach to support for parents where rates of persistent absence were high before closure.</li> </ul>	L	<ul style="list-style-type: none"> <li>Phone calls to parents will continue where attendance is a cause for concern.</li> <li>Consider use of catch-up funding to secure pupils' regular attendance.</li> </ul>	
<ul style="list-style-type: none"> <li>All pupils travelling to England must adhere to government travel advice and parents will need to bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> </ul>	L	<ul style="list-style-type: none"> <li>Share reminders on newsletters with parents about the requirements for quarantining/self-isolation when visiting countries abroad.</li> <li>Attendance should be recorded using correct codes</li> </ul>	Summer term SLT
COMMUNICATION			
Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.</li> </ul>	L	<ul style="list-style-type: none"> <li>Open communication is in place</li> <li>Staff are advised of communication going to parents prior to that communication</li> <li>Regular/weekly staff briefings</li> </ul>	Ongoing <i>Head/Deputy</i>

		<ul style="list-style-type: none"> <li>● Communication will be sent out to parents and staff on how they can contact the school during reopening</li> </ul>	<i>Key Stage Leaders/ School Manager</i>
<ul style="list-style-type: none"> <li>● Re-opening plans shared with governors.</li> </ul>	L	<ul style="list-style-type: none"> <li>● In person (virtual if required) governor's meetings</li> <li>● Weekly briefings update</li> <li>● Shared documents including Recovery Plan and Risk Assessments</li> </ul>	Review October 21 SLT
<ul style="list-style-type: none"> <li>● Communications with parents: <ul style="list-style-type: none"> <li>➢ Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>➢ Plans detail when a school might need to be closed/ can remain open in part drawing on advice from PHE at the time e.g. if a deep clean is needed.</li> </ul> </li> </ul>	L	<ul style="list-style-type: none"> <li>● Letters from the Head to parents</li> <li>● Parent Surveys</li> <li>● Parents evening will likely be a combination of face-to-face and virtual meetings to meet the needs of the time.</li> </ul>	Review October 21 SLT
<ul style="list-style-type: none"> <li>● Pupil communications around: <ul style="list-style-type: none"> <li>➢ Changes to timetable</li> <li>➢ Social distancing arrangements</li> <li>➢ Staggered start times</li> <li>➢ Expectations when in school and at home</li> <li>➢ Travelling to and from school safely</li> </ul> </li> </ul>	L		
<ul style="list-style-type: none"> <li>● On-going regular communication plans determined to ensure parents are kept well-informed</li> </ul>	L	<ul style="list-style-type: none"> <li>● Newsletters, Newsletter for children, Letters, website updates, surveys</li> </ul>	Ongoing <i>Head/Deputy</i>
<ul style="list-style-type: none"> <li>● Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Information in main reception</li> <li>● Essential visitors only for September.</li> <li>● Visitors will be asked to wear a mask in communal areas.</li> </ul>	Ongoing <i>School Manager</i>
<ul style="list-style-type: none"> <li>● Communication will include the use of recommended information on notice boards and throughout the setting, for example, hand washing, key staff notices</li> </ul>	L	<ul style="list-style-type: none"> <li>● Posters and notice boards will be updated</li> </ul>	Ongoing <i>School Manager</i>
<ul style="list-style-type: none"> <li>● Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.</li> </ul>	L	<ul style="list-style-type: none"> <li>● Staff will receive details and a copy of the risk assessment</li> </ul>	Review October 21 SLT

<ul style="list-style-type: none"> <li>All staff have confirmed that they are confident in applying the control measures identified in this assessment.</li> </ul>	L	<ul style="list-style-type: none"> <li>Feedback from staff at the start of September before finalizing risk assessment <b>completed</b></li> </ul>	03.09.20
<ul style="list-style-type: none"> <li>Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment)</li> </ul>	L	<ul style="list-style-type: none"> <li>Specific instructions for staff attending on the day will be given</li> <li>Supporting documents - Daily briefing notes</li> </ul>	Ongoing <i>all staff</i>
<ul style="list-style-type: none"> <li>Staff have been involved in the practical implementation of this guidance.</li> </ul>	L	<ul style="list-style-type: none"> <li>Involvement in feedback on initial plan</li> <li>Involvement in the preparation and finalisation of the risk assessment</li> <li>Review and feedback on daily instructions to staff</li> </ul>	Feedback from RA 03.09.20
<b>GOVERNANCE</b>			
Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>Meetings and decisions that need to be taken prioritised.</li> </ul>	L	<ul style="list-style-type: none"> <li>Virtual governing body meetings to continue where relevant, but face to face meetings are also allowed.</li> <li>Relevant key documentation shared with Governors</li> <li>School Development Plan created</li> <li>Learning Walks and curriculum activity to restart</li> </ul>	Meeting dates:
<ul style="list-style-type: none"> <li>Governors know how they will support Leaders during the return of all pupils and how they will assure themselves of the safety of staff and pupils.</li> <li>Approach to communication between Leaders and governors is clear and understood.</li> </ul>	L		
<ul style="list-style-type: none"> <li>Governors' understanding of the ways that the crisis has impacted on staff/ pupils/ the school and their ability to support the school during a transition to normality.</li> </ul>	L		
<ul style="list-style-type: none"> <li>Governors are involved in the discussion and planning for reopening.</li> </ul>	L		
<ul style="list-style-type: none"> <li>Governors have intentionally considered workload implications for Headteachers and other school staff, and measures are in place to ensure this is reasonable.</li> </ul>	L		
<ul style="list-style-type: none"> <li>Governors have agreed a strategic development plan that meets all pupils needs on return and plans for progression in learning.</li> </ul>	L		

