

RISK ASSESSMENT / RISK MANAGEMENT				
Risk Assessment for : North Heath Community Primary School	Location of Activity	Date of Activity	Assessed by	Date of Assessment
Return to school for all pupils during Covid 19 Pandemic	School premises	From 8 March 2021	M Gildea Headteacher	5 March 2021

8 March 2021 Opening Updates have been included in blue on the risk assessment

Schools which have been partially open throughout the lockdown period for certain pupils and staff For school premises or parts of premises which have been open during the lockdown and maintained as normal				
Purple text is that provided by West Sussex County Council				
Hazard – What can cause harm	Is this risk applicable? Yes/Not applicable	Required control measures	Control measures in place? Yes/No	Comments
Health and Safety:				
Workplace - Classrooms, offices, corridors, stairs, toilets etc, unclean and unclean surfaces	Yes	Check all classrooms, offices, corridors, stairs, toilets etc, are clean. Thoroughly clean all touchable surfaces. If there has been cases of COVID 19 on the premises during lockdown, a deep clean should be undertaken in the affected area. All contact needs to be minimised. There will be no rotas of year groups attending – bubbles will be expanded to cover all pupils in the class.		This is being completed by cleaners each evening and teachers/C A/MMS through the day
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Yes	Ensure there are sufficient fire marshals to operate the school safely.	Yes	Already in place from partial opening

		Ensure all adults are clear on roles and responsibilities to ensure efficiency.		
Fire – Staff not knowing what to do in an emergency	Yes	Conduct a fire drill soon after re-occupation. Drill Monday 8 March	Yes	
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Yes	Check the school has sufficient number of 1 st aid trained staff to operate safely. Training booked for additional First Aid at work qualifications Additional stations in place from partial opening	Yes	Certificate list in office
General health, safety, welfare and fire safety - Has the school completed an inspection / assessment of the premises fabric, layout, mechanical / electrical systems and other features?		Refer to both 'Schools closed in lockdown' or 'Schools part open in lockdown' tabs and latest DfE February 2021 Update Ongoing from WS, Site Manager	Yes	
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?		https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf	Yes	Printed for 1/6/20
Coronavirus – COVID-19 infection transmitting among premises users		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		In place
Potential contamination arising from increased numbers of staff working onsite during the preparation for the phased reopening of school		Ensure pupils, parents/carers and visitors, such as suppliers, do not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)		In place

		<p>Adapt offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices</p>		<p>Staff requiring shielding have been identified according to guidance</p>
<p>Consider parking arrangements for staff in line with social distancing guidelines</p> <p>Staff arrive at different times – entrance door to be self – managed – cleaning resources available</p>	<p>Revise staff sign-in arrangements to ensure social distancing and hygiene, e.g. where someone physically signs-in with the same pen or uses a tablet in Reception areas.</p>			
<p>Complete staffing risk assessment for each returning member of staff where necessary.</p>	<p>Ensure HT and SLT are up-to-date with the ongoing updated scientific advice for the phased return to school guidance for schools and helping control the rate of transmission. Provide regular updates for governors. <u>See government guidance.</u></p> <p>Regular updates through Chair of Governors Governor updates if offer needs to change</p>			
<p>Where a pupil lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</u>, ensure staff, parents and carers and the pupil(s) themselves know that they can only attend school if strict social distancing can be adhered</p>				

		to (this may not be the case for younger pupils). Decide on the most suitable course of action for individual pupils. In place from previous partial opening		
		Ensure pupils follow <u>NHS guidance on hand cleaning</u> . Pupils should be supervised for regular handwashing for 20 seconds with soap and water at the following times: 1. Arrival to school 2. Before & after breaktime 3. Before & after lunchtime 4. Before and after outdoor games or activities		In place from partial opening – to remind staff through risk assessment and ensure
		Reinforce routines of using a tissue or elbow to cough or sneeze and use of bins for tissue waste		
		Remind pupils regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.		
		Communicate hygiene measures recommended after school and pupil's need for clean clothes. Government guidance no longer insists on cleaning clothes more regularly than normal, but school will expect pupils to be in school uniform each day. PE kits are not to be brought in separately, so pupils should attend in PE kits on specific days – teachers will inform their class.		Remind and manage parental anxiety through newsletter
		Review existing risk assessments for general classroom activities, playground activities and play equipment to reflect need for 2m social distancing and hygiene	See details later – bubbles that do not mix is still advised but there is now an acceptance that younger children will not be able to maintain social distancing so the 2m guide is now not applicable	
		Arrange classes to allow for social distancing wherever possible		

