



School Name:	Old Church C of E (C) Primary School
URN Number:	3353100

Expectations as of 1st June 2020

Year Group	Will you be providing provision from the 1 June 2020 (Y or N)	Predicted number of pupils?
Nursery	? Not until the Govt provide access for testing for under 5s	5 (inc 1)
Reception		4 (inc 1)
Year 1		12 (inc 2)
Y2-5	Currently attending to 1 st June	Y2: 4 Y3: 3 Y4: 2 Y5: 1
Year 6		14 (inc 3)

Including children of Key worker / vulnerable pupils currently attending up to 1st June

Plus children of critical workers Y 3/4/5/2 8 children

*We are still awaiting a response from about 20 families.

What are your 3 most significant risks identified in your risk assessment?	<ol style="list-style-type: none"> 1. Being able to socially distance children, particularly in younger year groups and those requiring a degree of intimate care, pupils who bite and those requiring positive handling 2. The mental health of staff and children – fear of catching Covid-19 and passing it on to their families 3. Staff and children catching Covid-19 leading to a catastrophic incident
Are there any additional issues you wish to flag with the LA in terms of your ability to re-open?	<p>We have 2 classrooms currently out of use- 1 due to a flood and one due to the rebuild. This should have been completed in time for children to come back but problems have occurred and it is taking longer.</p> <p>Playground space is restricted as part of the playground is closed off due to builders in place. This limits how much we can socially distance at playtimes.</p>



We currently have numerous contractors on site which makes it a concern about them coming into contact with the children.

As classrooms are closed off we cannot operate a 1 way system around school.

We have currently lost use of Y1 toilets due to building work- this limits the toilets we can use.

Not knowing how many Critical worker/ Vulnerable children will require a place on top of what is known to us already- Not having capacity to cope with this.

The majority of our Key Worker children working in care homes or the NHS. This means that my staff and children are particularly vulnerable.

HT is in the 'extremely critically vulnerable group' but because she has no DHT she has elected not to shield. If the HT becomes ill the school does not have leadership capacity to run the school.

'Worrying figures show Walsall has the highest number of confirmed coronavirus cases in the Black Country.' This is today's headline in the Birmingham Mail. Is it safe to open schools?

The R figure is still above or hovering around 1 in the West Midlands- this remains a concern

Track and Trace has not yet been rolled out- this I believe was a condition of opening schools

The 'Independent Sage' committee chaired by the former chief scientific adviser Sir David King, has carried out new modelling showing that the risk to children would be halved if ministers delayed their planned school opening date by two weeks. **Thus the 15th June seems a more reasonable date to open schools**

If you are not looking to extend

Should the LA agree this risk assessment regarding



<p>provision from the 1 June what date have you discussed with your Governing Board as a possible date of extended opening?</p>	<p>opening, the HT and Governing body are extremely worried about children returning to school. It is impossible to socially distance children. We are extremely worried about the long term impact on the children's mental health with severe restrictions put on their learning environment and what children can access. The school will resemble more of a prison camp than a school. School already has the majority of their vulnerable children in school. We are currently up to 14 children a day- with only 4 being children of key workers.</p> <p>Date: June 2nd- However, 15th June seems more reasonable looking at SAGE advice</p>
<p>If you are not making a full offer, what provision is in place for pupils in these year groups?</p>	<p>Daily lessons sent home to students. Differentiated home learning tasks sent home on a daily basis. Daily letters to children/ parents from the Headteacher. Blogs for children and parents to use. EYFS parent email account and phone number for them to contact staff. All EYFS families contacted by class teachers – phone calls offering additional support and advice. Daily welfare checks to vulnerable families. Weekly emails from the SENCO to EHCP children. Regular reviews of their risk assessments. External support for SEN pupils from outside agencies such as Cadmus, School nursing. Key worker) contact for some pupils classed as vulnerable and advice give about support at home – work packs made available. Transition activities for Y6 pupils sent through M Me. Contact via coronaupdates email account for families sending in work if unable to access blogs for uploading work. Work packs were sent home March. New work packs to be sent home June. June – class teachers to call parents of pupils not in school. Weekly telephone calls to vulnerable children who are not accessing education. Additional provision for supporting mental health and wellbeing of families – WL/ PSA BH Ipads loaned out to children who have requested them.</p>
<p>What factors, if any, are preventing you extending your offer to these year groups if you are not yet intending to open?</p>	<p>Nursery is not statutory No provision to test children under 5 Staff numbers Provision space – do we have enough rooms for bubble groups?</p>





