

COVID-19 Risk Management Plan: Date started July 7 2020 – for reopening in September 2020

Site / school name:	BECCLES PRIMARY ACADEMY		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Heather Thorne	Date of completion:	Updated 20.03.2021
Risk assessment approved by:	R2 Estates Team	Date of approval:	21.08.2020 (initial)
Date risk assessment to be reviewed by:	Next date: 12.04.21	Risk assessment no:	16

Record of Risk Assessment Reviews

Date of review:	09.07.20 03.09.20 16.09.20 01.10.2020 02.11.2020 04.12.20 02.01.2021 14.01.21	Reviewed by:	Heather Thorne Adam Herrington	Comments / date of next review:	Now logged at the back of Risk Management Plan
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Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
S o c i a l - D i s t a n c i n g & M i n i m i s	<i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:</i>	<i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i>	<i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i>	<i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i>
	Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group) avoiding contact between separate bubbles and maximising social-distancing within bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate.	<p>UPKS2 bubble Y6 – 31 pupils & Y5 – 40 pupils in purple corridor (no other year groups in this corridor) Pupils in 3 classrooms, class toilets allocated in the corridor. All coat pegs outside of the classroom. Excess furniture removed from classrooms</p> <p>LKS2 Bubble Y4 – 29 pupils & Y3 – 31 pupils in green corridor (no other year groups in this corridor) Pupils in 2 classrooms, class toilets allocated in corridors. All coat pegs</p>	<ul style="list-style-type: none"> ▪ Staggered seating within all classrooms so pupils sit side by side where possible ▪ All children to have individual pencil cases and stationery ▪ In KS1 & EYFS all practical resources washed each day or soaked overnight ▪ FFT intervention takes place in LKS2 corridor with pupils from Y3 & Y4 ▪ TW to remain in LKS2 bubble and support children in that bubble only 	

	<p>outside of the classroom. Excess furniture removed from classrooms</p> <p>KS1 Bubble Y2 – 20 pupils & Y1 – 25 pupils in Blue corridor (no other year groups in this corridor) Pupils in 2 classrooms, class toilets allocated in corridors. All coat pegs outside of the classroom. Excess furniture removed from classrooms</p> <p>EYFS Bubble YR – 15 pupils & YN – 12 pupils in Red corridor (no other year groups in this corridor) Pupils in 2 open plan areas, toilets within the area. All coat pegs contained in the area. Excess furniture removed along with soft furnishings.</p>		
<p>Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social-distancing. Ideally, adults should maintain a 2m distance from each other, and from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised.</p>	<ul style="list-style-type: none"> ▪ Staggered seating within all classrooms so pupils sit side by side where possible ▪ All children to have individual pencil cases and stationery ▪ In KS1 & EYFS all practical resources washed each day or soaked overnight 	<ul style="list-style-type: none"> ▪ All adults working in the classroom can wear masks ▪ Visors to be used no longer 	
<p>Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</p>	<ul style="list-style-type: none"> ▪ The Shop (red corridor) ▪ Pop Up Shop relocated to Green corridor open 2 x mornings per week. Entrance directly from outside ▪ 	<ul style="list-style-type: none"> ▪ Daily security check – for isolation room (Admin Team) AH to update checklist and training for admin staff ▪ Other rooms allocated cleaning as part of daily programme 	