		Plan for staggered, breaktime and lunchtimes. Also plan for staggering movement times around the school so groups do not come into contact	All in place from partial opening and timetables will be modified.	
		Toilet arrangements in line with guidance for each class		
		Remove unnecessary items from classrooms where there is space to store it elsewhere		
		Remove soft furnishings and toys/equipment that are hard to clean		
		Limits for numbers of staff in staffroom and offices. Staff to lunch separately. Staff who use cookery room to spread out and use music room as well to help maintain distances		
		Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange one-way systems and access via external doors where possible.	Guidance states that children should face forwards	
		Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity – not applicable as we will maintain packed lunches eaten in classrooms		
		Ensure good ventilation		
		Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments		
		Thorough cleaning of rooms at the end of each day and additional fogging where required		
	Limit use of shared areas for groups			
Risk of transmission between parents and pupils during school drop-off and collection times		Review and revise drop off and pick up protocols as necessary to minimise social contact during school drop-off and collection times. Share details with parents/carers/s through HT newsletter and RA.		See RA below for school specific arrangements
Risk of ongoing contamination from people (staff, parents/carers, contractors)		Follow Government guidance implementing protective measures in education and childcare settings		
		Consider existing Reception layout and whether it is compliant with social distancing guidance		

and/or deliveries) coming into school		Consider procedures for handwashing when visitors/contractors are in the building		
		Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements		
		Contractors aware of any changes to school day – eg staggered lunchtimes		
		Minimise any visitors to the school and clear messages shared about social distancing procedures for adults		
		Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible		
		Strict handwashing procedures in place as soon as pupils/staff arrive in school		
		Staff to engage in lateral flow tests off site on Sundays and Wednesdays		
Curriculum:				
Priority risks regarding curriculum provision at this time concern the restoration of a broad and balanced curriculum, health and hygiene practices for staff and all pupils, contingency for remote learning and the impact of learning activity on staff and pupil wellbeing.				
By assessing and identifying the barriers/impact of the pandemic on pupils, schools should also prioritise appropriate curriculum, including interventions to support emotional, social and physical wellbeing.				
Well-being:				
Individual risk assessments for children with EHCPs, those at are deemed “vulnerable” and those receiving SEN support		MR will discuss changes in EHCP children’s wellbeing with parents to allow a personalised approach. MR/MG to consider appropriate phased/limited return for 2 vulnerable pupils. Revisit assessment tools such as Boxhall profiles, Strengths and Difficulties Questionnaire or with advice from specialist teams (ASCT, LBAT. EPS and others) to help identify pupils health and wellbeing needs which have changed due to experiences both at home or- if they have been in school- with the increase of children returning to school.		
Pupils externalising and using anti-social behaviour		Updated policies understood and consistently applied. MR to review and update existing individual behaviour plans in line		

		with how you are going to manage physical interventions if needed. Are there proactive measures that can be put in place (timetabling, environmental, social load, academic expectation, sensory arousal) to reduce the need for physical interventions		
Pupils internalising anxieties		Maintain reporting systems such as year group emails so that all staff and parents can share any form of concern quickly. Be alert to any changes in behaviour and smaller signs such as a change in eating or digestive habits, sleep, repetitive behaviours such as hair twiddling or picking of cuticles. MR will compile individual risk assessments for those children requiring intimate care in line with our intimate care policy, DfE guidance and liaison with the Horsham SENCO cluster.		
Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to help them exhibit prosocial behaviours		Ensure all teams are aware of this and that is applied consistently- plan staff training if available		
Pupil anxiety about return to school:		Plan transition support for those returning to school, explain how school will be safe and how the team is ensuring everyone's safety. Teachers to include in the curriculum on offer where helpful.		
Parental anxiety about children allocated a place going back to school		Clear transparent communication with parents, Inco and outside agencies about how the risks have been managed and how a be any anxieties will regularly reviewed		
Bereavement support for staff and pupils-		Contact the EPS and online resources e.g. Winston's Wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support form SLT and others and that they are personally resilient enough to provide this support to the pupils.		
Staff anxieties or diagnosed conditions preventing returning to school		Use ideas outlined in the framework to support staff on their return to school. Liaise with HR as usual and plan group ratios to be safe. Maintain open communication with all staff and		

		refer to EAP and Occupational Health if appropriate. Use ES Welfare box for specific and additional questions. Share and monitor updated risk assessment. Send out new info for support for staff that can be accessed FOC. DL to be contacted through telephone and email and engage in planning and reporting with class covered by NC.		
Anxieties from staff and pupils escalate rather than reduce		Ensuring all measures are regularly reviewed to ensure wellbeing of the school community is sustained, alert appropriate bodies of support and guidance proactively rather than reactively. Liaise with SIP where appropriate.		
Safeguarding				
DSL will be available to lead school safeguarding provision or lead response to a specific safeguarding situation	Yes	To have DSL cover available at all times.	Yes	
Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance	Yes	Clear implementation plan shared with all staff and volunteers (where applicable) Shared risk assessment and protocols	Yes	
Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.	Yes	Effective safeguarding activity to monitor children remotely, including with partner agencies where applicable. Liaison with social care is imperative for any non-attenders.	Yes	
Finance				
Schools should contact School Resource Team (Paul Little as per contact details). Schools are encouraged to review their arrangements for approving expenditure and governors are advised to review continuity plans in respect of key staff and processes in relation to the school budget and financial arrangements.				
Please also refer to the West Sussex Scheme for Financing schools, in terms of general control measures the normal scheme of delegation and standing orders for schools apply.				
Please refer to the finance FAQ on the Services for school Website and in relation to COVID, the DfE guidance.				
Governance				