	<p>Y1 – 14 children taught in Year 1 split between two classrooms. Y6- 14 children taught between 2 classrooms KW/V children in 2 classrooms.</p> <ul style="list-style-type: none"> Identified cleaner on site for the whole day continually washing/ sanitising areas Class Teachers to ensure desks 2m apart. Verbal feedback given to children. Work uploaded to Purple Mash and marked electronically School to be open from 7 am to 6pm – staff can arrive and depart between these times as they already do. Staff to remain in their locations as directed above and a workstation room to be set up in a large classroom for staff working when not in class so as to avoid hot-desking. <p>If groups move between locations suitable cleaning and sanitising will be undertaken of each location after each use. This will include all equipment within the areas used</p> <ul style="list-style-type: none"> Staff informed to keep 2m apart for other staff members who are not part of their cohort group/ bubble Work areas have been assessed to ensure staff are at least 2m apart The occupancy has been reduced within the building. Staff who can work from home or 	<p>Barriers set up on the playground to separate groups during lunch/ break.</p>		<ol style="list-style-type: none"> NT to set up stations in each of the 5 areas 1/6/20 1/6/20 <ol style="list-style-type: none"> Business Manager (AS) to call LA cleaners 1/6/20 3.1.6.20 <ol style="list-style-type: none"> Site Supervisor (DS) to erect barriers on playground/ wildlife garden 1/6/20- Review before 15th June <ol style="list-style-type: none"> HT at INSET day June 1st June 1st
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	<p>other locations should do so</p> <ul style="list-style-type: none"> Physical barriers have been put in place to promote the 2m social distancing Notices and marker tape are present in circulation areas to encourage the 2m rule Staff to have staggered arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points Non-teaching staff work from home if possible, if not dedicated work stations are identified for each staff member. Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk 			
Segregation of pupils	<ul style="list-style-type: none"> Pupils organised into 3 Phase groups as advised by the government and DfE Staggered arrival and departure times for each group to ensure that there is social distancing between groups Each group have a dedicated work space and remain within this work space for the majority of lessons Tables and work stations as far apart as possible- 2 M A one way systems around the school to support social distancing is not possible in corridors but spacers (in the shape of animal paws) will be placed in corridors. Children have 3 identified entry points N&R through EYFS Gate Y1 through RBH Gate Y6 through Dorsett Rd Gate Pupils have designated work stations Bags and coats will not be within the class 		H	<ol style="list-style-type: none"> HT to inform parents Before 1/6/20 –Review 15/1/20 Completed 8/6/20 <ol style="list-style-type: none"> Class teachers to discuss with children on June 15th June 15th Completed



		<p>room</p> <ul style="list-style-type: none"> • Lunch will be eaten in classrooms, brought by Lunchtime supervisors • Packed lunch will be brought from home in exceptions circumstances/ medical dietary need • Stationery packs will be provided, no reading books physically used or swapped Staff and pupils to have own stationery; pupils to also have own books – no sharing of text books • EYFS – incredibly difficult to achieve between pupils due to age and nature of pupils, These will work in small groups or bubbles, with specific teachers and staff • Specific needs pupils requiring positive handling and pupils who bite and spit (at staff and other pupils), provide an additional level of difficulty and will require separate individual risk assessment. Decisions on if they attend are made based on the individual risk assessment • As a one way system is not possible due to building work and classes blocked off / limited space in corridors. Children encouraged to walk in single file and wait if they see another child coming in their direction. Break times are staggered to reduce the number of pupils moving around at any one time 			
<p>Staff and parent interaction. (Including meetings)</p>		<ul style="list-style-type: none"> • Letter sent to parents advising that access to the school is limited and that only one parent should escort a child to school or collect a child from school • Guidelines sent to parents to contact the 	<p>Email accounts currently set up: EYFS Email accounts to be set up: KS1 LKS2</p>	<p>L</p>	<p>1.HT to write to parents to discuss opening 2.June 1st 3. May 29th</p>



