

Risk Assessment completed by Alan Walters (Headteacher)

School Name: Coniston Primary School Date of Risk Assessment: 1st September 2020

Date of Update: 4th January 2021

Description of Activity being risk assessed: - School reopening: COVID-19

Based on the risk assessment below, having considered safety guidelines from Public Health England and 1m+ social distancing, plus availability of staff and sizes of rooms available, children will work in Bubbles of up to 30 children with 1 or 2 adults (a teacher and/or TA). Children will not mix between Bubbles as advised.

From Thursday 3rd September 2020, we will be fully operational as a school. Every child will be expected to return and attend school as per normal. Attendance will be monitored to ensure children are encouraged to attend and supported to do so. Parents will receive regular updates from school ensuring that they have the very latest information at their disposal to enable them to make informed decisions about their child's attendance.

Staff have had training to ensure the risk assessment is adhered to, to ensure procedures have fully been put in place and PPE requirements are understood. All staff and governors will receive an updated copy of the risk assessment each time it is updated. Updates will be clearly identified in yellow.

The following risk assessment takes into account the information regarding the 'new variant' of COVID.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed
Spread of the virus within the school.	All staff, pupils and visitors to school	Parents/carers will be asked to check children's temperature (if possible) and to wash hands before leaving for school.	Regular text message reminders throughout Term 3.	Office	Every week	On-going
		On entering school all pupils will be asked to wash hands	Ensure good supply of hand sanitizer, soap and paper towels available every day.	DR	Daily before /after school	On-going

		<p>or if not appropriate use hand sanitizer. Parents will be told where and when to bring children to school and collect.</p>	<p>Communication provided to ensure parents know when they are required to drop children at school and pick up. Asked to stand away from each other in specific spaces designated in the car park.</p>	AW	<p>Updates weekly as necessary</p>	<p>On-going</p>
		<p>Pupils will enter their external classroom doors on arrival in the mornings. SLT will oversee this transition.</p>	<p>There will be no lining up in the car park in the mornings.</p>	SLT	<p>On-going</p>	<p>On-going</p>
		<p>Parents will be asked to stay outside of school building and any issues to be communicated by email or telephone.</p>	<p>Send text message confirming school contact details.</p>	Office	<p>Reminders sent as necessary</p>	<p>On-going</p>
		<p>Parents to stand 1m+ away from each other at entry and exit times in designated areas.</p>	<p>Coloured feet marked on pavements and in car park and parents told which colour to stand on.</p>	DR	<p>Reviewed regularly</p>	<p>On-going</p>
			<p>Parents asked to wear face coverings at drop-off and pick-up times.</p>	AW	<p>2nd November Newsletter</p>	<p>Completed</p>
		<p>Anyone who shows symptoms in school will be asked to move to an isolated area/room.</p>	<p>Parents/Carers contacted to collect their child.</p>	Office	<p>On-going</p>	<p>On-going</p>
			<p>Staff to know the routines and expectations as set out by the risk assessment.</p>	AW/All staff	<p>On-going</p>	<p>On-going</p>
		<p>If the isolated person needs to use the bathroom then a designated bathroom (KS1 EYFS, KS2 Year 3) must be</p>	<p>Ensure both KS1 group room and KS2 group room are available at all times. Keep</p>	Office/SG/CP	<p>On-going</p>	<p>On-going</p>

		<p>used and bathroom cleaned before further use.</p> <p>Ask person/pupil to leave by the nearest external door.</p>	<p>contents of room to a minimum to aid cleaning process.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p>	<p>All staff</p>	<p>On-going</p>	<p>On-going</p>
		<p>Staffing for each Bubble to be consistent to avoid any contamination and also provide consistency for the children.</p>	<p>Ensure that staff are well and suggest testing if possible to ensure clear of the virus.</p> <p>Provide regular checks on wellbeing by SLT.</p>	<p>SLT</p> <p>SLT</p>	<p>As necessary</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>
		<p>Where possible, doors will remain open to minimise the touching of handles. Door-stops will be provided to enable this. Windows will be opened at the start of the day to increase ventilation through the classrooms.</p>	<p>Staff to wear face shields when in class (optional) and face coverings at all times when transitioning around the school building.</p> <p>Staff to ensure doors and windows are open during break and lunch times.</p>	<p>All staff</p>	<p>On-going</p>	<p>On-going</p>
		<p>School uniform is required and children will require PE uniform as there will be no changing in school. They must come wearing the correct uniform on the correct days. Children not in PE uniform will be sent home to change before entering the school gates.</p>	<p>Inform parents that school uniform is to be worn and children must come to school in their PE uniform on PE days.</p>	<p>AW/All staff</p>	<p>On-going</p>	<p>On-going</p>