<p>The non-compliance with statutory duties currently and during lockdown</p>		<p>Ensure all statutory duties are met https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</p> <p>Ensure all strategic functions continue to be fulfilled in a pragmatic way</p>		
<p>The governing board (GB) are being operational and not strategic</p> <p>The governing board failing to act within the legal framework</p> <p>Due to a lack of availability, risk of all governors not having equal status and rights</p> <p>The governing board is not acting as a corporate entity with individual governors acting on their own without being delegated to do so.</p>		<p>Effective leadership and management of the GB by the chair</p> <p>Ensure virtual meetings are timely. Virtual meeting are safe. Ensure GB is confident that all meetings remain confidential. Ensure governors have been able to hear all aspects of the meeting and decisions are understood.</p> <p>Provision of training opportunities for governors to corporately address strategic needs in this area</p>		
<p>Governors not having sight of ongoing risk assessments</p>		<p>Being aware and monitoring risk assessments in a timely and agreed manner. Revised risk assessment measures for March opening to be share with governors on Thursday 4 March 2021.</p>		
<p>Effective communication</p>		<p>Ensure safe forms of communication and transference of documentation.</p>		
<p>Effective duty of care to leaders and staff</p>		<p>Improved communication. Devise means of monitoring workload – staff can drop in or email SMT any day. The risk assessment can be updated at any point in light of staff feedback. ‘Supervision’ for the SMT will be taken up by the CofG with the LA if required.</p>		
<p>Effective duty of care for governors</p>		<p>Improved communication by the chair. Chair available for other governors.</p>		

School Specific for the first half of the Autumn Term 2020
(then from Monday 8 March)

<p>Social distancing - Contact between adults and children at the start and end of the day</p>	<p>Yes</p>	<p>Staggered start/break/lunch/end From September, learning time cannot be lost for pick up/drop off, so the following needs to be in place: 8.30 – 9.00 drop off window remains 2.50 – 3.05 pick-up window for families with more than 1 child, picking up the youngest first 3.00 – 3.15 collection for families with 1 child HT and DHT will signpost classrooms from 8.30 – 9.00 AM on the first day back FW will organise a digital map of classes to be shared with parents Upper juniors to be encouraged to be independent on arrival and departure – we will release independent walkers at 3.00 PM. Review after day 1 and week 1 Queueing system with lines to be put in place if required 3 external entrances spreads the load Each 'class bubble' enters and exits different external class door YR and Y1 are allowed to be a year group bubble to maintain outdoor learning No assemblies, no staff leading after school clubs Timetabled breaks and delegated play areas ensure distancing in playgrounds at break and lunch times Unless it is an emergency, parents are not allowed on site during the school day Review lunch provision weekly Monitor Y5 pick up and drop off area</p>		
<p>Social distancing - Contact between children in cloakrooms</p>	<p>Yes</p>	<p>Cloakrooms and library can only be used as access to toilet. Other than that, they are out of bounds.</p>		

Year 1 and Year 6		In order to minimise the risk of children congregating and to save time throughout the day, children will wash their hands at the classroom sink at the start of the day and then take all their possessions to their designated space where they will keep them with them (coat on back of chair, lunch box under table etc). This will take time each morning but is necessary.		
Social distancing – Groups of children	Yes	Each class will be a self-contained bubble Distribute a map of the school to parents – bursar to distribute Children and parents will know which room to enter at the start of each day, which class base they will use and who their teacher will be. The class will then use their designated room with an adult in each room (minimum 1 adult per room, preferably teachers but this may be a Teacher and a TA if we have to due to staff numbers). In bad weather, breaks will be taken in the room. Children who have a one-to-one TA will continue to do so to fulfil EHCPs Classrooms will be set up by teachers on the first Inset Day so that adults can be socially distanced from pupils as much as is practical Pupils will be seated 2 at a table, facing forwards, where appropriate, at a distance from the teacher, so that any contamination risk is limited		
Hand hygiene	Yes	Children and staff will wash their hands according to the guidelines when they arrive at school, before and after any breaks or outdoor activities and before and after lunch. They should also wash their hands before they leave the school. Handwashing additional to this is also advised. Handwashing will take place in individual classrooms wherever possible. SC will maintain supplies. Touch points in toilets will be wiped for each bubble each lunchtime and at break and lunch in classrooms. Children can have sun cream applied before and after school and be kept out of the sun where required. Gloves are not required in school. Gloves are available in classrooms for first aid, along with all first aid equipment. Gloves are also available for adults cleaning the toilets after their bubble. Touch points in toilets will be wiped at the end of breaks and lunch by CAS		
Respiratory hygiene	Yes	Children (and adults) will be encouraged to turn away from other people and cough into the crook of their elbow, to use a tissue to blow their nose and throw this tissue straight into a bin. Bins with lids and individual tissue packs will be provided.		