			<ul style="list-style-type: none"> ▪ Communicate access arrangements for Shop 	
	<p>Consider school parking arrangements to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop-off and pick-up arrangements.</p>	<ul style="list-style-type: none"> ▪ Staff starting and leaving times slightly staggered ▪ Staff to use spaces on the main car park and to make use of overflow car park at the back of the kitchen ▪ Disabled parking spaces used for 2 identified pupils and 1 space for visitors ▪ Parents have no access to school car park 	<ul style="list-style-type: none"> ▪ Parking information distributed to staff ▪ Reminder to all parents – No parking on site 	<p>No staff to leave site by car until after 3:15pm when all children have left site</p>
	<p>Implement people-management at key times of the day to maintain social-distancing and to minimise contacts such as at pupil drop-off, break times, lunchtime and pupil pick-up.</p>	<ul style="list-style-type: none"> ▪ 4 designated areas for each Key Stage staff with access to kitchen and staff toilet ▪ Soft start for children starting times (20 mins) reduce congestion at start and end of day ▪ Main front gates will be kept closed, side pedestrian gates will be used for entry and exit only (one-way system) ▪ All parents to wear a face covering when collecting or dropping off children from school ▪ All staff members of gate/playground duty to wear face covering ▪ Mark out pedestrian walkway system with sports cones and barrier tape ▪ One adult(parent) per family ▪ Soft start to school day – children to enter the building by designated entrance as soon as they arrive within allocated time slot. 	<ul style="list-style-type: none"> ▪ Signage displayed with staff allocations indicated ▪ SLT to review on weekly basis practical workings of these spaces using checklist ▪ On walkways where there is not 2m spaces, a member of staff will be positioned to ensure that parents socially distance and walk single file with child. ▪ Reception children to use the reception entrance into the red corridor using ramp. ▪ KS 1 children to use corridor door leading directly onto Y1 & Y2 classrooms ▪ Y3 to use doors from front grass directly into classroom ▪ Y4 to use corridor door leading into Y4 classroom ▪ Each bubble has a premade box of playground toys that are washed regularly. Boxes to be labelled and kept in bubble shed. 	

	<ul style="list-style-type: none"> No adults in building, all children left at designated entrance Staggered break and lunchtimes for all groups Playground to be marked with zones for staggered groups as designated play area – marked with SMOOGA 		
Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social-distancing and minimise contacts.	N/A		
Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	<ul style="list-style-type: none"> Up date letter sent out 02.03.21 by email - ARBOR Communicate brief updates using texting service Updates communicated after a change or time – sent via email or text to parent group Email briefing to all staff in school – 2 / 3 x weekly 	<ul style="list-style-type: none"> Admin team to check all new parent email addresses are accurate Staff to receive regular texts and emails as updates 	
Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).	<ul style="list-style-type: none"> In place and amended since lockdown. 	<ul style="list-style-type: none"> Regular review of signage to check it still complies to current guidance 	
It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1 st August 2020 as applicable) including those that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or those who may otherwise be at increased risk from COVID-19. Please contact	As from 01.03.21 All staff are back to school on normal working pattern.	All staff have had a meeting to update and review their individual risk assessment before starting back (AH)	

<p>HR with regard to any specific questions concerning staff in these categories.</p>			
<p>Display signage prominently at site entrances to encourage social-distancing and minimising contacts (multiple-language signage where necessary).</p>	<ul style="list-style-type: none"> ▪ Posters displayed at gate entrance and other doors to building 	<ul style="list-style-type: none"> ▪ Regular review of signage to check it still complies to current guidance 	
<p>Limit parent vehicular access to car parks to essential car-users only - this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking should be considered on an individual school basis.</p>	<ul style="list-style-type: none"> ▪ Procedure same as pre-Lockdown - No access for parents except disabled children (HS) 3 disabled parking bays in carpark ▪ Parent access to breakfast club drop off only 		
<p>Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access.</p>	<ul style="list-style-type: none"> ▪ 2 x staff on main front gate (8:20am) ▪ 1 x staff on front path by crossing in car park (8.30am - 8:50am) ▪ 1 x staff on playground (8.30am – 9:00am) ▪ Year 1 & Year 2 (8:30 - 8:50am) ▪ EYFS group 2 x staff in classroom, 1 x staff to meet children at walkway 	<ul style="list-style-type: none"> ▪ Rota distributed to all staff via email 	
<p>Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social-distancing and minimise contacts - portable coat racks and cycle racks could be relocated.</p>	<ul style="list-style-type: none"> ▪ Coat pegs to be redistributed alternately where there is enough space. ▪ Each KS to have allocated toilets in the corridor. 		
<p>Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should</p>	<ul style="list-style-type: none"> ▪ Mark 2 pedestrian gates as separate entry and exit ▪ Extended time for drop off and collection 	<ul style="list-style-type: none"> ▪ Clear marking on paved entrances into school for 2m distancing 	