		<p>school and specific teachers; including, telephone, website and social media contacts</p> <ul style="list-style-type: none"> • No parents are allowed onto the school grounds • If meetings are required with parents they are done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in an large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed • Use remote working tools to avoid in-person meetings- Use TEAMS • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Avoid any sharing of work equipment including pens/paper etc. • Meetings are held outdoors or in a well ventilated room if they are essential meetings • Floor signage is used to ensure that social distancing is enforced- Paw Prints 	<p>UKS2</p> <p>Communication to be sent to parent about how to request a meeting</p>	<p>H</p>	<ol style="list-style-type: none"> 1. HT to send detailed instructions to parents 2. 8th June 3. Completed 8/6/20
<p>Staff and Staff interaction</p>		<ul style="list-style-type: none"> • Instruct staff members to adhere to social distancing at all times • Put up reminders and notices clearly displayed a critical points around the building including staff only areas • Staggered break times for all staff to make social distancing easier • Staff to stay within their bubble for breaks if possible if not 2m social distancing will apply. Wash own dishes and cups 		<p>H</p>	<ol style="list-style-type: none"> 1.J F to put up notices 2.By June 1st June- Review 15th June 3.Completed 8/6/20



Statutory and best practice inspections		<ul style="list-style-type: none"> • Prior to reopening complete a check of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link' • Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment 			<p>1. HT/ Site manager (DS)</p> <p>2. June 1st – Review 15th June</p> <p>3.</p>
Contaminati on on surfaces including toys and equipment		<ul style="list-style-type: none"> • All soft furnishings which may be difficult to clean have been removed • All soft toys or toys which may have parts which are difficult to clean have been removed • All surfaces and equipment are suitably sanitised between each group use. This includes all outside play equipment and toys • All surfaces are sanitised throughout the day • Pupils do not shares equipment during breaks / PE activities so as to minimise multiple contacts 	Lunch – supervisors; Breaks – Teacher and LSA to clean handles;	H	<p>1. Class Teachers/ LSA in bubble</p> <p>2. June 1st</p> <p>3. June 1st</p>
Lack of effective cleaning		<ul style="list-style-type: none"> • Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised at least daily • What cleaning will be undertaken prior to reopening if the school or areas of the school have been closed or used previously-- • Enhanced cleaning is planned for all facilities throughout the day and at the end of each day • Frequent cleaning will take place for work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure 	<p>HT has purchased sanitising tablets from the LA -</p> <p>HT to appoint a cleaner to be at school full time- Cleaning log to be kept.</p> <p>Class teachers to have cleaning kits in areas, including sanitisers and bacterial wipes for IT equipment used by pupils –</p>	H	<p>1. Site Manager to discuss with cleaners</p> <p>2. 1/6/20</p> <p>3. 1/6/20</p>



		<p>there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day</p> <ul style="list-style-type: none"> • Limit or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health • Deep cleans will take place on a Friday pm 	sanitise at the end of their session.		
Lack of effective ventilation		<ul style="list-style-type: none"> • The school has not been closed and ventilation equipment has been maintained following the planned preventative maintenance schedules • Staff have been instructed to open doors and windows frequently to increase ventilation • Most air conditioning system have been turned off 		H	<ol style="list-style-type: none"> 1. D S to check AC/ heating systems 2. by June 1st 3. 4. Date now 22/6/20- visual checks done but school has not been closed
Personal Hygiene, toilet, shower and changing facilities		<ul style="list-style-type: none"> • Handwashing facilities are available to all staff. • Hand sanitisers have been made available in every classroom and a foot pump in the main entrance. Sanitisers also in locations such as the staffroom • Signs and posters are displayed to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm • Signage is pupil friendly and suitable for anyone with a disability within the school, e.g., Braille or pictorial • Staff provide regular reminders and signage 	Assistant heads to establish appropriate child friendly signage for the age of their pupils.	H	<ol style="list-style-type: none"> 1.Site manager to organise sanitisers 2.By June 1st 3.May 28th <ol style="list-style-type: none"> 1. JF 2. By June 1st 3. Completed 8/6/20



