

Model COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at 18th May 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk, which you can use or change. Please add additional Activity (risks) as deemed necessary and delete any activity that does not apply to your school. The table is designed to enable you to re-order risks/priorities as required.

- [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)
- [Actions for schools during the coronavirus outbreak](#)
- [Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)
- [Coronavirus \(COVID-19\): guidance for educational settings](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [Covid-19-decontamination-in-non-healthcare-settings](#)
- [staying at home and away from others \(social distancing\)](#)
- [Health and safety risk checklist for classrooms](#)
- [E-bug posters](#)

Assessment conducted by:	P Belham, C Bishop	Job title:	Ops Manager, Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
--------------------------	-----------------------	------------	--------------------------------	-----------------------------	---

Date of assessment:	24/02/2021	Review interval:	2 weeks	Date of next review:	10/02/2021
---------------------	------------	------------------	---------	----------------------	------------

Risk matrix

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
----------	---	------------------	-----------------------	---------------------	------------------------------------

1.1 Establishing if the building is safe following an extended closure

Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	L	Health and safety audit conducted by nominated staff and Governor	Yes		L
		Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms	Yes		
		Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering:	Yes		
		Different areas of the school	Yes		
		Procedures for when pupils and staff enter and leave school	Yes		
		Planned movement around the school during lesson, break and lunch times	Yes		
		Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used	Yes		
		The Headteacher and nominated LGB governor will conduct site inspections prior to pupils and staff starting back at school. All FPMAT schools have remained open so H&S and maintenance routines/inspections have been maintained. Billingtons H&S consultancy complete regular full site audits and update the FRA. Staff will receive training communications prior to returning to school to facilitate preparation and familiarisation with RA. NEU/GMB/Unison/Unite refp6-8	Yes		
Statutory compliance has not been completed due		All statutory compliance is up to date.	Yes		
		Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Yes		

not been completed due to the availability of contractors during lockdown	L	School systems have been maintained during lockdown as all FPMAT schools have remained open. However certain routines will be completed to ensure parts of buildings that have received less use meet statutory compliance. E.g. Chlorination & flushing by specialist contractors has been approved for action.	Yes	L
---	---	--	-----	---

1.2 First Aid/Designated Safeguarding Leads

The lack of availability of designated First Aiders and Designated Safeguarding Leads may put children's safety at risk	L	If the DSL is not on site because of operational challenges, the following cover arrangements are in place: A trained DSL (or deputy) from the school will be available via phone or online video, e.g. working from home Access to a trained DSL from a partner school, will be available via phone or online video Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site.	Yes	L
		A programme for training additional staff is in place, using on-line training.	Yes	
		A first aider will always be on site.	Yes	
		Collaborative arrangements for sharing specialist staff with other schools in the locality have been agreed through the LA	Yes	
		Potential deployment of MAT central staff available		
		Online training has been identified to support individuals who need training updates. E.g. https://email.sja.org.uk/sja_marketing/lz/lz.aspx?p1=MIIDU4NzYxOTFTMjJzOjE4QkY0NDgwRDICMUZCQzIzRjRERTM00TFEOTExRDdD-&CC=&p=0 . All schools will have trained First Aiders and Designated Safeguarding Leaders on site – support for individuals available on request from MAT/LA.	Yes	

2.1 Organisation of teaching spaces and communal areas

		Class sizes revert to 30 in recognition of Government		
--	--	--	--	--

Classroom sizes will not allow adequate social distancing	H	advice that children are not at significant risk when school is in full operation	Yes	L
		Timetables and staffing model determined to secure curriculum delivery for class-group size	Yes	
		Classrooms are re-modelled, with chairs and desks facing forwards where possible. Any surplus furniture including 'spare' chairs are removed if possible and area de-cluttered.	Yes	
		TAs to complete a classroom audit and highlight rooms that would be challenging for them to provide appropriate support to their students. Re rooming or other intervention strategies maybe looked at such at withdrawal to fully support the student.	Yes	
		Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters	Yes	
		Ensure class groups and staff stay together consistently and do not mix or blend with other groups where possible. Students will be kept within their Year group bubble for 75% of lessons.	Yes	
	H	Secondary level - CLEAPSS guidance (GL343 – CLEAPSS Guide to doing practical work in a partially reopened school – Science – Ver. 1.0 – 10th May 2020) to be implemented and followed but only if there is an essential requirement for practical lessons to take place.	Yes	
		PE to take place outside where possible depending on the weather and pitch safety. If P.E takes place inside the area is to be well ventilated and activities to happen within the year group bubble. Any equipment used is to be fogged inbetween uses.	Yes	
		Single use PPE will be disposed of so that it cannot be reused in appropriate bins; these will be signed appropriately	Yes	