<p>be managed and supervised to maintain social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> ▪ All parents and children reminded of road safety outside of school gates ▪ Where possible, staff to enter and leave later or before children 	<ul style="list-style-type: none"> ▪ Extended time to be reviewed regularly to ensure that congestion is manageable and safe ▪ ST present for all drop offs and collection to support children in and out of school 	
<p>Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> ▪ Main pathway at edge of school buildings is marked with one-way system using floor markings ▪ 		
<p>Designate one primary entrance to each building (and one, separate, primary exit).</p>	<ul style="list-style-type: none"> ▪ Corridor doors used as entry for Year 1, Year 2 & Y4 classrooms. ▪ Year 3 through door directly into classroom Reception and Nursery through individual doors onto corridor 	<ul style="list-style-type: none"> ▪ The same doorway would be used for entrance and exit. Staff to manage a one-way system through doorways. Children to be escorted at all times 	
<p>Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> ▪ One-way system marked out in all corridors. Corridors measure just under 2 m. ▪ Signage is displayed around school ▪ 	<ul style="list-style-type: none"> ▪ Use of existing S code All people MUST walk in single file throughout the school building ▪ ST to supervise at key times 	
<p>All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p>	<p>Staggered playtimes</p> <ul style="list-style-type: none"> ▪ Y6 & Y5 10:15am – 10:30am – exit via purple corridor onto playground ▪ Y4 & Y3 10:30am – 10:45am – exit via green corridor onto playground ▪ Y2 & Y1 10:30am – 10:45am – exit via blue corridor onto playground ▪ Toilets allocated per corridor bubble 	<ul style="list-style-type: none"> ▪ KS staff reallocated break duty rotas ▪ Playground divided by SMOOGA to prevent KS bubbles mixing ▪ Each KS bubble to allocate First Aider duty for breaks. Portable First Aid kits to be used ▪ playground split 3 ways to accommodate all bubbles 	

<p>Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social-distancing and minimise contacts with others - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).</p>	<ul style="list-style-type: none"> All groups with designated toilet area, coat pegs and entrance to classroom Years R - 6 Lunches to be eaten in the classroom Children to exit for playground via classroom door 	<ul style="list-style-type: none"> Lunches to be distributed to each Key Stage corridor group by class staff for that group and catering team. All class staff and catering staff wear facemask & wear gloves when serving lunchboxes. 	
<p>Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.</p>	<ul style="list-style-type: none"> Current Key holders: Site Manager Main cleaner HT AHT SBM 		
<p>Limit use of passenger lifts to essential users and only one at a time.</p>	<p>N/A</p>		
<p>Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in order to maintain social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> Each corridor end is marked to indicate give way system if required at times of possible congestion Children and staff to undergo training for use of system in school 	<ul style="list-style-type: none"> All new children to undergo adjustment by adult lead for their group on day one of returning to school 	
<p>Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.</p>	<ul style="list-style-type: none"> All main routes are marked on floor using one-way system. Signage made to indicate both areas out of use and permitted routes 		
<p>Only one adult to accompany children to and from school - place notification signage outside the school entrances.</p>	<ul style="list-style-type: none"> Parents to be sent letter reminding them of school adjustments for social distancing prior to March 8th start 	<ul style="list-style-type: none"> ST to verbally remind parents of social distancing and requirement for 1 adult to and from school if needed. 	
<p>Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up; stagger breaks times / lunchtimes all to facilitate</p>	<p>Start Times All children to arrive at school between 8:30am and 8:50 am</p>	<ul style="list-style-type: none"> Breakfast club children to be identified (admin team) and allocated spaces per bubble. 	