	<ul style="list-style-type: none"> to maintain hygiene standards • Hand sanitiser is provided in multiple locations in school, including within each class room and at each entry point • Tissues, bins and sanitiser is available within each group area, to encourage pupils to 'Catch it, Bin it, Kill it' • Use and cleaning guidance has been established for toilets to ensure they are kept clean and social distancing is achieved • Enhance cleaning for busy areas • Foot pedal bins are provided for waste facilities and more frequent rubbish collection • Paper towels are used as an alternative to hand dryers in handwashing facilities 	<p>Bins to be purchased.</p>		<ol style="list-style-type: none"> 1. J F 2. By June 1st 3. Completed 1/6/20 <p>Bins purchased- 22 May 20120</p>
<p>Staff at increased risk from the virus</p>	<ul style="list-style-type: none"> • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed • Staff who have been advised to shield are advised to work from home • Whenever possible, vulnerable workers are considered for roles where they can work from home. • That clinically vulnerable workers should work from home if possible if not then clinically vulnerable workers work in lower risk activities where they have the highest chance of remaining 2m away from others • Support is provided for workers around mental health and wellbeing. This could include advice or telephone support • Staff advised to shield: 4 inc HT as they are clinically extremely vulnerable • Staff classed as clinically vulnerable: 12 inc site supervisor and 1 other SLT member. 	<p>.</p> <p>.</p>	<p>H</p>	<ol style="list-style-type: none"> 1. HT to send out guidance to staff 2. 20/5/20 3. 20/5/20



	<ul style="list-style-type: none"> • If staff are pregnant, it has been agreed by Governors that they work from home. Reviewed as gov.uk guidelines change • Staff living with shielded people: 1 – This member of staff will not be required to attend school should they wish to work from home. • From figures above: Suggested working from home: 3 due to shielding / shielding members of the family • HT has chosen not to shield because she has no DHT to run the school 	<p>If the HT becomes ill school will not have leadership capacity.</p> <p>An individual risk assessment will be completed for any staff member identified as being vulnerable</p>		
Pupils at an increased risk from the virus	<ul style="list-style-type: none"> • Pupils identified as needing to shield told not to attend school, additional arrangements would need to be made for their education • Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented • Pupils living with someone who is shielding, will only attend school if stringent social distancing can be guaranteed and the pupil can understand to follow the instruction. If not they should not attend school • Pupils with medical conditions not attending school e.g. 3 x children with Down's Syndrome and respiratory issues plus 3 x type 1 diabetic children. • All EHCP children are provided with work by class teacher and weekly contact with the SENCO • All children have daily contact with HT and 	<ul style="list-style-type: none"> • 	M H	<p>1.Head teacher</p> <p>2.June 1st</p> <p>3.May 28th</p>



		class teacher who sets them differentiated work.			
Visitors and contractors		<ul style="list-style-type: none"> • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect the 2m distance at all times • At interaction locations a physical barrier is in place (e.g. screens and panels) • Sanitation and hand washing is available for visitors • All visitors on site must wear a mask and sanitise. They should wear gloves if appropriate and take temperature. • Contact via telephone is encouraged and where this is an option • There is a limit to the number of visitors at any one time to reduce the chance of not following social distancing • Schedules for essential services and contractor visits have been reviewed to reduce interaction and overlap between people (for example, where possible carrying out services after school) • A record will be maintained of all visitors in the visitor log • Revised visitor arrangements are in place to ensure social distancing and hygiene. For example place sanitiser/ wipes and gloves by 	<ul style="list-style-type: none"> • Signage required 	L H	<p>1.Site supervisor (DS)</p> <p>2.By June 1st</p> <p>3.1/6/20</p> <p>1. Business Manager (AS) to move signing in machine and provide wipes / gloves by the machine</p> <p>2.June 1st</p> <p>3. Completed 1/6/20</p>



		signing in pad.			
Staff with symptoms of the virus		<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services 	<ul style="list-style-type: none"> • Staff to be informed as to routine of what to do should they develop symptoms in or out of school hours. • Staff information pack giving guidance on what to do with pupils who develop symptoms in school is to be issued • Temperature log of pupils – note down this as: <ul style="list-style-type: none"> ○ Measure temp in morning on entry ○ Before lunch ○ When develop symptoms • Temperature log of staff x 1 daily at sign in 	H	<p>1. AH/ SB to create logs. FS to create procedure list. 2.June 1st 2020</p> <p>3.Shared with staff June 1st</p>
Pupils with Symptoms of the virus		<ul style="list-style-type: none"> • If a student starts to show symptoms of COVID 19, they should be sent home immediately • Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air. • Pupils to be isolated in RBFH so as to minimise contact. Has own toilet, ventilation and parents can collect from there so as to minimise contact in the main building • If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use • Suitable PPE including Apron, Goggles, 	<ul style="list-style-type: none"> • Phone needed in RBFH • PPE pack needed 	H	<p>1.PPE – NT/ AH; Communicate to staff for procedures - FS</p> <p>2.June 1st</p> <p>3.June 1st</p> <p>Site Manager to put phone in RBH downstairs</p> <p>By June 1st Completed 1/6/20</p>