		Staff are reminded through use of posters and pupils reminded frequently about the importance of hygiene (hand washing, etc.), and there is an alcohol gel dispenser in the main areas being used and at each entrance	Yes	
		All persons are instructed to wash their hands for 20 seconds using soap and water or use hand sanitiser when entering and leaving the site and classrooms.	Yes	
		Wipes are available in each room for teachers to use to wipe down desks	Yes	
Bubble sizes are not supporting the principle of minimising the number of social contacts in school, because they are too big and overlap	H	Arrangements to safely support pupils requiring individual support and intervention are in place supported by a pupil specific risk assessment	Yes	L
		The timetable in structured and non-structured times limits the interaction and the sharing of rooms and social spaces between bubbles as much as possible.	Yes	
		Teachers and staff can operate across different groups if necessary, to secure capacity and deliver a broad curriculum, but must observe social distancing to reduce the risk of transmission between bubbles if possible	Yes	
		Gatherings e.g. assemblies must not involve more than one bubble and will be limited to no more than 30 students.	Yes	
Large spaces that need to be used as classrooms	L	Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size.	Yes	L
		Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring.	Yes	
		Design layout and arrangements in place to enable social distancing where required if students move out of their year group bubbles.	Yes	

Staff rooms and offices do not allow for observation of social distancing guidelines	H	Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Room capacity signs are displayed.	Yes		L
		Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team. Staff using a communal area do so at a 2m social distance where possible. The area is cleaned at the end of every day, sanitiser will be available in these areas. If group work is being completed in these areas then the area will be cleaned before the next group enters the room.	Yes		
	H	Plans in place to mitigate risks of staff coming into contact with each other 'by accident' – for example in normal school operation, ensuring staffroom has entrance and exit doors clearly marked to support one-way flow; providing additional staff rest spaces to ensure social distancing can be maintained at all times. The Venue will be used and staff will leave a post it note on the desk if they have used it so cleaning can take place.	Yes		
Securing good ventilation of occupied spaces results in areas being too cold to	H	Opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space).	Yes	To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE))	
		Opening internal doors can also assist with creating a throughput of air	Yes		
		Opening external doors may be considered (as long as they are not fire doors and only where safe to do so)	Yes		
		Where possible furniture will be arranged to avoid direct drafts	Yes		

work in comfortably		Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)	Yes	see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice):	
		Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Yes		
School kitchens may not be able to serve whole school return	H	Government advice confirms that school kitchens can continue to operate, the kitchen will comply with guidance for food businesses on coronavirus (COVID-19)	Yes		L
		Reduced food menu following 'grab and go' style delivery to be used to reduce congestion times. One year group at a time will receive food in their own specific canteen area, using split, staggered lunches.			
		Government advice is followed along with the Food Hygiene Standards agency. Sam O'Sullivan is updating the Kitchen specific Risk Assessments.	Yes		
Physical activity in school	H	Pupils to be kept in consistent groups. Year Group Bubbles to be used to deliver lessons.	Yes		L
		Sports equipment to be thoroughly cleaned in between each use by a different group. Cleaning equipment regularly ordered.	Yes		
		Avoid contact sports	Yes		
		Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene	Yes		

		External facilities are used in accordance with Government guidance on the phased return of sport and recreation and Sport England. Include activities such as active miles and active travel to promote exercise.	Yes		
--	--	--	-----	--	--

2.2 Availability of staff and class sizes

CEV staff at risk	H	March 2021 - CEV staff and as well as those who are 28 weeks pregnant or more are advised not to attend the work place and work from home if possible.	Yes		L
		Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.			
CV Staff at risk	H	Staff members who are clinically vulnerable can work in school if it is not possible to work from home but must adhere to Covid-19 safety measures for their protection and the protection of others as set out in their VERA	Yes		L
Rapid decisions cannot be made to isolate students and send them home	M	Either the Head or Deputy Head must always be in school. Only they can chair the 'COVID-19 rapid reaction team'. The only occasion for this not to be the case is if both are forced to self-isolate. R Morey (AHT) is the next point of contact relating to COVID issues.	Yes		L
		The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned	Yes		
		Staff who are identified as potentially at increased risk from coronavirus) because they have particular characteristics that comparatively increase their risk as set out in COVID-19: review of disparities in risks and outcomes report should be identified and be given the opportunity to undertake a vulnerable employee risk assessment (VERA). The school will use its reasonable endeavours to accommodate the risk	yes		