<p>ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day and / or time extensions to both ends of the school day and not the implementation of rotas.</p>	<p>End Times Y6 at 3:00pm Y5 at 3:00pm Y4 at 3:00pm Y3 at 3:00pm EYFS at 2:45pm Y1 & Y2 at 2:50pm</p>	<ul style="list-style-type: none"> ▪ Staffing to be arranged per bubble ▪ All Y6, Y5 & Y4 children to enter school site independently, parents to leave and collect from main school gate ▪ congestion at the end of the day - where possible to arrange for one collection per family 	
<p>Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.</p>	<ul style="list-style-type: none"> ▪ All timings to be communicated in a letter to parents by March 8th ▪ Signage to be displayed around entrances to school and walkways ▪ All timings to be clearly accessible on school website 	<ul style="list-style-type: none"> ▪ ST to support timings at each drop off and collection ▪ Individual families with several aged children to have separate timings to prevent unnecessary gatherings 	
<p>Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.</p>	<ul style="list-style-type: none"> ▪ Parents will need to accompany younger children to drop off points directly at classroom doors ▪ All adults to wear a face covering when on the school site 	<ul style="list-style-type: none"> ▪ Extended timing to limit adults on school site at any time ▪ No adults meeting on playground drop off for EYFS, Y1 & Y2 on playground only ▪ 1 adult only to accompany child to drop off point 	
<p>Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> ▪ Class adult to accompany children at all times in building ▪ All staff to receive reminder on social distancing by email ▪ All staff to wear a face covering when moving around school outside of their bubble. 	<ul style="list-style-type: none"> ▪ All staff to wear approved disposable face masks provided by school inside of the school building. ▪ Staff on gate duty to wear material masks only for outside 	
<p>Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene, social-distancing and minimise contacts in-line with guidance issued separately by Estates.</p>	<ul style="list-style-type: none"> ▪ All catering and school deliveries to be before 8 am ▪ All external visitors to make advanced appointment and to wear a face covering while on site ▪ Contractors to be scheduled on site before 8.30 and after 3.15pm 	<ul style="list-style-type: none"> ▪ All suppliers to be contacted and advised of new arrangements ▪ Contractors schedules checked. If work is not essential – rescheduled 	

F i r e S a f e t y	With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.	<ul style="list-style-type: none"> All classrooms and areas used for groups have access to emergency equipment and escape routes 		
	All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.	<ul style="list-style-type: none"> New starts identified and class adult to talk through fire arrangements Reminders from class adult for fire and lockdown procedures to children Fire drill scheduled for week 2 (15.03.21) 	<ul style="list-style-type: none"> Regular fire alarm weekly check continue to be completed 	
	For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority.	<ul style="list-style-type: none"> All Fire Marshalls to complete Flick training 		
	For staff or pupils that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social-distancing requirements may not be met, but life safety must be prioritised in the event of a fire. NOTE: <i>It is recommended that those staff for pupils needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance. In the event of direct physical assistance, it must be understood that social-distancing is secondary to the life safety of occupants.</i>	<ul style="list-style-type: none"> All PEEPs in place for identified children Social distancing rules cannot be met for 2 identified children. Parent consent to be agreed prior to children attending school 	04.01.21 All PEEPs reviewed	

H e a l t h & M e d i c a l N e e d s	The requirement to provide suitable, appropriately qualified first aid cover to all staff and pupils has been assessed with suitable first aid and / or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.	<ul style="list-style-type: none"> First aid box in each corridor Adequate supplies of first aid equipment in school 4 x Paediatric First Aiders in school from March 8th All staff have up to date first aid training 	04.01.21 First Aider responsible in each corridor to check first aid boxes are up to date with resources	
	Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.	<ul style="list-style-type: none"> PPE available for 2 staff members who work 1-1 with children needing intimate care PPE available for cleaners and catering team PPE available for isolation room and first aid 	04.01.21 All PPE resources assessed for continuous use and stock levels maintained (AH)	
S e c u r i t y	Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.	<ul style="list-style-type: none"> School security remains same as before lockdown – meeting secure requirements 		
	For areas of the school which are not fully staffed; consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.	All areas fully staffed		
C l e a n i n g & P e r	The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> Anti-bacterial wipes to be used in each classroom for surfaces, door handles etc. used by class staff Lidded bins to be in all classrooms Cleaning program to be adjusted to be before and after school when all staff and children have left the building 		
	Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments	<ul style="list-style-type: none"> PPE provided for cleaning staff Cleaning program to be adjusted 		