		<p>Parents to be reminded that children are only to bring a coat, a book bag, a lunch box and a full water bottle (these must be labelled).</p>	<p>No bags are to be brought into school to ensure more space in cloakrooms.</p> <p>Staff to ensure nothing is brought into school unless on the essential list, parents to take it home with them at drop off time.</p> <p>Items that children forget are no longer to be handed to staff on the gate – this is to avoid spread of the virus.</p>	<p>All staff</p> <p>All Staff</p> <p>Parents/All Staff</p> <p>All Staff/Parents</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
Breakfast Club	All staff and pupils	Children from all Year groups can attend breakfast club in the hall.	<p>Children will line up on the pavement from 8am onwards. The children need to arrive by 8.15am at the latest.</p> <p>A member of staff will let them in and ensure they go through the breakfast club door safely.</p> <p>Each Year group Bubble will have their own table in the KS2 hall and will go up to collect their food in Bubbles.</p> <p>Bubbles will not share the same equipment. All equipment will be allocated to a Bubble and stored separately.</p> <p>Children to use their usual class toilet.</p>	<p>Breakfast Club Staff/Parents and pupils</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

After School Club at St Chad's Pre-School	All staff, pupils and pre-school staff	Children with siblings at the pre-school will be able to attend their after school provision	Children attending the after school provision will be collected from the car park by St Chad's staff.	After School Club staff	From 14 th September	On-going
			St Chad's Risk Assessment will take over from this point.	After School Club staff	On-going	On-going
After School Sports Clubs	All staff, pupils and visitors to school	Children in Year 1-6 will have access to after school sports clubs from Forever Sport (KS2) and Future Stars (KS1)	Both Forever Sport and Future Stars will have their own risk assessments that need to be followed at all times.	After School Club staff	On-going	On-going
			Children will have a designated space in the KS1/KS2 hall where they will remain in their Bubbles.	After School Club staff	On-going	On-going
Visits from parents	Office Staff	Parents/carers reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff.	Parents to communicate with the office through the intercom. If parents have to come onto the school site, social distancing must be maintained at the hatch and door/gate disinfected after their exit.	Office	On-going	On-going
			Posters to be placed on the office glass to remind parents of the rules and social distancing.	Office	By 18 th September	On-going
			Parents communicated with to ensure they know the rules regarding contact with school via email/telephone.	AW	Regular reminders in newsletters	On-going
			Inform parents/carers of changes to systems and ensure they have the contact details and that their understanding of the process is clear.	Office	Regular reminders in newsletters	On-going

		Parents pay for school lunches etc by electronic means to avoid use of cash.	All parents to use Parent Pay and support offered through Integra reps and office.	Office	From 7 th September	On-going
		Some parents will need to have meetings with the SENCO/Pastoral support, this will be done remotely either by Microsoft Teams or by phone.	Details will be sent to parents by text or email	SG/EV	On-going	On-going
Spread of the virus	All staff	Staff are provided with adequate PPE for the needs of themselves and contact with the children.	Staff are supplied with masks, visors, aprons and gloves to be used at their discretion and when in contact with children, especially those with SEND and in Reception.	Office	On-going	On-going
			Staff provided with PPE and aware of the guidance of how to put on and remove PPE safely to prevent contamination.	AW	On-going	On-going
	All staff and pupils	Stagger the use of bathrooms, only one child at a time. Each class had their own designated toilet.	Staff to read the guidelines on removal of PPE and place in a suitable waste bin and tie.	All staff	On-going	On-going
			To mitigate cross-contamination have cleaning products for regular cleaning of taps and flush handles to be cleaned. Wipes may be used for this purpose.	All staff	On-going	On-going
			Staff to remind children of bathroom hygiene and the use of which bathrooms and when.	All staff	On-going	On-going
	Make sure children are aware of the need for proper hygiene and ensure washing of hands after use.	Staff to remind children of bathroom hygiene and the use of which bathrooms and when.	All staff	On-going	On-going	
		Ensure supplies of cleaning products and or wipes are readily available.	DR	On-going	On-going	