		Pupils with symptoms will be isolated immediately and parents will be asked to collect them. Bins will be emptied each day or earlier in the day where required. Inhalers will be left in pupil packs and only touched by the child. Face masks are not advised for use in schools. Children will wash hands after they blow their nose or use the bin. PHE guidance has been shared and will be followed in case of a confirmed case of Covid.		
Ventilation	Yes	All windows and external doors will be open at all times for ventilation in accordance with the guidance and bearing in mind safeguarding. All internal doors can be open to cut down on the amount of touching of door handles and to increase ventilation in the building. Ceiling skylights will be opened wherever possible and practical, depending on the outside weather and inside temperature		
Adult and child contact	Yes	Teachers and CAs will be timetabled It is now possible for CAs to support both classes in their year group It is possible for PPA staff to lead groups interventions as well as cover PPA We can now employ supply cover, but this will be a last resort Office staff will work their normal hours in school and manage their own social distancing – Bursar will remain in the staff room. Additional staff rooms are already set up to maintain distances, limited to 3 adults at one time. We will review admin support after week 1. Lockdown arrangements – standard system come back into force. Coms between staff will be predominantly be email and phone as in the current emergency plan. Specific staff members no longer need to be responsible for completing photocopying and distributing any resources to limit unnecessary movement around the building – year group CAs can be used as long as social distancing and cleaning takes place. Cleaning staff can only start once other staff and children have left some rooms from 3.30 PM, but can start in other areas from 3.15 PM. FW will organise increased cleaning hours from our current staff, who are volunteering to do this role. Teacher release will be by provision of PPA, taken off site whenever possible Staff to have left site by 4.00 PM on Thursdays and Fridays so that fogging can take place. Music room to be used as a staff room extension for Y4, 5 and 6 staff.		
A - Preparing for Reopening				
Staffing		Deployment and information shared through risk assessment and timetables		

	<p>PPA time will be arranged as staff can now move between bubbles if they maintain distancing with each group - we will consider blocking it into full days, alternate weeks, to further enable working from home and reduce movement between bubbles</p> <p>Additional staff rooms and year group teachers to use specific staff toilets</p> <p>T and CA stay with same year group and cover each other's rest breaks, with some CAs covering outdoor breaks for other teachers if necessary</p> <p>Bubbles act independent of all others</p> <p>The hall will be the isolation room, which has a supply of PPE</p> <p>Furniture/equipment stored in hall/group space in triple/single mobile</p> <p>No assemblies/singing etc – social distance</p> <p>Office will follow up on non-attendance</p> <p>MR to ensure EHCP risk assessments where applicable</p> <p>It is possible that at least one of the Inset Days related to Safeguarding Training could be taken off site as training resources can be provided electronically, as well as watching The Oak Academy webinar.</p> <p>Promote continued engagement in asymptomatic testing</p> <p>Ensure face coverings are used in recommended circumstances</p> <p>Promote engagement in NHS Test and Trace process</p>		
Parents	<p>Where to drop off/pick up</p> <p>Who is the teacher and where</p> <p>Details of timings and actions to mitigate risk shared</p> <p>Info on provision</p> <p>Window to drop/pick up</p> <p>Pupils in uniform, PE kits on specific days to be shared by teachers September</p> <p>Parents advised to wash their child's clothing more frequently</p> <p>Own water bottles which the children can open themselves to be brought and refilled in class</p> <p>Packed lunch only to begin with and reviewed weekly – pupils can initially bring lunch boxes and a water bottle into school. Parents will be informed of any change.</p> <p>Hall used for storage as can't clean unused items – rooms more clinical</p> <p>Email and telephone contact rather than visit office</p> <p>Encourage walking to school.</p> <p>Add updated risk assessment to website for information</p> <p>Masks to be worn on site</p> <p>Scooters and bikes can stay on site during the school day</p>		