		<p>moisture resistant face mask and gloves by any supervising staff</p> <ul style="list-style-type: none"> Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique 	<ul style="list-style-type: none"> Parents of children within the same bubble should be informed. Advice sort from Public Health in relation to the other children and staff within the bubble 		<ol style="list-style-type: none"> Office to call parents of children who are in the same bubble By the end of the day
Deliveries and collections		<ul style="list-style-type: none"> Pick-up and drop-off collection points, procedures, signage and markings put up. Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Ordering larger quantities of inbound materials less often to reduce deliveries Where possible and safe, having single employees load or unload vehicles Where possible, use the same pairs of people for loads where more than one is needed Enable drivers to access welfare facilities when required, consistent with other guidance Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice Cleaning procedures for equipment, tools and vehicles after each day and after each use of shared equipment Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical 	Signage on front door needed with main office phone number	<p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<ol style="list-style-type: none"> Site supervisor (DS) June 1st 12/6/20



	<ul style="list-style-type: none"> Regular cleaning of reusable delivery boxes The front door to be closed Visitors to use the bell systems which shows who is present in the office. All deliveries left outside the office where practical 		H	
Access and Egress	<ul style="list-style-type: none"> Stagger arrival and departure times at work/ school to reduce crowding into and out of the workplace 3 access points re used into school to reduce interaction Y6- Dorsett Rd Year 1 via RB House gate Reception / Nursery via EYFS entrance. Children can be dropped off between 8:30 and 9:00. Gates to close at 9am. Registers at 9am. The separate entrances minimises the need for staggered times. Departure times: EYFS 3pm KS1 KS2 3.10pm (separate gates) Children /staff to enter into the learning area from outside by designated door, to reduce the need for moving around within the building Handwashing (or hand sanitation where not possible) is available at all entry and exit points. These are used when both children and adults enter the building Alternatives to touch-based security devices have been provided including keypads- paper sign in (personal pens only to be used, there 	Staff to store belongings in their own lockers.	H	<p>1.HT to inform staff and parents</p> <p>2.By June 8th</p> <p>3.completed 8/6/20</p>



	<ul style="list-style-type: none"> is no sharing of pens) • Staff are encouraged to bring a minimal amount of bags to school • Markings put on the floor to encourage flow at entry and exit points • People with disabilities are able to access school via the RBH house 			
Common areas	<ul style="list-style-type: none"> • Staggered break times to reduce pressure on break rooms or places to eat • Use outside areas for breaks • EYFS – ONLY USE THEIR SEPARATE PLAYGROUND Year 1 use Wildlife garden area for break and lunchtime Year 6 use pitch for break and lunchtime Key Workers use top playground for break and lunchtime • Create additional space by using other parts of school or buildings that have been freed up by remote working or other pupils who are not at school e.g.RBH and portacabin • Use protective screening for staff in receptions • Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions and maintain the 2m social distancing where possible • Use social distance markings for other common areas such as toilets, lockers and changing rooms and in any other areas where queues typically form e.g. RBH entrance, Dorsett Rd path, all paths around school • Specific toilet areas for specific groups. Children use toilets which are in their areas – pupils to use the same toilets for lunch and 	<p>Type up list for staff of designated areas</p> <p>Assistant Heads to inform children/ HT to re social distancing and to stand on paw prints</p>	<p>H</p> <p>H</p> <p>H</p>	<ol style="list-style-type: none"> 1. FS 2. June 1st 3. June 1st <p>3.</p> <p>Assistant Head</p> <ol style="list-style-type: none"> 1. 2.By June 8th 2. Completed 8th June



		<p>break</p> <ul style="list-style-type: none"> • Staggered break times to reduce pressure on communal rooms. All lunches are served in the class rooms • Staff are encouraged to bring their own food • All personal items to be kept on the back of the child's chair / coats as age appropriate • All children/ staff fed a school lunch, limiting the use of sandwich boxes being brought into school – limited to medical / dietary needs pupils. • Children to be provided with their own stationary- no pencil cases brought to school • Staff to wash their own dishes and plates etc and keep their cutlery and other items with them. Clean hands before using microwave, sanitise handles afterwards • Staff belongings to be stored in personal lockers • Pupils do not need to change for P/E– just change trainers/ shoes 			
Moving around the building		<ul style="list-style-type: none"> • Reduce movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of class telephones, dedicate specific areas and toilets for each group • Reduce job and equipment rotation. If any equipment is shared this will be sanitised before being used by another group or staff member • Stagger the group arrival, break and leaving times to ensure that groups don't mix 	Y6 to hand phones in to class teacher and these are to be locked in a locker / desk until the end of the day – put in a plastic wallet and then they can pick up	H	<p>1.HT to inform staff</p> <p>2.June 1st</p> <p>3.June 1st</p>