Use of hand sanitizers	All staff, pupils and visitors to the school	Opportunities available for pupils, students, staff and visitors to wash their hands:	Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times. Ensure adequate supplies are maintained at entrance and exit points from the school.	All staff/DR	Daily	On-going
		<ul style="list-style-type: none"> on arrival at school; before/after using the toilet; before/after breaks & outdoor activities; before/after food preparation; before/after eating any food, including snacks; before leaving school; after sneezing/coughing. 	All staff to remind children of the hand hygiene regime and for this to be completed at the end of each session and before entering the classroom/building.	All staff	Daily	On-going
			Additional soap and sanitiser to be made available with extra paper towels at the start of each day.	DR	Daily	On-going
		Providing/allowing the use of hand sanitisers that contain at least 70-90% alcohol.	All supplies to be replenished daily and during the day if required.	DR	Daily	On-going
		Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.	Supervision by staff to ensure safe use of sanitizers.	All staff	Daily	On-going
		Obtain the Safety Data Sheet for the product(s). (COSHH). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.	Ensure children and staff are aware of not touching eyes or mouths with the hand sanitiser.	All staff	Daily	On-going
			All staff made aware of risk assessment for these products throughout the re-opening period.	CS/DR	By 1 st June	On-going
			Staff are aware of Safety data sheets (COSHH). Items are listed on the sheets within school.	CS/DR	Weekly	On-going

		SDS will also help with potential reactions to the products.	Ensure all sanitizers are stored securely.	All staff	Daily	On-going
			Signage in the form of posters located in relevant areas reminding about hand washing routines.	All staff	By 1 st June	On-going
Contamination through coughing and sneezing	All staff and pupils	Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.	Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (Catch it Bin it Kill it)	All staff	Daily	On-going
		Children are reminded to catch coughs and sneezes with hand or elbow and then to immediately wash hands.	Tissues and other items to be provided	AW	Daily	On-going
			Bins are kept away from the children and tied off at the end of the sessions to stop infection spreading.	All staff	Daily	On-going
Social distancing	All staff and pupils	Pupils to keep 1m+ away from each other as much as possible. However, they will only interact within their own Bubble.	All Bubbles to be timetabled for break and lunch time to ensure staggered access to the outside area.	All staff	On-going	On-going
		Limit activities eg: sitting on carpet together, some sports and playground games - where 1m+ distance is not possible.	Ensure that when lining up children stay within the markings on the floor to keep distance.	All staff	Daily	On-going
		Unnecessary furniture and equipment is removed to allow more space.	Children reminded that they need to keep apart from each other as much as possible.	All staff	Daily	On-going
		1:1 work with pupils is kept to a minimum (EHCP children exempt).	Staff to constantly remind children of social distancing and hygiene rules.	All staff	Daily	On-going