B – Organisation and Planning				
drop off and pick up		<p>Windows agreed/ info shared with Playgroup</p> <p>Self-contained class/year group bubbles (year groups may be necessary at times for play/lunch supervision)</p> <p>Social distancing signs to remain as a reminder</p> <p>Self-manage distance</p> <p>Text reminders from office/ParentMail</p> <p>Entrances as above</p> <p>Classes open from 8.30 AM to enable flow</p> <p>Liaise with playgroup</p> <p>1 parent pick up and drop only</p>		
Breaks		<p>Teacher/CA in class bubble to release each other in rotation for morning break</p> <p>Timetable (NC) will stagger this across the school so that bubbles do not mix</p> <p>Bubbles have own cleanable equipment for outdoor games/play</p> <p>Consider purchasing gazebos to provide shade if required at lunch</p> <p>Additional staff rooms can be used 3 at a time, main staff room 5 at a time</p> <p>Cookery room, music room, GR2, triple break out space used as staff rooms – set up</p> <p>All current outdoor equipment into hall</p> <p>EYFS area to be managed re: limited resources which can be cleaned</p> <p>Children will go to the toilet before break as much as possible</p> <p>Also see previous handwashing</p>		
Lunch		<p>Taken in class all of the time – hall used for storage</p> <p>FSM and UIFSM will be delivered to rooms, other parents will be asked to provide their own packed lunch</p> <p>Rota for MMS will be required – NC/JD to consider</p>		
Catering		<p>Washing hands before and after and cleaning desks before and after</p> <p>Classrooms will be the dining area</p> <p>Additional bins will be provided where necessary</p> <p>Usual waste bin capacity will suffice but will be monitored</p> <p>SMT to consider scaling up hot meals from 21 June 2021 depending on Chartwells capacity to maintain any offer</p>		
Premises		<p>All rooms will be in use</p> <p>No capacity for any peripatetic lessons due to need for social distancing</p> <p>Staff to take advantage of outdoor learning opportunities</p> <p>Site manager to continue usual checks</p> <p>Entrance/exit by external doors</p>		

		<p>Limit internal movement</p> <p>Provision in triple mobile for cold storage and kettle for staff</p> <p>Organise areas of the field and playground to allow groups access safely, simultaneously</p> <p>Fruit can be eaten in class – parents to send in a snack but there is flexibility in lunch times</p>		
Buildings and play facilities		<p>No clubs, no external hire, possible catch up after school in bubbles, in groups of no more than 3, including cleaning staff as a precaution</p> <p>Socially distanced meetings with staff in small groups and other agencies</p> <p>Ensure safety and ventilation</p> <p>Removal of soft furnishings, excess furniture and all unnecessary resources into store including lego and small items that cannot be cleaned</p> <p>MG to agree schedule of works for redecoration</p> <p>Outdoor play equipment to be kept by 'bubbles' and washed/wiped after every use</p> <p>Current provision to be stored</p> <p>'Rocketeers' can provide their wrap around care provision</p> <p>Additional cleaning equipment required is already in every room</p> <p>Fire drill as mentioned</p>		
Circulation		<p>Timetables for class bubbles will help avoid unnecessary circulation</p> <p>IT provision will be kept in rooms following distribution on Inset Days</p> <p>Additional cleaning resources are already spread out and stored securely</p> <p>Rota will maintain separation</p> <p>Pupils not sent out of classes on errands</p> <p>All resources to be in class, not collected - pupils can now have access to more resources provided they stay within bubbles and are cleaned after use</p> <p>NO UNNECESSARY MOVEMENT OF STAFF OR PUPILS AT ANY TIME</p> <p>No supply wherever possible (only as a very last resort as we have a duty to keep possible infection lines to a minimum) as our staff, including CAS, will provide release – staff move, but children stay in rooms</p> <p>Photocopier/printing through year group staff</p> <p>All groups will use allocated toilets only at specific times as much as possible</p> <p>Anti bac wipes for cleaning will be stored inside each staff toilet</p> <p>The welfare toilet will only be used for girls' personal hygiene</p>		
Class sizes		<p>Each class bubble will host the full class</p> <p>Teachers to consider and decide seating plan by end of Inset Day in liaison with previous teacher</p>		

		<p>Pupils need to side by side and facing forwards</p> <p>Large gatherings need to be avoided</p> <p>Movement around site is to be kept to a minimum</p> <p>Ventilation – open all doors and windows to ensure being mindful of safeguarding</p> <p>Poor weather – stay in class and give each other a break</p> <p>Store furniture not in use in the hall</p> <p>Children will be encouraged to bring in a lunch box and a water bottle</p> <p>Additional clothing such as coats can be worn if cold</p>		
Events		<p>Fairthorne and Sayers Croft to be reviewed in June 2021</p> <p>Replacement/different events for Y6 2020-21 leavers may/may not take place in Summer 2021 depending on time to organise after current 21 June government deadline for current measures</p> <p>No current Y6 leavers’ event planned – TBC June 2021</p> <p>No picnic, shows, singing, assemblies, singing practices etc</p> <p>Y6 Bikeability TBC</p> <p>We will decide on the Autumn showcase evening in September</p> <p>Transition meetings for YR TBC</p> <p>Y3 swimming will not take place until Autumn Term 2021 at the earliest</p>		
C – Staffing and Deployment				
Staff availability		<p>Clinically extremely vulnerable should work from home</p> <p>Staff to be tested if they have symptoms of COVID – 19</p> <p>COVID absence to be reported</p> <p>Illness – can engage supply agencies</p> <p>COVID absence must be recorded following HR/PHE guidance</p> <p>DL will work from home following pregnancy guidance and risk assessment</p>		
Organising staff/duties/responsibilities		<p>MR to ensure EHCP compliance</p> <p>Homework – contingency plan to be agreed with staff in case of closure</p> <p>Staff aligned to year groups as appropriate by MG/NC</p> <p>No full additional staff meetings after school during the Spring Term at least</p> <p>Electronic feedback/telephone calls instead of face to face with parents</p> <p>All CAs and teachers must leave site by 4 PM on Thursday and Fridays so that deeper cleaning is possible</p> <p>CAs can cover a bubble to release teachers</p> <p>CAs attached to each bubble will wipe the push points in pupil toilets during lunchtimes – door handles, taps and cistern levers</p>		

