



Company name: John Taylor MAT **Assessment carried out by** The Mosley Academy
Date of next review: April 2021 **Date assessment for School Year 2020 / 21 was carried out:** 17.8.20 (see end of document for amendment dates)

This plan follows the format of the HSE Risk assessment form and assesses risk and our solutions for mitigation of risk as well as management of our return plan and has been taken from:

- Guidance for reopening schools in September 2020.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- Operational Guidance for schools February 2021

- [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/534211/schools-coronavirus-covid-19-operational-guidance.pdf)

- Coronavirus (COVID-19): implementing protective measures in education and childcare setting

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

- Opening schools for more children and young people: initial planning framework for schools in England

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

- What parents and carers need to know about schools and other education settings during the coronavirus outbreak

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

- Planning Guide for Primary Schools

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

Please read in conjunction with our Corona Virus RETURN Action Plans and management of risk and recovery plan.

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
1. Establishing a systematic process of full opening, including social distancing					
1.1 Net capacity					
School numbers due to increase in September 2020 due to expansion, so ensure social	H	<ul style="list-style-type: none"> • Number of children who are due to attend the premises will increase to 203 which will be a challenge to compliance with social distancing rules. 	Y	<ul style="list-style-type: none"> • Establish with parents that they cannot pick and choose as all children are expected 	M

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distancing guidelines are applied.		<ul style="list-style-type: none"> Agreed new timetable and arrangements confirmed for each year group 'bubble'. Arrangements in place to support children when not at school with remote learning at home if they show symptoms of COVID-19. 	Y Y	<p>back in school full time.</p> <ul style="list-style-type: none"> Cascade information and organisation to staff. Manage staffing based on absences. 	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing.	H	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 30 children per room) Ventilation – windows must always be open (marginally in winter, wider opening during break times) Classrooms re-modelled, with chairs and desks in place to allow for social distancing and facing forwards. Spare chairs removed from desks (and rooms) so they cannot be used – can they be stored in another classroom / sheds? Clear signage displayed in classrooms promoting social distancing. Each class bubble will stay together and not mix with other children / groups when indoors. There may be some unavoidable contact between groups outside. 	Y Y Y Y As best as possible.	<ul style="list-style-type: none"> Limit movement of part time staff if possible – although new guidance does state that staff can move between bubbles – this will be necessary for PPA cover. Plans in place for classroom modelling over summer holiday to ensure minimum contact between staff. Communication of rules and expectations and subsequent monitoring. 	M

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Music lesson - classroom sizes will not allow adequate space for social distanced instrument playing.	M	<ul style="list-style-type: none"> • Violins, piano and percussion will be the only instruments permitted to be played by children • Specialist teachers who teach wind instruments in school will postpone such lessons for the foreseeable future • Violin lessons will be taught in the hall, with one class only, who are spaced out to at least 2m distance • The music teacher will be listed on the class 'bubble' list • Music teachers have access to PPE for close working situations (1:1 piano teaching for example) • Class teachers advised to ensure all instruments are sanitised after use by a bubble or (if sanitising is not possible) quarantined for a minimum of 48 hours 	Y	<ul style="list-style-type: none"> • Communication with staff and parents as to guidelines • Ensure children use only their own violin • Ensure music teacher(s) sanitise hands after each contact with a child's instrument • Monitor quarantining of instruments after curriculum based music sessions 	L
Large spaces need to be used for specific purposes (e.g. PE lessons).	M	<ul style="list-style-type: none"> • Outdoor PE lessons will be encouraged as much as possible; utilising the playground/field • Children will bring in their own 'Autumn/Winter' PE kits that stay in school to minimise home: school cross contamination risk • PE Kits will not be shared • PE Kits will remain in school and only be sent home half termly • Dance units and Personal Fitness Challenge topics of work will be covered in the first half term (at least) to minimise use of equipment • Gymnastics equipment to be used in Spring term where PE sessions will move to the hall • Hall doors and extraction fans to be turned on at the start of the lesson and remain on throughout lesson and for a minimum of 15 minutes after the lesson also 	Y	<ul style="list-style-type: none"> • Communication with staff and parents as to guidelines • Ensure children use only their own PE Kit • NI to disseminate PE topics to staff for first term of teaching • Hall timetable to be updated and agreed to ensure no 'bubbles' overlap in one session 	L