		Meetings between staff will take place via Microsoft Teams.	Adequate ventilation in the hall will be needed for face to face meetings with staff.	AW	On-going	On-going
		Forever Sport and Future Stars provide a risk assessment for COVID-19 procedures through liaison with the school.	Remind staff and pupils weekly about the advice around PE and Sport.	All staff, Forever Sport and Future Stars	On-going	On-going
		PE sessions on a Monday, Tuesday and Thursday to be carefully planned by outside providers (Forever Sport & Future Stars). These must follow Health & Safety guidelines.	PE sessions to be mindful of use of equipment and disinfect between Bubbles.	Forever Sport and Future Stars	Daily	On-going
		PE to take place outside unless severe weather prevents.	PE in the hall requires adequate ventilation and will be fitness based or using equipment that can be safely cleaned between uses.	AW/All staff	On-going	On-going
		Staff to follow guidance re social distancing in staffroom and in and around school etc.	Staff to be spread out at lunch times in staffroom 7 adults maximum maintaining 2m+ distance.	All staff	On-going	On-going
			All surfaces to be cleaned whenever they have been used/touched.	All staff	Daily	On-going
			All cups, plates and cutlery to be put in dishwasher immediately after use.	All staff	Daily	On-going
			Staff to be aware of the risks and have access to necessary supplies.	All staff/AW	On-going	On-going

			<p>Some staff will have lunch in the staffroom, others will eat in their classrooms with the children.</p> <p>Areas of the school which are not to be used are locked off.</p> <p>External doors are used to give direct access to classrooms.</p> <p>Staff to maintain 2m+ distance from other staff outside their Bubble at all times.</p> <p>All parents to enter through the Breakfast Club door and wash hands immediately.</p> <p>Deputy office (SEN) or THRIVE room (pastoral) need to be wiped down after each meeting and all internal and external doors to be cleaned.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SG/EV/Parents</p> <p>SG/EV</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
Lunchtimes	All staff and pupils	Pupils to eat their food in classrooms. Children can eat outside if it is suitable to do so.	<p>Hot food is delivered to classrooms by the kitchen staff. Each class has a lunch trolley or a designated space in their classroom for lunchboxes.</p> <p>Cutlery, fruit and veg will be added to a recycling bag and put in the compost bins. Other food waste and containers will be added to bins provided by kitchen staff.</p> <p>Pupils do not share utensils, cutlery, food or drink.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>

		Each class will have a time to eat and a time to go outside. This will be one of two sittings. (Sitting 1 is at 12pm and sitting 2 is at 12.30pm). EYFS, Year 1-3 will eat in their classrooms at 12pm, while Years 4-6 will go outside. At 12.30pm, Year 4-6 will then come in and Years 1-3 will replace them on KS2 playground, EYFS will use their own playground.	SMSAs will be allocated to one of three zones on KS2 playground, they remain in their zone from 12pm to 1pm. Between sittings the play equipment outside will be sprayed so it can be used by the next class.	SMSAs SMSAs	On-going On-going	On-going On-going
Use of resources	All staff and pupils	All resources and equipment to be considered whether necessary for usage. Children to be provided with individual resources for the school day with specific items. Any shared resources such as construction in EYFS classes must be cleaned at the end of each day. Use of books to be maintained however, limit the range of books and wipe down after use and leave	Discuss with children what resources can and can't be used by them on a regular basis. Staff and children to be aware of the need to keep own individual resources and the use of shared resources to be explained by staff. Staff in each Bubble to identify resources required and maintaining cleaning or wiping down these. Ensure all shared resources, including play equipment, are identified as such and maintained within each Bubble to avoid cross-contamination. Books from home to be left in a suitable place and wiped down by staff member and left	All staff All staff All staff All staff	Daily Daily Daily Daily Weekly	On-going On-going On-going On-going

		for at least 72 hours before using these for another child.	for at least 72 hours – wash hands afterwards. Books to be changed on a Monday and brought back on a Thursday.	All staff	Weekly	On-going
SEN children	All staff and pupils	Plans in place to deal with behavioural issues are reviewed by SENCO	Discuss with children and complete fire drill as soon as possible to ensure safe evacuation in the event of a fire. Regular review of EHCP children particularly if issues with behaviour. Risk assessments to be carried out for the children with EHCP's and adverse additional needs such as behavioural. Staff and parents to be made aware of these assessments. Be clear on advice and support for staff in dealing with any issues that arise e.g. breaking of Bubble or lack of social distancing. Inform parents that school reserves the right to send children home who are not able to adhere to the school's new system.	All staff SENCO/1:1TAs Class teacher/1:1 TAs/SENCO AW	On-going Weekly On-going On-going	On-going On-going On-going
Potential contamination of buildings/equipment	All staff and pupils	Deep clean of all areas at the end of each day.	Regular reminders to pupils regarding no sharing of equipment. Ensure stocks of cleaning materials are maintained.	All staff DR/CS	Daily Daily	On-going On-going