Work places and work stations	<ul style="list-style-type: none"> • Workstations placed to allow staff to maintain social distancing wherever possible • Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people • If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk • Using Paw Prints to mark areas to help employees keep to a 2m distance • Avoid employees working face-to-face. For example, by working side-by-side or facing away from each other with a 2m distance between them • Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user • Classroom I, will be used as a staff workstations for those who do not have a designated area • Limits transit through building to toilets, as each class has dedicated toilet facilities to use 		H	<ol style="list-style-type: none"> 1.Already in place 2.June 1st 3.June 1st
Meetings	<ul style="list-style-type: none"> • Using remote working tools to avoid in-person meetings- Use Teams • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Avoid any sharing of work equipment including pens/paper etc. • Hold meetings outdoors or in a well ventilated room if they are essential meetings • Using floor signage to ensure that social 		L H	<ol style="list-style-type: none"> 1.Already in place 2. 3.



		distancing is enforced			
Accidents, incidents and emergencies		<ul style="list-style-type: none"> • There is always a Paediatric first aiders on site • Review fire marshals role, changes have been made to reflect the new school organisation • A check has been made that first aid and fire safety provision and equipment is adequate for the new working environment • The location of the assembly point has been reviewed - Paw Prints put on the playground to encourage social distancing • Adequate PPE is provided for use of staff in all emergencies including first aid and fire • Any fire safety systems that have not been tested during lockdown are tested asap – such as fire alarm including the operation of electronically locked doors and emergency green box over rides, self-closing doors held open on electro magnets, emergency lighting, sprinklers, automatic smoke vents etc. • Adequate means of escape will be maintained even if the building is not fully occupied – occupants must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke • Keys to external gates will be available to occupiers • Check have been completed to ensure that fire exits open easily – especially doors operated by push bars as they can ‘stick’. 	<ul style="list-style-type: none"> • Playground to be cleared as safest point from building work and 2m markings being put into place for pupils to line up • Fire Drill practice on 15th June • Paediatric first aiders to be identified to 	H	<p>1.D S to review Fire Marshalls</p> <p>2.By June -15th</p> <p>3.</p> <p>1. Fire Drill to be carried out by the end of Day 1</p> <p>2. June 15nd</p> <p>3. Completed 15/6/20</p> <p>1. Site Manager to carry out all site checks</p> <p>2. By June 1st</p> <p>3.</p> <p>1. Site Manager to put 2 M feet markings on the playground to enable children to line up safely.</p> <p>2. By June 1st</p> <p>3. Completed 14/6/20</p>



	<p>Weekly checks are in place going forward</p> <ul style="list-style-type: none"> • Laptop trolleys are not be left switched on overnight unless controlled by timers • Fire action plan has been amended as necessary to incorporate reduced staffing levels • Servicing of fire safety equipment has taken place as scheduled • If skips are to be used to dispose of unwanted items, site them at least 6 metres from the building • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance will be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival • First aid kits already in place 	<p>all staff in each area – ensure they have PPE available and are happy with procedures</p>		<ol style="list-style-type: none"> 1. AH to create a list of Paediatric first aid staff 2. By June 1st 3. 1/6/20 <p>A Paediatric First Aider is in school every day.</p>
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<p>Parent queuing outside school</p>		<ul style="list-style-type: none"> • Parents and guardians safely queue outside the school while waiting to drop off or collect children • The school has Put mini traffic people signs at 2 m distances to encourage social distancing • When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates. PPE available for staff on gates • Staggered arrival and departure times are agreed 	<ul style="list-style-type: none"> • Put mini traffic people signs at 2 m distances to encourage social distancing 	<p>H</p>	<p>1. Mr D S to put out traffic signs daily</p> <p>2. By June 15th</p> <p>3. June 15th</p>
<p>Transport to and from school</p>		<ul style="list-style-type: none"> • Pupils are encouraged to travel to school via walking, cycling or private vehicles • In line with government guidance communication sent to parents discourages the use of public transport • Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists • Different entrance and exits are provided for different groups • Pupils walking or cycling to school are advised to socially distance at all times • Car Park resurfaced and kerb dropped to make more car parking spaces • During pick-ups social distancing should be observed. Pupils advised to social distant whilst waiting for their parents • On arrival at school and when returning home pupils advised to wash their hands for at least 20 seconds following the recommended method Pupils to wash their hands regularly and remind that they need to do this before they leave school – time to be built in for this 	<ul style="list-style-type: none"> • Communication to be sent to parents 	<p>H</p>	<p>1. Local authority letter sent to parents by HT</p> <p>2. May 20th</p> <p>3. ██████████</p>