NQT/Induction/Staff Development		<p>Induction process for new staff to be extended to 2 years with a named mentor</p> <p>NQT coaching/mentoring support to remain beyond 1 year</p> <p>New teaching staff to undergo Induction and have a mentor</p> <p>COVID will not have an impact on salary progression</p> <p>Appraisal targets to be extended by a year and adapted where necessary</p> <p>Outside agency contact to be managed by MR/MG</p>		
D Health, Safety and Hygiene				
Raising the profile of new working conditions		<p>Fire drills as previous</p> <p>Remind staff of information around the site</p> <p>Monitor use of new staff rooms</p> <p>Spare clothes are kept in case of soiling and parents will be called</p> <p>Deep clean pre-start on 4/3/21 and 5/3/21</p> <p>GN to maintain current checks</p> <p>Staffrooms organised after Summer</p> <p>Sealed resource packs to be updated for every child, including, pen, pencil, rubber, pencil sharpener, coloured pencils, scissors, ruler etc</p> <p>Attendance is now mandatory – make explicit in newsletter</p> <p>Staff will engage in lateral flow tests on Sundays and Wednesdays</p>		
Preparing to open buildings		<p>Ensure access routes are clear</p> <p>Enable quick, safe, free movement</p>		
Hand washing and good hygiene		<p>WHO signs are already displayed to promote and refer children</p> <p>Use rhymes, songs, poems to help remind children</p> <p>Additional whole school cleaning on Inset Days – additional hours TBA by FW</p> <p>FW to ensure availability of soap/hand sanitiser for each class bubble and liaise with SC over orders where necessary</p>		
First Aid		<p>Additional kits are kept in every class</p> <p>Medical letters sent to parents to update medical info where necessary</p> <p>Inhalers checked to see if they are in date</p> <p>Diabetic training is up to date</p> <p>Treatment to be kept local and applied by CAs at the point of accident rather than sending to welfare to keep isolation in place – teachers to ensure pupils know</p> <p>Isolation Room to continue – Hall with PPE provision</p>		
PPE		<p>PPE only required if distancing is not possible</p> <p>Training leaflet distributed to all staff</p> <p>Protocols distributed</p> <p>PPE available in hall, though unlikely to be required</p>		

		Child/adults with symptoms to go home and get tested and follow national protocol Masks have been purchased and distributed to every member of staff		
Cleaning		Before school, at break, at lunch, after school Library and cloakrooms cannot be used – access only Focus cleaning on touch points such as light switches, toilet handles Playground equipment owned by each bubble needs cleaning after use Cleaners can only access classrooms on site after 3.30 PM Additional cleaning materials to be dispersed for easy access for cleaners Deep clean and fogging of whole school on 4/3 and 5/3		
Infection Control		Soft furnishings, soft toys, hard to clean items including lego etc are removed from classes, bagged and stored in the hall with class furniture Pupils can have access to individual learning resources but they need regular cleaning Current outdoor play equipment is in the hall for storage Any other items not in use must be bagged and placed in the hall for storage Anyone with symptoms doesn't come in/is sent home for testing Heavy focus on handwashing and sanitising Each child will be provided with a resources pack No permanent displays in class bubbles or corridors Track and trace must be engaged as must 10 day isolation protocols where necessary		
PPE Available in Isolation Room		Only required if a child has symptoms and a distance cannot be kept, so any lack of it is 'unlikely to be a source of significant risk' Can be used for intimate care if required, though unlikely Room is used for shielding/isolation until pick up Face mask is also available Child cannot be left on their own If a case of COVID 19 is confirmed we will follow PHE guidance and advice		
E Curriculum and Learning				
Delivery in Schools		There is now an expectation that schools provide a broad and balanced curriculum The closing of gaps, informed by formal and informal assessment, will be prioritised RSE plans will be finalised by the end of the academic year Resources provided by The Oak Academy may be used as part of our contingency plan for what may need to be a blended provision for some Individual basic resources will be provided for every child Other resources must be washed after use		