The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school

H	Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic	Yes
	All staff are aware of the testing procedure and know they are required to report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset.	Yes
	Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	Yes
	Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required	Yes
	If classes in school cannot be delivered because is staffing capacity is depleted a blended model of home learning and attendance at school is will be utilised temporarily, until staffing levels improve. Any temporary change in provision for vulnerable or critical worker children will be risk assessed against safeguarding criteria in consultation with partners, with a clear plan of return.	Yes
	An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity.	Yes
	Staff training will remind colleagues of Gov UK guidelines in relation to self-isolating and seeking COVID -19 testing if necessary.	
	Those staff who have been in to school are reminded to shower and change clothes immediately when they return home.	Yes

L

	Staff who are delivering on line, live lessons should not be required to work in school unless there are particular reasons as agreed with Headteacher. There will be a separate room provided for such staff.	Yes		
--	--	-----	--	--

2.3 Testing and managing symptoms

Testing and Lateral Flow Testing is not used effectively.	M	Lateral Flow Testing is available for all pupils, 3 to be completed in school 3-5 days apart and then twice weekly at home	Yes		L
		Lateral Flow Testing is available for all staff. Staff will have access to home test kits so that they can complete these twice weekly at home.	Yes		
		The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted.	Yes		
		All pupils understand their entitlement to access lateral flow tests and complete these twice weekly at home. They are informed of the advantages and positive impact it has on identifying asymptomatic cases.	Yes		
		All staff understand their entitlement to access lateral flow tests and complete these twice weekly. They are informed of the advantages and positive impact it has on identifying asymptomatic cases. The LFT Centre remains open for students who are unable to complete LFT tests at home.	Yes		
		Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff	Yes		
		Parents understand in the requirement to share positive results with the school and know how to do this.	Yes		
		Staff share the outcome of the test with their employer	Yes		L

		The school, staff and parents engage with the Test and Trace processes. Contact numbers for staff and students are correct on SIMS.	Yes		
		All staff in FPMAT have received guidance on what actions to take if they feel a COVID-19 test may be needed.	Yes		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	L	Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. Any household members within school will be sent home to self-isolate for 14 days or until the test result is known and is negative.	Yes		
		Engage with the NHS Test and Trace process.	Yes		
		Contain any outbreak by following local public health protection advice contact: Public Health England health protection team	Yes		
		Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.	Yes		
		Robust collection and monitoring of absence data, including tracking return to school dates, is in place	Yes		
		Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning	Yes		
		A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed.	Yes		
					L

	<p>Staff, parents and pupils are frequently reminded of Government guidance and specific documents are referenced on MAT & school websites and in letters to parents.</p> <p>E.g. https://www.gov.uk/government/publications/corona-virus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings .</p>	Yes		
	<p>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p>	Yes		
	<p>This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding</p>	Yes		
	<p>There are sufficient number of first aiders on the premises.</p> <p>There are sufficient number of first aid boxes available on site with contents being checked regularly.</p>	Yes		

Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19

M

First aiders will be given the following advice Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.

This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding

Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners

There are sufficient number of first aiders on the premise, paediatric first aiders on the premises; where refresher training is required, online theoretical training will be undertaken and the practical element completed once courses are available to run safely.

There are sufficient number of first aid boxes available on site with contents being checked regularly.

First aiders will be given the following advice:
Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not

Yes

L

		<p>listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim’s mouth and nose and attempt compression-only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection. If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 or N95 face mask, disposable gloves, eye protection), these should be worn. After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. Senior management/leadership and first aiders are aware that there may be potential delays in emergency services response, due to the current pressure on resources. Bins will be provided for the disposal of first aid waste, these will be signed appropriately and emptied at the end of the day.</p>			
		<p>Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners. Staff meeting, LM meetings and emails. Re-set training to be used to inform staff.</p>	<p>Yes</p>		
<p>Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID</p>	<p>M</p>	<p>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</p>	<p>Yes</p>		<p>L</p>

confirmed case of COVID-19 in the school.		This guidance has been explained to staff and pupils as part of the induction process.	Yes		
Staff, pupils and parents are not aware or are not compliant with self-isolation requirements		Consistent and repetitive reinforcement of the need for pupils and staff to stay home if they are unwell, reminding them that early onset symptoms can be complex	Yes		
		Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days if identified as a close contact of a positive Covid-19 case. This includes household members.	Yes		
		Reinforce the new requirement to self-isolate for travel reasons should that occur	Yes		

3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene

3.1 Staff induction and CPD

Staff are not trained in new procedures, leading to risks to health	L	A virtual induction and CPD programme is delivered to all staff prior to full reopening, which includes:	Yes		L
		Infection control			
		Fire safety and evacuation procedures			
		Constructive behaviour management			
		Safeguarding			
		Risk management			
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	Any staff who wish to visit the school site to familiarise themselves with physical environments and implementation of new routines will be able to do so before returning to work.	Yes		L
		Induction programmes are in place for all new staff – either online or in-school – prior to them starting.			
		New staff will visit the school site, following social distancing guidelines, prior to re-opening.			
		The revised staff handbook is issued to all new staff prior to them starting.			