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		<ul style="list-style-type: none"> • Staff will wipe down all equipment and matting after use with anti-viral/bacterial wipes • Lessons will be structured to ensure social distancing can be adhered to at all times • Where shared equipment has to be used, staff will sanitise equipment after use • Some equipment will be 'bubble based'; where quantities allow 			
Large spaces need to be used for their original purposes (e.g. lunch).	H	<ul style="list-style-type: none"> • Limit of one class at a time planned for lunch in hall. • Design layout and arrangements in place to enable social distancing – large lunch tables, children to face in the same direction. • food service trolleys to be repositioned at the 'front' of the hall so that children do not come into contact with other groups. • Large gatherings prohibited, e.g. whole school assemblies. 	Y Y Y	<ul style="list-style-type: none"> • Communication of rules and expectations and subsequent monitoring. • Rota created and distributed for occasional assemblies. • Utilise Zoom or Teams for remote assemblies. 	M
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school.	H	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to perform admin and other tasks. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Y	<ul style="list-style-type: none"> • Timetables in place utilising all teaching and support which have taken into account shielding staff. • Standby SLT to cover teaching the immediate need. • Testing information to staff. 	M

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		<ul style="list-style-type: none"> • Full use is made of testing to inform staff deployment. • Home / distance learning in place using Purple Mash and other resources which can be utilised if a bubble closes or another school closure occurs. • Updated information released to staff and parents now that isolation period has been reduced from 14 to 10 days 			
1.4 Prioritising provision					
The continued prioritisation of vulnerable children and the children of critical workers will create 'artificial groups' within schools when they reopen.	H	<ul style="list-style-type: none"> • Plans are in place to meet the learning needs of the children who have been absent from school since January 2021, including robust baseline structure. • Pastoral and EHCP/SEND support is deployed wherever possible to support prioritised children. • Efforts continue to improve the attendance of vulnerable children and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other children who have not been in school since 4.1.21. 	Y	<ul style="list-style-type: none"> • Children will be back in their expected year group. • The first three days in September will be utilised as transition days. • The w/b 8th March will be utilised as well-being days. • Establish with parents that they cannot pick and choose as all children are expected back in school full time. 	
1.5 The school day					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
The start and end of the school day create risks of breaching social distancing guidelines.	M	<ul style="list-style-type: none"> • Pick up and drop off times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and children are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. – Use ‘in’ and ‘out’ gates. • ‘In’ and ‘out’ gates to be changed around to safeguard children leaving school, on to a main road. • ‘In’ and ‘out’ gates reminder included in letter to all parents 23.2.21. • Floor markings are visible where it is necessary to manage any queuing. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Communication of rules and expectations and subsequent monitoring. 	L
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines.	H	<ul style="list-style-type: none"> • Circulation plans reviewed and revised. • Each bubble will be expected to use toilets at different times to significantly reduce footfall. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of children around school is minimised as much as possible, with children staying in classrooms and staff moving round. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Communication of rules and expectations and subsequent monitoring. • Timings of movement clear and staggered 	

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		<ul style="list-style-type: none"> Children are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	Y		
1.7 Curriculum organisation					
Children will have fallen behind in their learning during school closures and achievement gaps will have widened.	H	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. – challenge in place where staff are teaching children that are not in their year group (and understanding expected standards) and are not children they know - as well as the need to often speak with the child closely and clearly to identify needs). The remote learning offer should be immediate. If home learning is continuing for ill children, this will be consistent with in-school learning. Staff will address gaps identified. Plans for intervention are in place for those children who have fallen behind in their learning. Classroom Monitor alongside NFER will be used to assess all children and identify gaps. 	Y	<ul style="list-style-type: none"> Communication of expectations and subsequent monitoring. Covid19 Recovery budget now being used for further TA targeted support in Yr4. Covid19 Recovery budget now being used for additional intervention teacher x1 day a week. Additional opportunities for recovery work to be explored. 	M
Children will have achievement gaps and will need to access homework to help bridge such gaps.	H	<ul style="list-style-type: none"> Homework will be set electronically, via Purple Mash, wherever possible and where suits the curriculum needs of the class Homework that is paper/book based, will be handed in and left unmarked for 48-72 hours to ensure no home: school cross contamination risk When homework is marked by teachers; they will follow the 'wash, gloves, wash' routine; ensuring that they stringently clean hands after handling children's books 	Y	<ul style="list-style-type: none"> Communication of expectations to staff and parents and subsequent monitoring Ensure glove and hand soap supplies are adequate 	M