S o n a l H y g i e n e	are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning - NOTE that this guidance will be updated further when new information is released by the Government in late July 2020.	to be before and after school when all staff and children have left the building		
	Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles.	<ul style="list-style-type: none"> All children to eat lunches in their classrooms Cleaning program to be adjusted to be before and after school when all staff and children have left the building 	<ul style="list-style-type: none"> Regular stock takes of gel and sanitising wipes to ensure adequate supply in school at all times (TW) 	
	The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.	<ul style="list-style-type: none"> Some classrooms without warm water – allocated toilet sinks to class groups without warm water Children's posters for handwashing at every sink Soap and sanitiser in each classroom and toilet area 	<ul style="list-style-type: none"> Regular stock takes of gel and sanitising wipes to ensure adequate supply in school at all times 	
P r o p e r t y	The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-opening checklist has been re-visited / completed prior to September re-opening.	<ul style="list-style-type: none"> Site Manager completing all daily / weekly checks and updating Parago 		
	All serious property concerns have been raised with the Estates Team and appropriate steps in place to ensure the safety of all building occupants.	<ul style="list-style-type: none"> N/A at present – school is compliant 04.01.21 		
F o o d S e r	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that	<ul style="list-style-type: none"> PPE provided for all catering staff All lunches to be eaten in the classroom Staff CPD with revised cleaning schedule. All tables with need to be wiped before and after eating in classroom 	<ul style="list-style-type: none"> 	

v i c e	school kitchens comply with Guidance for Food Businesses on Coronavirus.			
	Food serving areas have been reviewed and queuing and seating arranged to support good social-distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.	<ul style="list-style-type: none"> All food to be eaten in classrooms Class staff to collect and take lunches to each classroom in staggered times collection from Library area 	<ul style="list-style-type: none"> 	
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	<ul style="list-style-type: none"> All arrangements in place and regularly updated by Catering manager 		
A P P E N D I X : N E W R I S K C O N S I D E R A T I	Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work alongside their wider protective measures, e.g. keeping children within their bubbles or year groups where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.	<ul style="list-style-type: none"> Breakfast club open for children needing breakfast and childcare Children kept within KS bubbles in large dining area 	<ul style="list-style-type: none"> Breakfast club children to be identified (admin team) and allocated spaces per bubble. Staffing to be arranged per bubble 	
	Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised whilst still allowing for a break of a reasonable length during the day.	<ul style="list-style-type: none"> 4 designated areas for each Key Stage staff with access to kitchen and staff toilet 1 per KS corridor 		
	Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.	<ul style="list-style-type: none"> Classroom doors and windows are open Corridor windows open 	<ul style="list-style-type: none"> Daily check that all school external gates are shut after entering site as per rota 	
	Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school.	<ul style="list-style-type: none"> Signage with pictorial instructions to be displayed at entrances for removal and disposal of face coverings Lidded bins labelled for this waste 		

O N S		<ul style="list-style-type: none"> Cleaners to follow statutory guidance 		
	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.	<ul style="list-style-type: none"> In place already and followed by children already in school New starters to be shown current practise 	<ul style="list-style-type: none"> 	
	Arrangements are in place for staff and pupils to bring in their own frequently-used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered.	<ul style="list-style-type: none"> Letter reminding parents to limit equipment brought into school School pencil cases and stationery to be provided to each pupil Resources cleaned immediately after use if shared across bubbles All staff to be allocated their own face masks and visor 	<ul style="list-style-type: none"> 	
	Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.	<ul style="list-style-type: none"> All staff have received relevant training May, June & September & March 2020 - 2021 All staff & parents received letters and details of NHS Test and Trace process School admin team with bank of template letters and flow charts for reporting incidents to all stakeholders 	<p>All COVID 19 information to be held centrally on Google Shared Drive and folder in HT office.</p> <p>Updated Risk Management plan to be shared with all school staff on 03.01.21 prior to starting school</p>	
	Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace or beyond in the case of a potential wider outbreak.	<ul style="list-style-type: none"> All staff have received relevant training May, June & September & March 2021 School admin team with bank of template letters and flow charts for reporting incidents to all stakeholders 	<ul style="list-style-type: none"> 	
Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time.	<ul style="list-style-type: none"> Kits in school More kits ordered from DfE 09.2020 	<ul style="list-style-type: none"> 		