3.2 Communication strategy

A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks	H	Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations	Yes	L
		Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning	Yes	
		Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented	Yes	
		Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement	Yes	
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health.	M	Communications strategies for the following groups are in place:		L
		Staff	Yes	
		Pupils	Yes	
		Parents	Yes	
		Governors/Trustees	Yes	
		Local authority	Yes	
		Professional associations including Trade Unions	Yes	
		Other partners including peripatetic staff and health professionals	Yes	
Letters and other communications will be ready to go out to all stakeholders once a definitive return date has been announced by the government. Multiple methods of communications are being used to ensure all parents receive updates.	Yes			
		Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it, kill it, bin it' rules.	Yes	

There is a lack of clarity and understanding in maintaining social distancing and good hygiene.	L	Clear floor markings identify 2 metre spaces (may reduce to 1 meter +) and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures.	Yes		L
		All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.	Yes		
		Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been agreed that 'not following social year group bubbles' will be escalated to senior leaders in the school immediately. Floor feet to be used in common areas.	Yes		
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.	Yes		L
		A COVID-19 section on the school website is created and updated.	Yes		
		Parent and pupil information letters are created.	Yes		
Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19	H	School websites contain detailed information and links to guidance around COVID-19. Key information is emphasised in letters to parents from the Headteacher and others.	Yes		M
		Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website.	Yes		
		Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason	Yes		

4 Planning movement around the school

		Circulation plans have been reviewed and revised.	Yes		
--	--	---	-----	--	--

Movement around the school risks breaching social distancing guidelines	H	One-way systems are in place where possible.	Yes	L
		Corridors are divided where feasible using 'roadway' markings.	Yes	
		Appropriate signage is in place to clarify circulation routes.	Yes	
		Pinch points and bottle necks are identified and managed accordingly.	Yes	
		Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available	Yes	
		Pupils are regularly briefed regarding observing social bubble year group guidance. Signage and transit routes clearly identified. Students work in 'social year group bubbles'.	Yes	
		Face Masks do not need to be worn in outdoor areas around the site, but must be worn around the indoor areas. Snoods and visors are not permitted.	Yes	
		Appropriate levels of supervision and guidance are in place. Teachers are to release students from lessons and check that sufficient space is available in the corridor before doing so.	Yes	

4.1 Management of social distancing in the reception area

		No visitors are allowed on the premises without a pre-arranged appointment	Yes	
		A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures. Inventory to be updated to include contact information.	Yes	
		Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit	Yes	
		Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor	Yes	

Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	Social distancing points are clearly set out, using floor markings, continuing outside where necessary.	Yes	L
		Visitors are required to wear face coverings in all areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk	Yes	
		Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).	Yes	
		Non-essential deliveries and visitors to school are minimised.	Yes	
		Protective glass panelling is in place in all school reception areas to support staff and visitor protection. Parents will not be able to visit the school site without prior permission unless there is an emergency. In such cases, specific measures are in place to ensure social distancing practices will be maintained.	Yes	
		Arrangements are in place for segregation of visitors.	Yes	

4.2 Management of Aggress and Egress – arrival and departure

The start and end of the school day create risks of breaching social distancing guidelines	H	Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place	Yes	L
		Start (08:50 and 09:05) and departure times (due to no bell) are staggered to reduce pinch points and risk of breach if this is possible without reducing the overall teaching time for pupils.	Yes	
		A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place.	Yes	
		Segregation of groups is considered wherever practicable		
		Floor markings are visible where it is necessary to manage any queuing.	Yes	