## SCHOOL EVENT/TRIPS

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips/clubs/lettings.</li> </ul>	L	<ul style="list-style-type: none"> <li>Trips are going to be encouraged to ensure that the children are receiving sufficient enrichment opportunities.</li> <li>Where it is deemed responsible to send a class/year group on a trip, a thorough risk assessment will be carried out prior to going to ensure that risk assessments have been scrutinized of the venue and travel company ahead of departure.</li> </ul>	Review October 21 SLT
	L		Ongoing SLT
<ul style="list-style-type: none"> <li>Lettings and control measures in place</li> </ul>	M	<ul style="list-style-type: none"> <li><b>Calendar scrutinized for upcoming events and decisions made as to the viability in terms of updated measures: KS1 HoTP to go ahead, Year 6 Bletchley Park trip to go ahead once we have seen the venue and coach company covid risk assessments. Anti-Bullying workshops to go ahead as the children will be in Key Stage groups. Rocksteady assembly and workshops to be postponed until the Spring term. FoMT discos to go ahead - room requires ventilation throughout the event. Parents in attendance will need to sanitize hands on the way in, wear a mask and keep at a 1M+ distance. All children to wash hands on entrance and exit.</b></li> <li>Risk Assessments have been collected from external organisations to incorporate risk of covid transmission</li> <li>Grouping within the club should be done by consistent bubbles if own pupils attending</li> <li>KS toilets should be used by pupils from our own school</li> <li>External pupils to use staff toilets.</li> <li>Touch points cleaned at end of every session, including toilets.</li> <li>Good ventilation during club</li> <li>Restrict the number of people attending clubs to manageable number depending on nature of letting.</li> <li>Engage in Test and Trace</li> <li>Face coverings when moving around</li> <li>Covid Systems of Control to be added to the Conditions of Hire form and sent out to all hirers to sign</li> </ul>	<i>Review ongoing</i>

<ul style="list-style-type: none"> <li>Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.</li> </ul>	L	<ul style="list-style-type: none"> <li>Essential meetings only <b>and to be held virtually if possible.</b></li> <li>If needed in person, held in a ventilated room where social distancing can take place. Visiting adults to the school will be asked to wear masks for the protection of staff and children.</li> <li>Room will be cleaned after any meetings</li> <li>System will be in place so staff can advise the site team if any room has been used that is not part of the normal scheduled usage</li> </ul>	Ongoing <i>All staff</i>
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## FINANCE

Control Measures	Level of Risk	Action Required/Decisions made	Date Required and by whom
<ul style="list-style-type: none"> <li>An assessment of activities has been carried out for Kid's Club applying the control measures that are detailed in this risk assessment.</li> </ul>	L	<ul style="list-style-type: none"> <li>Breakfast and after school club will be reviewed according to terms of furlough and government guidance. Once viability is confirmed, Wraparound will reopen.</li> <li>Staffing levels will need to be monitored.</li> <li>This provision will be reviewed as and when required.</li> <li>KC Risk Assessment to be updated</li> </ul>	Ongoing <i>Kid's Club staff</i> SLT 01.03.21 Ongoing Ongoing KG 12.03.21
Additional costs incurred due to COVID19 are understood and clearly documented.	M	<ul style="list-style-type: none"> <li>Use of DfE document <u>Supporting Schools: Exceptional Costs associated with Coronavirus</u></li> <li>School Manager to read and confirm eligibility for covering costs lost due to cancellation of lettings, staffing costs over holidays, loss of income for Kid's Club etc <b>completed awaiting communication re reimbursement</b></li> <li>Regular meetings between the Head and School Manager to monitor the finances and to consider options/alternative solutions for some outlay</li> </ul>	Summer term <i>School Manager</i>
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	M		
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	M		
Additional costs for cleaning and resources as a result of the Covid infection which school cannot claim for from September 2020 onwards.	M		
Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>Cleaning</li> <li>IT support</li> <li>Catering</li> </ul>	L		