<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> ▪ Upstairs, left hand cupboard set up as designated isolation room ▪ All PPE and necessary resources placed in the outside area of the cupboard. 	<ul style="list-style-type: none"> ▪ Resources and PPE to be checked daily (Admin team) check list updated 04.01.21 (AH) 	
<p>Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g:</p> <ul style="list-style-type: none"> • Transport groups reflect school groupings. • Organised queuing. • Hand sanitiser on boarding / disembarking. • Cleaning of vehicles. • Social-distancing within vehicles. 	<ul style="list-style-type: none"> ▪ N/A 		
<p>Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of “Walking Buses” etc.</p>	<p>Public transport not used for any children to come to school</p>		
<p>In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is maintained - this provision must also include, where necessary, a suitable separate “baby room” or suitable partitioned-off area.</p>	<ul style="list-style-type: none"> ▪ All EYFS staff are suitably qualified. 1 x class teacher 2 x Level 3 LSAs 		

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:</p> <ul style="list-style-type: none"> ▪ Full opening of nursery provision (wef 18.1.2021). ▪ Face-to-face provision for vulnerable children as priority 1. ▪ Face-to-face provision for critical worker children as priority 2. ▪ Remote learning for all other pupils. ▪ Availability of staff for face-to-face delivery. ▪ Availability of staff for remote learning. ▪ Staff who are absent / shielding. ▪ Timetabling and adjustments to the school day (including rotas where necessary / appropriate). ▪ Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care. ▪ Safeguarding requirements / limitations. ▪ Social distancing and minimising contacts (individuals and groups). ▪ Space availability and utilisation. ▪ Wraparound care provision. ▪ Bubble groups that are, as far as possible: <ul style="list-style-type: none"> ○ Manageable 	<p>18.01.21 Nursery to open. Total number of children due to attend 4</p> <p>18.01.21 Vulnerable children in school in KS2 bubble - 6</p> <p>18.01.21 Key worker children in school - 9</p> <p>Seesaw used for remote learning for all pupils at home.</p> <p>As at 18.01.21</p> <p>Availability of staff for face to face – 9</p> <p>All other class staff Remote Learning from home</p> <p>Office staff working from home.</p> <p>1x staff self-isolating</p> <p>All SEND children rung weekly.</p> <p>Individual remote learning package planned and uploaded by HLTA (SEND) onto Seesaw</p> <p>DSL on site at all times</p> <p>23 children in school – 20% - 2 x bubbles</p>	<p>2 staff in EYFS bubble – nursery children to join bubble – total numbers 8 (2 vulnerable, 6 Key worker)</p>	

<ul style="list-style-type: none"> ○ Effective ○ Small (as possible) ○ Consistent ○ Exclusive from other groups ○ Safe ○ Aimed at not exceeding individual room occupancy capacities / figures (May 2020): ■ HS&W requirements of staff and pupils generally and in the context of COVID-19. ■ Provision for regular review / update weekly and / or as circumstances change. 			
<p>Over and above the risks assessed in the section “Social Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable pupils to not be in school / can access remote learning.</p>	N/A		
<p>Over and above the risks assessed in the section “Social Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.</p> <p>NOTE: <i>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</i></p>	N/A	Clinically vulnerable staff in school risk assessment in place. All social distancing rules adhered to	
<p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation</p>	N/A		