		<p>Individual reading books can go home as they can be wiped on return to class We will aim to provide an enjoyable curriculum sensitive to any new social and emotional needs of pupils and staff Any wellbeing needs will be supported by the SMT Year group emails can continue to be used by parents and staff New systems will be rehearsed with the pupils Low risk quizzes as well as the Spring Term Assessments will be used in the first 2 weeks to help judge academic needs Reasonable adjustments will include extensive use of the outdoor learning environment, use of resources that are easily cleaned (no lego etc) and provision of individual learning packs/resources by the school. Children can attend in PE kit on their PE days Contact sport is not allowed The behaviour management Covid appendix will be signposted again for parents Any assessment and catch up programme/intervention/tutoring will be managed by the school as appropriate</p>		
Continuation of remote learning		This will be in line with classroom practice where a closure for isolation is required – the response needs to be 'immediate'.		
YR induction		<p>A longer, staggered start for YR September 2021 needs to be considered, though may not be necessary YR will assess any additional needs for 2021 through telephone introduction to parents instead of home visits and inform Inco Mindful start children due to limited nursery experience</p>		
F Wellbeing and Care for Staff				
Contact details and support for staff		<p>Health Assured – 24 hour helpline – 0800 0305182 www.Educationsupport.org.uk - free trained counsellors – 0800 562561 SMT will gather weekly feedback from staff to assess any further need Mindful placing of higher need pupils by teachers should enable manageability All DSL leads to proactively check in Any staff working remotely can help with feedback on and planning of homework Daily feedback to SMT Staff to see page 28/29 in 'A framework for supporting school ...' for support details All staff will be consulted on this risk assessment Staff will assess how their holiday plans may impact on their availability to work at the start of the summer term and autumn term due to possible need for 2 week self-isolation</p>		

Contact details and support for pupils	<p>Systems are in place to support the mental health and wellbeing of pupils MR to seek/distribute resources where applicable Parental access is through the school office and year group emails Teachers to seek feedback from the pupils as to how they feel about being back Identify and address anxieties through MR and Xavier Eloquin (EP) guidance Use the answers children give us to inform practice and support with age appropriate strategies Enable time for staff and pupils to process and share their experiences Celebrate their achievements during that period Staff to see page 28 - 30 in 'A framework for supporting school ...'</p>		
Managing parental concerns	<p>Contact minimised with those who are unwell (or have tested positive) by ensuring that those who have Coronavirus symptoms, or who have someone in their household who does, do not attend Stay at home guidance stipulates self-isolation and a test is required for those showing symptoms with other members of the house isolating for 10 days Any child showing symptoms in school will be isolated for pick up in the hall – staff who have helped only need a test if they show symptoms Any face coverings used for the journey to school must be removed off site, faces not touched in the removal, and hands washed straight away Walking and cycling to school will be encouraged to minimise congestion Parents will be asked to minimise their range of wraparound care providers wherever possible Add agreed risk assessment to the website Encourage walking/no cycles/scooters for not - can't be kept on the site Office to be contacted by email or telephone rather than in person Year group emails available Update staff/governors accordingly Signpost wellbeing support New wellbeing links to be added to website by TW Thank volunteers and let them know that we will be in touch as soon as we get the green light to use them again</p>		
Safeguarding Children	<p>All to have read KCSiE 2020 – 21 and have completed and recorded all annual training by Easter MG to hold socially distanced WS Safeguarding update training in the Summer Term (1.30 – 3.00 Tuesday 22 June) Safeguarding check in with families on CP register</p>		

		<p>Remind staff of referral process Remind staff of incident reporting process Ensure green star in every room for emergencies Signpost updates to CP policy Fire drill as above Ensure absences are confirmed and followed up by office Ensure safer recruitment Update Single Central Record following recruitment and monitor Review parent contact information Staff challenge unrecognisable adults on site during extended drop off 1 adult only to deliver and pick up Ensure DSL and Deputy DSL on site or available on call Maintain presence through reports or in person at CP or CiN meetings Teachers to consider use of A Day in My Life tool Use Social, Emotional and Physical Education to support pupils Any updates in the WSCP policy will be shared with staff and governors Designated leads and deputies should provide more time to monitoring potential safeguarding issues at the start of the Autumn Term Monitoring systems will include surveys, 1:1 time, discussion time, liaison with social care, referral forms/emails to the DSL, proactive contact with parents through telephone and email, with a particular focus on EAL, BAME, SEN and vulnerable pupils, especially during transition and induction at the start of the academic year Safeguarding updates will continue to be shared with the community</p>		
Support for Vulnerable families		<p>Realise that any family may currently be vulnerable Identify any hard to reach families and rigorously follow up Continue safeguarding check in with families on CP register Liaise with MASH as appropriate Provide signposting for support or refer as appropriate SMT to be points of contact for these families Staff to identify any extreme changes in circumstances Pupil survey in the summer term to capture pupil voice SMT will ensure agreed catch up funding plan is completed</p>		
Pupil Absence		<p>Attendance is now mandatory from 8 March 2021 All children are expected to attend 2 weeks monitoring by TW/MG Attendance Policy, including LA FPN now in place</p>		