		Pupils will wait in their 'social bubbles' in holding areas before being escorted into the school building, through pre-determined entrances, by an adult. 60 students maximum walking to and from school at any one time. Traffic management scheme not required due to majority of students walk to school.	Yes		
		All available safe exits are utilised to enter and leave the school building with year groups using designated exit points.	Yes		
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	Start and finish times are staggered.	Yes		L
		The use of available entrances and exits is maximised.	Yes		
		Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.	Yes		
Pupils use public transport and thereby increase risk of infection and transmission	H	Public transport is defined as transport used by the general public. If children use a public bus to come to school they will have to wear a face covering. Disposable masks should be disposed of in designated bins upon arrival as necessary in a sealed plastic bag.	Yes		L
		Staff using public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container – staff are advised to carry a spare face covering.	Yes		
		School transport commissioned by the LA (excluding the use of public buses via a bus pass) are not available to the general public and therefore risk is reduced by the controls deployed by the LA and provider risk assessments	Yes		
		Parents and children will be discouraged for using public transport if there is another practical mode of getting to school including, walking, cycling (if safe) or family car.	Yes		

		Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most	Yes		
Pupils Usings School Minibus Transport therefore increasing the risk of infection and transmission	H	Pupils should be transported where possible within their year group bubble. Hand sanitiser will be stored on the vehicle and used when pupils embark and disembark the vehicle.The vehicle will be cleaned after each use.Organised queuing to be put in to place when boarding the vehicle where possible. Distancing measures to be adopted within the vehicle where possible. The use of face coverings where appropriate, for example if there are due to come in to contact with someone outside of their year group bubble.	Yes		

4.3 Consideration of how to reduce contacts and maximise distancing between Year groups in school wherever possible and minimise potential for contamination as far as is reasonably practicable.

		Group pupils together to reduce as far as possible the number of contacts between children and staff, to a size that balances the requirement to deliver a broad and balanced curriculum.	Yes		
		Maintain as far as possible the consistency of Year group members.	Yes		
		Avoid contact between groups as far as possible using zones on the playground to distance Year groups from each other.	Yes		
		Staff to maintain distance from pupils and other staff as much as possible, using 2m as a guide.	Yes		
		Limit interaction, sharing of rooms and social spaces between groups as much as possible.	Yes		
		Where possible children may spend the majority of their time in their class groups, but will be allowed to mix into wider groups for specialist teaching and transport,	Yes		

Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum	H	All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer.	Yes	L
		If staff and pupils need to move around site, they should keep 2m distance from pupils and other staff. Face masks should be worn in all classrooms. These are available from first aid. Those staff who work with students who are like to 'spit' due to behavioural issues should wear a mask and visor with measures employed to prevent the 'spitting behaviour' in conjunction with support from parents/carers.	Yes	
		Face to face contact will be avoided if possible and the time spent in close contact (within 1 metre of anyone) will be minimised	Yes	
		Class Teachers to plan lessons that are not TA dependent tasks that would involve close contact for long periods	Yes	
		TA support is delivered in a number of ways to reduce close contact within the classroom	Yes	
		TAs to stand at the front of the classroom 2M away from students. Help is then requested by the student and the TA is to then make sure masks are worn when giving this help and limiting the amount of contact time.	Yes	
		TAs to withdraw students with higher needs for some or all lessons staying within the year group bubble to complete a set piece of work that has been set on googleclassroom by the class teacher.	Yes	
		The provision for a child with complex needs who require close contact care can be delivered as normal	Yes	
The size and configuration of classrooms and teaching		Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance	Yes	

or classrooms and teaching spaces does not support compliance with social distancing measures	H	Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class.	Yes	L
		All furniture not in use has been removed from classrooms and teaching spaces into safe storage	Yes	
		Arrangements are reviewed regularly	Yes	

4.4 Management of classrooms and teaching spaces

The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	M	Where possible all pupil desks are forward facing and the teacher.	Yes	L
		Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures (for the teacher) and in line with local and government guidance.	Yes	
		All furniture not in use has been removed from classrooms and teaching spaces into safe storage.	Yes	
		Rooms are to be well ventilated, extra additional heaters can be provided to keep the rooms above 16 degs C and students can wear coats in non-practical rooms (such as Science and DT) which are cold due to being well ventilated or they can wear a free, school uniform jumper.	Yes	
		Resources are not to be shared	Yes	
		School leaders will not allow more pupils into school than can be effectively managed in accordance with social distancing guidelines. Timetable and school day structures have been reviewed to ensure there is capacity to do this – E.g. Pupils may not attend school for a full week in the first phase of return.	Yes	
		Arrangements are reviewed regularly.	Yes	

4.5 Management of movement in corridors

		Circulation plans have been reviewed and amended.	Yes	
		One-way systems are in operation where feasible.	Yes	
		Corridors are divided where feasible.	Yes	