<p>to pregnant members of staff and which address the elevated risks posed by COVID-19. NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>			
<p>In terms of COVID-prevention; provide confirmation that essential measures are in place for minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	<ul style="list-style-type: none"> ▪ Microsoft forms sent to all families and staff to complete if tested positive. Checked daily. ▪ Information sent to parents and staff to remind them of symptoms and action to take. ▪ 	<ul style="list-style-type: none"> ▪ Separate room allocated upstairs for isolation with PPE and phone. 	
<p>What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups?</p>	<ul style="list-style-type: none"> ▪ No contact between children in different bubbles ▪ Staff contact only in communal areas 	<ul style="list-style-type: none"> ▪ All staff sticking to social distancing, separate areas and wearing face coverings. ▪ Essential staff in school only 	
<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> ▪ All visitors required to wear face covering as from 02.11.20 ▪ All staff wearing face covering in communal areas outside of their bubble as from 02.11.2 ▪ All parents required to wear face covering when dropping off and collecting children from school as of 02.11.20 ▪ All staff on gate duty at beginning and end of day to wear face covering as at 02.11.20 	<ul style="list-style-type: none"> ▪ Due to social distancing not possible in each classroom due to numbers of children, staff to wear face mask if required while working in classroom for some protection. 	
<p>Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions.</p>	<ul style="list-style-type: none"> ▪ Lidded bins in every classroom and placed in communal areas. All bins clearly labelled to identify use. 	<ul style="list-style-type: none"> ▪ 	
<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural</p>	<ul style="list-style-type: none"> ▪ Assessment of timetable and current provision reviewed 04.01.21 (RG & LG) 	<ul style="list-style-type: none"> ▪ 	

<p>ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ All PE lessons are planned to be outside as from 04.01.21(RG & LG) 		
<p>In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1's); provide confirmation of the arrangements in place to maintain social-distancing and minimise transmission of COVID-19.</p> <p>NOTE: <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i></p>	<p>N/A during lockdown</p>		
<p>Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as:</p> <ul style="list-style-type: none"> ▪ Alarm systems ▪ Fire doors ▪ Emergency lighting ▪ Fire drills (socially-distanced) 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module.

Other Risks / Issues for School Leaders to Address:

All staff feel safe and adequately protected during class sessions when working directly with children	<ul style="list-style-type: none"> ▪ Seating arranged in rows or non-facing groups ▪ Regular hand sanitising and wiping of surfaces using anti-bac wipes ▪ Staff meetings to be held via zoom from 04.01.21 ▪ All individual risk assessments updated – completed 02.03.21 	<ul style="list-style-type: none"> ▪ Face covering (visors) can be worn when working directly with children ▪ All staff working across bubbles or entering another bubble MUST wear a face covering 	
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Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk item that are well managed with no impact on school opening.	1
Medium	Some minor risk issues identified but management process in place within the school or trust to manage them.	2
High	Significant risk items identified that require rectification, or risk items beyond the school capability to manage.	3

Record of Weekly Risk Management Plan Reviews

Review Date:	Reviewed by:	Comments / Notes:
14.01.21	Heather Thorne	<ul style="list-style-type: none"> ▪ Numbers in school at 20%
22.01.21	HeatherThorne	<ul style="list-style-type: none"> ▪ increased numbers
29.01.21	Heather Thorne	<ul style="list-style-type: none"> ▪ Additional bubble Y4 & Y5
05.02.21	Heather Thorne	<ul style="list-style-type: none"> ▪ School closed - COVID cases
12.02.21	Heather Thorne Adam Herrington	<ul style="list-style-type: none"> ▪ Increased children in KS2
26.02.21	Heather Thorne	<ul style="list-style-type: none"> ▪ New bubble opening in Y4
03.03.21	Heather Thorne Adam Herrington	<ul style="list-style-type: none"> ▪ Review and update for 08.03.21
12.03.21	Heather Thorne	<ul style="list-style-type: none"> ▪ Review and update after one week of opening

Review Date:	20.03.21	Reviewed by:	Heather Thorne	Comments / Notes:	▪ Review and update
Review Date:		Reviewed by:		Comments / Notes:	▪