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| Risk | Key Actions | Who? |
| **Cleaning and hygiene**  Risk of infection from Covid – 19  for children and staff | * Caretaking and cleaning staff on site every day. * High usage areas (door handles, touch points and bannisters) identified across school and cleaned daily. * Cleaning of identified areas within work spaces at the start or end of the day (surfaces, chair backs and touch points in particular). * Sufficient supply of Milton, hand gel, cleaning spray, gloves and cloths for cleaning of resources as necessary by school based staff (following shared use of resources or coughs/sneezes) during the day. * Rooms well ventilated from morning and during the day. * Doors kept open as appropriate to allow good ventilation of all areas. * Sufficient supply of hot water, soap and paper towels across each work area and in toilet areas. * Lidded bins available in classrooms and outside toilet areas for disposal of paper towels (hand dryers disconnected). * Tissues provided in every class/work base. * PPE (face masks, aprons, gloves, visors) available as required for agreed intimate care, cleaning up spills of bodily fluids or for emergency use if a child displays symptoms during the day and is awaiting collection. * Regular reminders of the new arrangements given to all caretaking and cleaning staff. | Caretaker and school cleaning staff and  School business manager |
| **Staff**  Risk of infection from Covid – 19  for children and staff | * All staff consulted as to individual availability for work based on their own/household health needs. * Staff facilitated to continue to work from home as appropriate. * Staff allocated to specific groups of pupils to minimise staff movement between classes or groups. At least 2 members of staff per group. * Social distancing to be observed in all staff interactions. * Physical contact with pupils and other staff avoided whenever possible. Wash hands as necessary if physical contact is made with a child or staff member. * Handling of pupils’ books and resources kept to a minimum. Wash hands before and after handling pupils’ resources. Pupil books to be self-marked. * PPE provided for necessary first aid. First aider on site every day. * Members of the pastoral team available on site each day. * Designated safeguarding lead or deputy lead on site each day. * Members of school leadership team available on site each day. * Regular reminders of the new arrangements given to all staff. | Leadership team and  all other school staff |
| **Pupils**  Risk of infection from Covid – 19  for children and staff | * Clear communication with parents that social distancing cannot be guaranteed in the school environment. Unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. * Children who are classed as “clinically extremely vulnerable” should not attend school, children who live with someone within this category are also advised not to attend as the stringent social distancing instructions will not be possible for primary age children. * Parents/carers to make informed decisions about the risks to “clinically vulnerable” pupils and “clinically vulnerable” family members of children attending the school setting. * Pupils from Reception upwards divided into small teaching groups of no more than 15. Nursery pupils in groups of no more than 13. Groups will be led by teachers or Level 3 teaching assistants familiar to the children. * Individual risk assessments undertaken for pupils with current SEND support. Safe provision agreed with parents/carers as appropriate. * Sensory room and sensory resources removed from use. No ‘hands-on’ sensory or physio provision provided by school staff. * Social distancing (or safe circle) promoted as much as possible and reflected in room layout and planned activities. In KS1 and KS2 desks to be spaced as far apart as possible. * Where we can keep pupils 2 metres away from each other we will do so. While in general groups are kept apart, brief, transitory contact, such as passing in a corridor, is deemed to be low risk. * Sand, water, play dough, toys that are hard to clean, soft toys and furnishings removed from provision- including outdoor sand pit. * All planned activities risk assessed to ensure they do not pose a risk of infection spread. (e.g. no activities that involve food/food production). * Staff to consider which lessons or activities could safely take place outdoors. * Pupils to remain in small teaching groups at all times. No mixing with pupils from other groups including at playtime/lunchtime. * Pupils registered for Breakfast or After School Club will remain in their identified teaching base and will not be brought together with other pupils at a central location. * Regular good hand hygiene must be practiced. Pupils to watch relevant handwashing video to promote good understanding of effective handwashing. Pupils to wash hands on entry to school and children to wash hands at regular intervals during the day. * Pupils reminded not to touch their faces. * Pupils to use own named water bottles and not to share cups. * Individual resources such as pencils and scissors not to be shared. Named wallets provided for children to store own resources as appropriate. * Pupils not required to wear uniform. Clean clothes encouraged each day. * Pupils are not to bring any unnecessary toys/equipment from home. * Regular reminders of the new arrangements given to all pupils. | Leadership team and  all other school staff |