Social distancing guidance is breached when pupils circulate in corridors	H	Circulation routes are clearly marked with appropriate signage.	Yes	L
		Any pinch points/bottle necks are identified and managed accordingly.	Yes	
		The movement of pupils around school is minimised as much as possible.	Yes	
		Where possible, pupils and staff stay in classrooms or in designated external areas	Yes	
		Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage	Yes	
		Appropriate supervision levels are in place.	Yes	
		There are clear routines in place to support pupil toileting at key points. Individual pupils will be escorted by an adult outside of these times.	Yes	
		Staff to check corridors before releasing students to avoid over crowding	Yes	

4.5 Management of social distancing at break times

Pupils may not observe social distancing at break times	H	Pupils are in year group zoned areas at breaktimes.	Yes	L
		External areas are designated for different groups.	Yes	
		Pupils are reminded about social distancing as break times begin.	Yes	
		Social distancing signage is in place around the school and in key areas.	Yes	
		Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	Yes	
		Staff to report COVID breaches to LT via Google form. Parents to be called the same day with a discussion about the following day's provision and extra safety ,measures ot be taken into account.	Yes	

Pupils may not observe social distancing during a wet break time	H	Covered zones to be identified for students to use during wet/cold break times. Maximum capacities for each Covered zone to be shared with duty staff. No more than the maximum number will be allowed in at any one time.	Yes	L
		Duty staff to be allocated a covered zone to supervise.	Yes	
		Tennis court equipment will not be available.	Yes	
4.6 Management of social distancing at lunch times				
Pupils may not observe social distancing at lunch times	H	Staff to report COVID breaches to LT via Google form. Parents to be called the same day with a discussion about the following day's provision and extra safety ,measures ot be taken into account.	Yes	L
		Pupils are reminded about social distancing as lunch times begin.	Yes	
		Pupils wash their hands using the 20 second routine, before and after eating.	Yes	
		Dining area layouts have been configured to ensure social distancing (secondary) where possible	Yes	
		Staggered lunchtimes are used reduce congestion.	Yes	
		Floor markings are used to manage queues and enable social distancing.	Yes	
		Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.	Yes	
		Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).	Yes	
Pupils may not observe social distancing during a wet lunch time	H	Eating areas are cleaned in-between group usage and after lunch has ended	Yes	
		Covered zones to be identified for students to use during wet/cold lunch times. Maximum capacities for each covered zone to be shared with duty staff. No more than the maximum number will be allowed in at any one time	Yes	

	Duty staff to be allocated a covered zone to supervise	Yes	
	M block canteen will be fogged between lunches	Yes	
	Tennis court equipment will not be available	Yes	

4.7 Management of social distancing and hygiene in the toilets

Queues for toilets and handwashing risk non-compliance with social distancing measures	H	Staff to report COVID breaches to LT via Google form. Parents to be called the same day with a discussion about the following day's provision and extra safety ,measures ot be taken into account.	Yes	L
		Queuing zones for toilets and hand washing have been established and are monitored. These do not have to be segregated for different groups, but should not be used by members of different groups at the same time	Yes	
		Floor markings are in place to enable social distancing.	Yes	
		Pupils know that they can only use the toilet one at a time and only within their year group zone.	Yes	
		Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	Yes	
		The toilets are cleaned frequently along with all touch points	Yes	
		Monitoring ensures a constant supply of soap and paper towels.	Yes	
		Bins are emptied regularly.	Yes	
		Bubbles to use specific Year group toilets. Footprints on the floor keep students apart.	Yes	
		Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place	Yes	

4.8 Safety arrangements for the use of medical rooms

	Social distancing provisions are in place for medical rooms behind a closed door if possible	Yes	
--	--	-----	--

The configuration of medical rooms may compromise social distancing measures	H	Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. This to be an isolated room next to first aid, separated by two doors from any other room, with an external window.	Yes		L
		Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. It is advised that household bleach is used after the room is vacated.	Yes		
		Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff	Yes		
		Pupils will be sent home at the first signs of illness regardless of symptoms.	Yes		
		Any member of staff providing assistance to someone with symptoms and any pupils who have been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	Yes		

5. Securing and sustaining robust hygiene systems and procedures

5.1 Cleaning

Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day. Regime communicated with cleaning staff.	Yes		L
		Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space and this reflects increased demand in September when all pupils and staff return.	Yes		

5.2 Hygiene and handwashing

Inadequate supplies of soap and hand sanitiser mean that pupils and staff	M	An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered.	Yes		I
---	---	--	-----	--	---

mean that pupils and staff do not wash their hands with sufficient frequency	VI	Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Yes		L
Pupils forget to wash their hands regularly and frequently	H	Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.	Yes		L
		Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.	Yes		
		School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Yes		
		Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person	Yes		
Equipment and resources	H	Individual and very frequently used equipment such as pencils and pens should not be shared	Yes		L
		Classroom based resources including books and games can be shared within the Year group bubble but must be cleaned regularly. The use of spray bottles can be used to spray keyboards etc regularly.	Yes		
		Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them in a secure area for 48 hours (72 hours for plastics)	Yes		
		Outdoor play equipment will be cleaned more frequently.	Yes		
		Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted.	Yes		
		Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided	Yes		