		Each classroom will require all surfaces to be sanitised at the end of the day.	Teachers and TAs to wipe down the tables and the back of chairs. All other surfaces will be cleaned by the cleaners. Equipment used by adults to be cleaned by staff within each Bubble at the end of the day including teachers' laptops.	All staff/Cleaners	On-going	On-going
			All staff aware of the expectations around resource cleaning.	AW	On-going	On-going
			Water fountains removed and water supplied from classroom taps for refilling water bottles - monitored by class teacher.	DR/All Staff	On-going	On-going
			Outdoor equipment is cleaned between groups using it. Consider who will be responsible for doing this or take equipment out of use.	All staff	On-going	On-going
Cleaning of school building	All staff, pupils and cleaners	A deep clean will be carried out in all areas in use, every day. Cleaning staff will have been made aware (by CS) of the levels of cleaning required in each area and provided with PPE for each area (if requested).	Deep clean will continue to happen every day. PPE is taken off in controlled circumstances and as regularly as necessary to protect the user. It must be disposed of carefully as contaminated waste. Cleaning staff to be provided PPE if necessary by the office. Cleaning staff made aware by school the risks and how to obtain safe working equipment and practices.	Cleaners CS/Cleaners CS CS/DR	On-going Daily Daily On-going	On-going On-going On-going On-going

		<p>Hand washing facilities are available including Anti-bacterial hand gel (70-90% alcohol content).</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. • Cleaning • After emptying bins • After using the bathroom. <p>All anti-bacterial wipes have been tested against viruses as well.</p>	<p>COSHH assessments to be completed for all new cleaning products and COSHH inventory updated.</p>	<p>CS/DR</p>	<p>On-going</p>	<p>On-going</p>
<p>Provision of First Aid</p>	<p>All staff and pupils</p>	<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>All minor injuries should be dealt with within the Bubble.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms (online) as usual.</p>	<p>All staff who are first aid trained, will be provided with first aid kits to ensure they can attend to any minor needs.</p> <p>Staff have PPE available to attend the children's first aid needs and use the guidance on removal of PPE. (Disposable Fluid resistant surgical mask – Type 2, Reusable face visor, apron and gloves).</p> <p>HSE advice is followed for first aid. www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p>	<p>CS to order additional kits as required.</p> <p>Staff with up to date First Aid training</p> <p>Office/All staff</p>	<p>On-going</p> <p>Daily</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
<p>Administering medication</p>		<p>As much as possible reduce the amount of medication you agree to administer.</p>	<p>Ensure consent forms are completed, appropriate storage of medication, records</p>	<p>Office</p>	<p>Daily</p>	<p>On-going</p>

Pregnancy		Only on-going prescribed medication to be administered	completed of who, what and when in the usual manner. No medicines to be administered unless absolutely necessary during this time.	Office	Daily	On-going
		Possible complications for pregnancy. Implications for health of mother and unborn child.	Staff to wash hands after each pupil.	All staff	Daily	On-going
			Regularly check Public Health England for updated advice.	CS	Weekly	On-going
			Seek advice from GP/Midwife	Pregnant staff	As necessary	On-going
Dealing with unwell children and staff.	All staff and pupils	Children and staff that become unwell with non-COVID symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.	Reminders to parents/carers to send children into school unless they have COVID symptoms. Public Health England poster guidance followed regarding childhood illness. Communication to be sent to all parents outlining these measures.	Office	On-going	On-going
Infection Management		Any child of staff member showing symptoms is not allowed in the building.	All staff to have seen and contributed to the risk assessment.	All staff	Daily	On-going
			If there is a confirmed case of COVID-19, we will follow the current flowchart, issued by PHE/South Glos Council, on how to deal with any possible outbreaks.	AW	Reminders in newsletters	On-going
				AW/All staff	On-going	On-going
				All staff & Office	On-going	On-going