		<p>Resume taking usual attendance register Children who are self-isolating should not attend. Reinforce understanding of social distancing on return Office will follow-up non-attendance. MR and SMT to support families regarding barriers and ensure appropriate support for EHCPs</p>		
Children Looked After		<p>MR to ensure PEP completion and support where appropriate Virtual school to be notified of any attendance concerns</p>		
Governance		<p>Headteacher COVID updates should there be any changes Chair and head to discuss any updated guidance Chair to arrange zoom meeting as necessary following that Any meetings will have a limited, time bonded, strategic agenda Ongoing policies, papers and reports can be distributed electronically for feedback and questions Any concerns individual members of the governing body have need to be addressed through the chair, not the headteacher Strategic overview maintained through paper distribution to FGB GB to be available but not add to pressure Be satisfied that staff have been consulted and included in HT updates Demonstrate its duty of care to pupils, staff and headteacher Consider how to support the wellbeing of the leadership team and each other Consider a contingency plan should the chair or vice chair become ill</p>		
Bereavement		<p>Bereavement guidance from LA to be followed</p>		

1 December 2020 – Updates

1. Bubbles – we have moved to year group bubbles instead of class bubbles
2. Lunch in hall – after removing stored resources from the hall and working with Chartwells to provide delivery trolleys, we now provide hot meals for our infants and those eligible for free school meals in the juniors
3. Classroom Assistants now provide additional table wiping at the end of each day
4. Our community must now wear masks on site
5. Staff room provision – those in the triple mobile can now share the main staff room
6. Use of fogger – purchased and now used twice a week to enhance cleaning
7. Pupil entrance/exit doors – To help social distancing Y6 Whitebeam now use their rear door, Y4 Lime are collected from the top play area, Y6 Mulberry are collected from the junior playground
8. Staff have been reminded of Health Assured

12 January 2021 National Lockdown Updates

Action to take following advice taken from 'Restricting attendance during the national lockdown: schools' published 8 January 2021 and subsequent governor meeting 11 January 2021.

Welcome the most needy, but encourage CW pupils to stay at home if they can stay at home	MG
Update Vulnerable children list and regularly contact social workers and families if the children are not on site	MG/MR
Open 2 new staffrooms in GR 1 and Triple mobile (again) to enable social distance	Teachers
Remove/store furniture not in use in classrooms to aid social distancing and capacity of rooms	Teachers/CAs
Provide medical grade facemasks and ensure that they are worn along with any visor	FW/SC
Consider temperature checks for staff	MG/NC
Remind all of wiping down routines	FW
Check on any intimate care required for YR and provide PPE where necessary	MG/SS
Clean class playground equipment daily	CAs
Remind all of need for 'comfortable' ventilation	MG/NC
Order further PCE tests	TW
Place advice on p21 of guidance onto website	Office
Remind staff NOT to share details of people with Covid – 19 with the community as guided by DfE	MG

Ensure office use new attendance codes	MG/TW
Ensure provision of food parcels/vouchers	MG/Office
Individual risk assessments for clinically extremely vulnerable and clinically vulnerable staff	MG
Distribute p33 mental health support for staff and p53 with parents	MG
Monitor SEN provision across the school and report on parental feedback	MR/Governors
Liaise with Brighton University re: changes to ITT provision	MG/Mentors
Review appropriateness of current performance management targets	Teachers
Update and redistribute Covid – 19 safeguarding and Behaviour for Learning Appendices	MG
Ensure DSL on site daily	MG/NC
Fire drill to focus on social distancing 11.1.21	MG/FW
Liaise with Rocketeers to ensure provision is maintained and supported	MG
Ensure no mass singing/ musical instrument playing	Teachers
Regular cleaning of any musical instruments in trolley	Teachers/CAs
Encourage outdoor PE, but no team games	MG/NC
Question junior staff on provision of Perspex screens – provide where requested	MG
Enable additional 'fogging'	FW/Bursar
Maintain staggered drop off and pick up via newsletter	MG
Since October 2020, we have set up a track and trace system for visitors to the school. The visitor completes the form and we hold this for 21 days and then it is destroyed.	Office
Maintain and monitor Covid alert email	MG/NC
Bursar desk to move to staff room to ensure social distancing	SC
Consider office rota if numbers on site reduce	MG/SC
Engage staff in on site testing	MG/FW/Office
Collate ID for Critical Workers in case offer needs to reduce, but encourage all to stay at home for safety	MG/teachers
Telephone 'vulnerable' families weekly	MG/MR
Update FSM provision on site	TW/Office
Explore how to enable use of 'Now Press Play' at home	NC
Monitor appropriateness of approach to remote learning via DfE review document when published	MG/NC/Governors

8 March 2021 Opening Updates have been included in blue on the risk assessment