5.3 Personal Protective Equipment (PPE)

		Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured for	Yes		
		Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Yes		

Provision of PPE for staff where required is not in line with government guidelines	H	Sufficient PPE has been ordered for all schools in FPMAT as a means of supporting staff confidence in returning to work. Staff will be issued with government guidance relating to PPE use and effectiveness but individuals will be able to make their own decision. Use will be reviewed and more stock ordered if this is required by staff.	Yes		M
		Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.	Yes		
Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection	H	Face coverings should be worn safely by adults and pupils (year 7 and above) anywhere on the premises, including inside of classrooms.	Yes		L
		<u>Those with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate, may be exempted (clear pane face coverings may be appropriate in some instances) see: face coverings</u>	Yes		
		An emergency supply of face coverings for contingency purposes is available if required.	Yes		
		An emergency supply of face coverings for contingency purposes is available if required.	Yes		

6. Curriculum organisation

6.1 Provision for the children of critical (key) workers

Pupils whose parents are critical (key) workers and it is evident that they cannot remain at home are not offered a school place and	H	Arrangements are in place to identify critical workers who are not able to keep their children at home and deliver their role and a placement is made available	Yes		L
Provision of remote learning					
Arrangements for remote learning are insecure or unsustainable and do not meet the statutory requirements of the temporary continuity direction	M	Regular T&L bulletins, WAGOLL briefings and online CPD sessions ensure teachers are well equipped to deliver online lessons.	Yes		L
		Details about online provision are published on the school's website for parents and students to refer to.	Yes		
		Google Classroom is the consistent platform for live lessons and materials to be shared.	Yes		
		Middle Leaders conduct online learning walks with senior staff to ensure quality of provision.	Yes		
		MAT health check activities between schools ensure high quality of provision.	Yes		
Pupils are unable to access the online offer	L	Laptops are provided for those students who struggle to access IT at home, including WiFi dongles.	Yes		L
		Registers are taken for each lesson and the data analysed each week.	Yes		
		Mentors make weekly contact with students to check access and progress in lessons.	Yes		
		Parents are contacted if students are not accessing lessons to check welfare of student.	Yes		
Children may need to re-socialise and familiarise with new routines	H	Consideration should be given on planning what to teach, and how. The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in learning.	Yes		M
Children may have fallen		Gaps in learning are assessed and addressed in teachers' planning.	Yes		

behind in their learning during the school closure and achievement gaps will have widened	M	Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality	Yes		L
		Plans for intervention are in place for those pupils who have fallen behind in their learning.	Yes		
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.	Yes		L
Resuming full support for pupils with SEND (SEND Support and EHC Plans)	M	All children with SEND will return full-time to school and receive their full entitlement to support	Yes		L
		Small children and children with complex needs will continue to be helped to wash their hands properly	Yes		
		Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the LA's vulnerable children risk assessment template.	Yes		
		External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring	Yes		
Extra-curricular provision increases risk of transmission between year group bubbles.	H	Staff to submit a case for delivery of extra-curricular provision along with individual risk assessment. Students to follow 2m social distancing control measures.	Yes		L
Risk of infection from singing, chanting, playing wind or brass instruments and shouting.	H	Practical music lessons will be held outside when practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing, positioning children back-to-back or side-by-side (not face to face).	Yes		L
		Perpetetic tuition to continue under social distancing guidelines of 2m	Yes		

		Instruments will not be shared	Yes		
		Delay music groups/choirs	Yes		

7. Enhancing mental health support for pupils and staff

7.1 Mental health concerns – pupils

Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	Counselling to be provided in school and remotely where required	Yes		L
		There are sufficient numbers of trained staff available to support pupils with mental health issues.	Yes		
		There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	Yes		
		Wellbeing/mental health is discussed regularly in PSHE/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).	Yes		
		Resources/websites to support the mental health of pupils are provided.	Yes		