<p>Communication of control measures to staff, pupils and parents</p>		<ul style="list-style-type: none"> • All staff are trained on the specific control measures relevant to their job roles- Training Day • Staff were engaged with during the development of the risk assessments and identification of suitable control measures • Clear guidance is provided on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email • Clear, consistent and regular communication will take place to improve understanding and consistency of ways of working • Use games, songs and stories to help explain the new rules to pupils and increase pupil understanding • Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. HT sent Risk Assessments to all stakeholders • Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work- Covid Policy book set up 	<ul style="list-style-type: none"> • Signage needs to be in place according to location, purpose and audience of message – To do • Staff are able to input into the risk assessment once shared. • SLT to communicate key developments arising from the SLT meeting • Procedures will be communicated to all staff prior to school opening to pupils 	<p>H</p>	<ol style="list-style-type: none"> 1. HT – to inform and work with staff – teams meeting 2. By June 1st 3. Completed June 1st



<p>PPE provision</p>		<ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council • If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken • Tasks undertaken by staff have been assessed and suitable PPE e.g. cleaners and medical TAS • An emergency PPE kit and spare stock is provided to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school 	<ul style="list-style-type: none"> • 	<p>H</p>	<ol style="list-style-type: none"> 1. Plenty of PPE equipment is in place 2. 3.
<p>Teaching pupils with SEND</p>		<ul style="list-style-type: none"> • Individual risk assessment are in reviewed to ensure that suitable controls are in place • Additional PPE is provided for personal care • Allocate dedicated staff to care for individual children where personal care is needed • Personal care environment and equipment is thoroughly sanitised following each use • Use SEN tools to help communicate the control measure and new rules to the pupils • At all times of the day: Full PPE to be worn for: <ul style="list-style-type: none"> ○ pupils requiring intimate care ○ as per individual risk assessment • Some pupils may need additional risk assessment to be completed, particularly if 	<ul style="list-style-type: none"> • School needs to buy additional substantial PPE: face shields 	<p>H</p>	<ol style="list-style-type: none"> 1.SENCo to liaise with 1:1 staff 2.June 1st 3.June 1st <p>SB Assistant Head EYFS to call identified pupils' parents.</p>



		<p>needs positive handling – phone call to parents on 22nd May. These pupils may need staff to wear full PPE.</p> <ul style="list-style-type: none"> Some pupils may need a smaller staff: pupil ratio than usual. This is considered as part of the individual risk assessment 			
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This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.

Signature: Davina Clacy

Date: 22/5/20

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
22/5/20	<p>Changes to cleaning routines after PH meeting- single use cloths/ mops washed every day, PPE equipment provided for employees, rubbish double bag and put straight into the School bins</p> <p>All hand driers to be turned off</p> <p>All rubbish/ dust collecting materials to be removed</p> <p>Consider displays- future displays to be laminated if possible- Reviewed but having blank walls is more detrimental to child’s mental health</p>	HT	Daily
25/5/20	<p>Comments from Govs</p> <ul style="list-style-type: none"> Cleaning Log put on toilet doors Builders to update Risk and Method statements with more children on site All delivery drivers to use outside ‘Builder’s toilet’ if they need to A reminder to parents not to share information/ emails on Social Media 	Chair of Govs	Daily
26/5/20	<p>EYFS – Add in recommendations for EYFS taking into consideration papers released on Sunday</p>	HT	DAILY



8/6/20	Actions review and those completed have been added to the existing control column. Some wording also reviewed.	HT	
8/6/20	Risk Assessment signed off by HT, Chair of Govs	HT	
14/7/20	Met with Sue Popham to discuss and review the risk assessment for September.		