			<p>Pupils, staff, or others, who display signs of COVID-19 symptoms are immediately sent home and advised to call 119 to book a test.</p>	All staff and parents	On-going	On-going
			<p>Areas used by anyone who is sent home due to COVID-19 symptoms are left. They are then later cleaned by an appropriate member of staff when safe to do so.</p>	All staff & Cleaners	On-going	On-going
			<p>A separate toilet will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected in line with the current guidance before anyone else can use it.</p>	All staff	On-going	On-going
			<p>Pupils, staff or others displaying COVID-19 symptoms who are waiting to go home, stay in an isolated area KS1 and KS2 group rooms (whatever is nearest). If necessary, a staff member stays with a pupil. They should don a fluid-resistant mask and keep a distance of 2m+. Other PPE should be worn if assistance is needed such as personal care.</p>	All staff	On-going	On-going
			<p>An individual assessment will be made of each member of staff who is at high risk, especially BAME, as to whether they can work safely in school.</p>	All staff	On-going	On-going

Outbreak in School			An individual assessment will be made for each pupil who is higher risk, as to whether they can attend school on medical information as well as high risk BAME.	AW/All staff/Parents	On-going	On-going
			Any home visit must follow government guidance. www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes . However, they should be avoided wherever possible.	AW/All staff	On-going	On-going
		Any child or staff member, who has a family member waiting on test results, must remain at home.	Children or staff members can only return once their family member has tested negative, and evidence of this shared with school.	All staff/parents	On-going	On-going
		A child or adult within school has tested positive for COVID-19.	As part of the national Test and Trace programme if cases are detected within school or a cohort, PHE will conduct a rapid investigation and advise on the appropriate course of action to take.	AW	On-going	On-going
Fire drill	All staff, pupils and visitors	Fire drill procedures and fire safety notices.	Revisit fire drill procedures (including lockdown) to ensure all new guidelines ref social distancing are followed as much as possible. Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.	AW/CS/DR All staff	On-going By 11 th January	On-going On-going

			Fire alarms to be tested by as normal on regular basis.	DR	Weekly	On-going
Deliveries to school	All staff, pupils and delivery drivers	Potentially regular deliveries will be required on a daily basis for kitchen or other necessary items.	Whilst placing the order consider adding advice on delivery procedures within school.	Office/DR	Daily	On-going
		After picking up or opening parcels or letters, the packaging is disposed, and hands are washed thoroughly using soap or sanitizer.	All deliveries to school need to be left in the foyer and taken from there.	CS/DR	Daily	On-going
			Instructions are posted at the main entrance for delivery drivers. Social distancing rules apply.	Office/DR	Daily	On-going
			Kitchen deliveries to be maintained and processed by the kitchen staff using their own risk assessment.	Kitchen staff	Weekly	On-going
			Ensure boxes are wiped down or left for up to two days before they are opened.	Office/DR	Daily	On-going
Contractors visiting the site (including educational specialists)	All staff, pupils and contractors	Contractors will be required to follow social distancing. They must produce a risk assessment for COVID-19, or explain their safety measures.	Contractors will not be allowed into classrooms, unless the room is empty. Where possible, contractors work away from other people, and have their own entrance and toilet.	Office	On-going	On-going
		All visitors must fill out a Test and Trace form, agreeing to inform us within 21 days of visiting if they have had a positive test, before entering through the main reception.	LA professionals can observe children from the doorway or a designated area within the classroom/school as long as social distancing is maintained.	All staff	On-going	On-going
			Social care will use the meeting room when visiting children. They need to sign in	Office/All staff	On-going	On-going

			at the office, and be taken there before the children are collected.			
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There should also be reference to the LA suggested checklist for reopening of school and where it is not mentioned in the risk assessment above added either within the document or as an addendum.