7.2 Mental health concerns – staff

The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	Staff are encouraged to focus on their wellbeing.	Yes		L
		Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.	Yes		
		Meetings will either be online or maintain social distancing where this is on site	Yes		
		Staff briefings and training have included content on wellbeing.	Yes		
		Staff briefings/training on wellbeing are provided.	Yes		
		Several counsellors are employed by the MAT and are available to staff from all schools to support any mental health and well-being issues.	Yes		
		Staff have been signposted to useful websites and resources.	Yes		
Working from home can adversely affect mental health	M	Staff working from home due to self-isolation have regular catch-ups with line managers.	Yes		L
		Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.	Yes		
		Appropriate work plans have been agreed with support provided where necessary.	Yes		

		Staff working from home may help provide remote learning for any pupils who need to stay at home.	Yes		
--	--	---	-----	--	--

7.3 Bereavement support

Pupils and staff are grieving because of loss of friends or family	H	The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team	Yes		M
		Support is requested from other organisations when necessary.	Yes		

8 Governance and policy

8.1 The role of Governors

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	The governing body continues to meet regularly via online platforms.	Yes		L
		The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.	Yes		
		The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.	Yes		
		Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.	Yes		
		Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Yes		
		A wide variety of communications are used to ensure governors remain up to date with COVID-19 developments in education and are well placed to understand the actions taken and required by individual schools. Headteachers regularly share newsletters and examples of school activity to ensure governors have examples of good practice.	Yes		

Governors are not fully informed or involved in making key decisions	L	Online meetings are held regularly with governors.	Yes		L
		Governing bodies are involved in key decisions on reopening.	Yes		
		Governors are briefed regularly on the latest government guidance and its implications for the school.	Yes		

8.2 Policy review

Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.	Yes		L
		Staff, pupils, parents and governors have been briefed accordingly.	Yes		
		A review of the child protection policy to reflect the move to remote education for pupils who are isolating has been undertaken.	Yes		
		This is reflected as a coronavirus (COVID-19) addendum that summarises related changes	Yes		
		All staff are aware of the revised policy.	Yes		
		Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support	Yes		
		Governors have approved revisions.	Yes		
Covid 19 outbreak in group, whole school or area lockdown will further	H	A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level.	Yes		L
		High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups.	Yes		
		Remote education is integrated into the school's curriculum planning.	Yes		

disrupt learning	Printed resources will be available for those that cannot access the internet physically or cognitively.	Yes	
	The curriculum is planned to ensure that knowledge and skills are built incrementally and clear explanations of content are delivered by a teacher in school though high quality curriculum resources and/or videos with face to face virtual contact as appropriate – ideally daily.	Yes	

9. Other operational issues

9.1 Review of fire procedures

Fire procedures are not appropriate to cover new arrangements	L	Fire procedures have been reviewed and revised where required	Yes	L
		Possible need for additional muster point(s) to enable social distancing where possible	Yes	
		Social distancing rules at muster points	Yes	
		Possible need for additional muster point(s) to enable social distancing where possible	Yes	
		Staff and pupils have been briefed on any new evacuation procedures.	Yes	
		Incident controller and fire marshals have been trained and briefed appropriately.	Yes	
		Fire Evacuation remains the same the muster point will be the tennis courts. Horizontal Year mentor group numbers will be displayed to indicate where a particular room will meet, staff will have a paper register.	Yes	
Fire evacuation drills - unable to apply social distancing effectively	M	Plans for fire evacuation drills are in place which are in line with social distancing measures.	Yes	L
Fire marshals absent due to self-isolation	M	An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes	L

Free School Meals

Pupils eligible for free school meals do not receive them	H	Catering manager and PP Experience Manager are coordinating the distribution of FSM vouchers for those pupils that are isolating or CEV, checking the council list regularly to make sure all are able to access the vouchers. Voucher usage is tracked.	Yes		L
---	---	--	-----	--	---

9.3 Contractors working on the school site

Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. These will be organised outside of school hours wherever reasonably practicable	Yes		L
		An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.	Yes		
		Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.	Yes		
		Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.	Yes		
		Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.	Yes		
		Contractors, staff and pupils are to be kept apart and not work in the same area where possible. Contractors are to have pre arranged appointments only so work can be planned effectively. All RAMS are to be sent to N.West to review. Contractors will receive an induction from SSO staff and sign in and out as per normal procedures	Yes		

		In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	Yes		
--	--	--	-----	--	--

10. Additional site-specific issues and risks

Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme)	H	The school, working with the setting will ensure that all risk are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum.	Yes		L
		Risk Assessment co-ordinated across external providers.			
Associate staff who respond to manitance/ IT or any other situation where they are moving between bubbles will increase the risk of infection	H	Staff to make sure that they are responding to these issues when a room is not being used where possible. Staff to note down the date, time attended and time they vacated the room for track and trace purposes. If they are attending a room occupied, social distancing must be in place.	Yes		L