| **Movement of pupils around school**  Risk of infection from Covid – 19  for children and staff | * A one way system operates whenever possible in order to reduce the amount of times that pupils pass each other in corridor areas. * Pupils directed to walk on the left of corridors. * Pupil movement around school is reduced as much as possible. * No larger group gathering such as assemblies take place. * Pupil’s access to toilet areas are staggered and supervised by staff to avoid overcrowding during lesson and break times. * Movement of pupils around school (over break and lunchtime) staggered and supervised by staff. * Playground, dining room and field divided into separate year group zones. * Staggered start and finish times for all pupils (3 time slots). * Regular reminders of the new arrangements given to all pupils. | Leadership team and  all other school staff |
| **Visitors to school**  **(including parents / carers)**  Risk of infection from Covid – 19  for children, staff, parents/carers and other visitors | * Only one parent from each family is permitted to drop off/collect pupils from the school site. * Parents/carers informed that they should observe social distancing on the school site and outside the school gates. Signs around the school site to remind them of this responsibility. * Parents/carers informed that they should leave the site immediately after dropping off their children to avoid groups of people gathering. * Staggered start and finish times each day so fewer parents/carers on the premises at the same time. Parents must not get to school early. * Parents/carers informed that they should not enter the school building other than in an emergency. * Parents/carers needing to pass messages on to staff should do so by Class Dojo or by phone whenever possible. * Parents/carers who need to visit the school office must ensure social distancing: only one person may enter the reception space at a time. Door fastened open and signage displayed. * Essential visitors to school reminded about social distancing measures in place upon entry to the school building. * Contractors should only visit school premises outside of pupil hours unless responding to an emergency call out. * Essential visitors and contractors to use hand sanitising gel before entering the building * Regular reminders of the new arrangements given to all parents/carers. | Leadership team and  Office staff |
| **Pupils becoming ill during the school day**  Risk of infection from Covid – 19  for children and staff | * A child who becomes unwell with any of the updated coronavirus symptoms will be sent home and advised to follow the [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection). * A child awaiting collection, should be moved to a room where they can be isolated, a window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet facility. The toilet area should be cleaned and disinfected using standard cleaning products before being used by anyone else. * A member of staff who has helped someone who was taken unwell with coronavirus symptoms does not need to go home unless they develop symptoms themselves, or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. * All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested. * Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. * An electronic forehead thermometer, with instructions for use, is available in the Reception kitchen. | Leadership team |
| **Curriculum and on-line learning resources**  Risk to staff well-being in relation to reasonable work/life balance | * Staff rotas reflect the need to continue on-line learning: staff designated to continue this support across each year group. * Teachers are not required to support the on-line learning platform (Dojo) on the days they are in school. * Curriculum content delivered in school to reflect the on-line learning offer for each year group. (Plan once to cover on-line learning and classroom delivery). * Planning led by the needs of the pupils and not by National Curriculum content (focus placed on basic English, maths, PSHE, physical activities, our world and creative learning). * Staff to be mindful of resources needed when planning learning activities. * Children rewarded in school and at home for completion of activities with dojos. * Keep in touch calls continue to support pupils and families still at home. * School will close at lunchtime each Wednesday to allow for staff to take PPA time and remove the necessity for other staff to cover their group. | Leadership team and designated year group teachers |
| **Pastoral support**  Children may be encountering significant mental health issues in relation to school closed and Covid - 19 | * Members of the pastoral team available in school for support. * Welfare calls continue to support vulnerable pupils and families still at home. | Leadership team and pastoral team |
| **Relevant Guidance** | <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>  <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>  <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/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>  <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>  Planning guide for primary schools NEU/GMB/Unison/Unite Commentary and checklist. |  |