4. Reopening checklists

Schools

Complete	Actions you may like to consider	Who?	
Health and safety			
	Thoroughly risk assess for a planned re-opening based on numbers of staff and pupils (refer to guidance on areas to be risk assessed)	HT	Parents communicated with to assess need for places and return by Friday 15 May at 1pm. Follow up on any parents who have not responded.
	Order PPE to meet demand based on risk assessment (first aid, direct care etc)	Office	PPE to be ordered to arrive no later than 30 May
	Brief all staff who will be using PPE, on how to use it correctly	HT	Staff to be provided with guidance on the application and removal of PPE using this advice https://www.youtube.com/watch?v=pUo5O1JmLH0
Internal logistics and social distancing			
	Brief all staff on the risk assessment of internal logistics and social distancing	HT	Share risk assessment to all staff by 20 May
	Order tape/spray to enabling makings for social distancing outside the school building and other areas as appropriate	Office	Tape (or equivalent) to be ordered by 20 May
	Stagger arrival and departure times	HT	Communicate arrival and leaving times to parents via letter by 20 May
	Plan entry and exit points around the school building to reduce congestion	HT	Identify door to be used to mitigate the need for cross contamination.
	Place hand sanitation at entry and exit points	Caretaker	See above and have daily re-freshening of supplies
	Plan classroom organisation based on numbers of pupils and social distancing, keeping the same staff and pupils to one room where possible (including lunches if possible)	HT	Discussions between staff as to the numbers of children per bubble and continuous staffing to prevent cross infection.
	Organise desks and other learning resources to support social distancing	All Staff	See risk assessment above
	Create seating plans for pupils and contact tracing registers	All Staff	
	Stagger break times and lunchtimes to minimise pupil contact	HT	
	Consider all implications arising from cancellation of any trips and visits	HT/Office	All trips cancelled prior to re-opening
	Develop a bathroom strategy for pupils to use the toilet throughout the day (one in, one out)	All Staff	Ensure use of bathrooms are staggered and within bubbles if possible.

	Display hand washing and social distancing signs as appropriate around the school	Caretaker	As per school routine
	Provide parents/carers with advice and guidance on re-opening and practical organisation	HT	Letter communication by 20 May
External logistics including suppliers, catering and transport			
	Liaise with any contractor who will have contact with the school at the point of re-opening	Office	Admin to liaise with cleaning contractors or any outside provider who regularly have contact and are in school
	Liaise with cleaning contractor	Office	
	Liaise with client transport	Office	
	Liaise with delivery providers	Office	
Staffing and resources			
	Carry out an audit of staffing levels (shielding, self-isolating, available)	HT/Office	School to ascertain staffing levels to ensure safe opening by 18 May
	Carry out an audit to ascertain the numbers of school places required for Reception, Year 1 and Year 6.	HT	Communication to parents and responses by 15 May
	Liaise with staff and trade union reps on plans for re-opening	HT	As above by 20 May
	Risk assess any staff member who has an underlying health condition (they should consult GP)	HT	Contact staff and HR if in need of advice
	Plan a staffing rota based on pupil and staff numbers	HT	SLT to ensure clarity and provision is in place by 20 May
	Read the government guidance on getting tested (see link in guidance)	All Staff	HT and all relevant staff to have knowledge of the guidance.
Learning, assessment, curriculum and well-being			
	Read 'The Recovery Based Curriculum' model information	DHT/HT	School to decide on type of learning that will take place to include PSHE, mental health and wellbeing as well as checking in to 'regular' learning activities and for Year 6 transition programmes.
	Consider amending your online learning offer	DHT/HT	School expectations with those not in school being responsible for online learning in consultation with year group colleagues.
	Develop a 'recovery-based curriculum' or equivalent model	DHT/All Staff	Assess what the children need when they restart school and move with the children provide plenty of opportunities for discussion and verbal interaction
	Communicate with parents/carers your curriculum offer (online and in school)	DHT	Clarity of learning opportunities both in and at home
	Brief staff who have a pastoral role and develop a strategy for supporting families as schools start to re-open	HT	As above with set themes according to children/school need

All of the guidance is to be read with regular updates as and when they are published.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://e-bug.eu/>