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Teachers may be at risk of infection due to marking children's books.	H	<ul style="list-style-type: none"> Marking will be completed by teachers within their own bubble only Verbal Feedback advised as much as possible (use stamps to reference this in books) Children to self-mark wherever possible Use of stamps as much as possible Where written feedback and book handling is needed; staff to follow 'wash, gloves, wash' routine; ensuring that they stringently clean hands after handling children's books 	Y	<ul style="list-style-type: none"> Communication of expectations to staff and parents and subsequent monitoring Ensure glove and hand soap supplies are adequate 	
Reading books and records going in and out of school present a cross contamination risk as they move in and out of school with the children.	H	<ul style="list-style-type: none"> Where reading book / record handling is needed; staff to follow 'wash, gloves, wash' routine; ensuring that they stringently clean hands after handling children's books Parents will be told that reading books will only be changed once/twice weekly Reading books to go into 48-72 hour quarantine after being returned to school Parents directed to 'Oxford Owl Reading' online resources and encouraged to use own books at home for further reading development 	Y	<ul style="list-style-type: none"> Communication of expectations to staff and parents and subsequent monitoring Ensure glove and hand soap supplies are adequate 	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines.	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff to continue to wear masks in communal areas. 	Y	<ul style="list-style-type: none"> Communication of expectations and subsequent monitoring. 	M/L

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		<ul style="list-style-type: none"> Encourage PPA at home to reduce the number of adults in school. Staff have been briefed on the use of these rooms. Ensure windows are open for adequate ventilation. Consider wearing additional clothing during winter months. Staff area created outside for use at lunchtimes etc. during good weather. 			
1.9 Managing the school lifecycle					
Limited progress with the school's Autumn term calendar and work plan because of COVID-19 measures.	M	<ul style="list-style-type: none"> School calendar for the Spring term rationalised. Senior Leadership Team (SLT) to include short- and medium-term planning. Staff organisation for September 2020 completed and communicated to staff. Staffing timetables, PPA and directed time plans completed. School improvement plans to be finalised. SEF to be updated. Pupil and sports premium reports completed and uploaded. Performance review 2020 considerations planned CPD for 2020 planned. Curriculum and timetable for September 2020 completed. 	Y Y	<ul style="list-style-type: none"> Rationalise Spring term calendar to reflect Tier restrictions. Spring Term diary / calendar updated to reflect restrictions. 	L

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Children moving into our school in reception and moving onto new classes – as well as new families - support those who not feel prepared for the transition.	H	<ul style="list-style-type: none"> • A plan is in place for nurture to work with children and their parents about movement to the next stage in their education and resolve any issues. • There is regular and effective liaison with the high schools our children go to assist with children’s transition. • Regular communications with the parents of incoming children are in place, including letters, newsletters and ‘virtual’ school visits and meetings. • New Intake have been distributed to 100% of families so new parents get the information they need and they in turn send back the key information about their children. • Online resources including videos for children and parents are available. 	Y Y Y Y	<ul style="list-style-type: none"> • New Intake sessions for the new Reception Class planned for 1st/2nd/3rd/4th September (see separate plan) • ‘Move up day’ postponed, staff to do Zoom calls with their new class if not in school. Staff to do socially distant activity if their new class are in school. • The first three days in September will be used by each class teacher as ‘well-being’ / induction days. 	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions.	H	<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. • Governors to carry out H&S walk 23.2.21. 	Y Y Y	<ul style="list-style-type: none"> • Ensure Governors are communicated with at each level – remembering that not all Governors are parents and therefore not in our full communication loop. • Governors to feedback recommendations. 	L
1.11 Policy review					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
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.	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. KCSIE updated. Staff, children, parents and governors have been briefed accordingly. 	Y but not within policy other than safeguarding.	<ul style="list-style-type: none"> Checks to be made. Safeguarding is updated and dynamic changes in our covid-19 plans are policy change implication Communication with Governors and staff and families where necessary of changes made. 	L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health.	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: Staff Children Parents Governors JTMAT Local authority/Regional Schools Commissioner / Professional associations 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y where relevant</p>	<ul style="list-style-type: none"> Monitoring and check all groups communicated with. 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health.	H	<ul style="list-style-type: none"> A clear staff information book of expectations and changes provided prior to opening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Plans sent to staff with good time and clarity on actions and rules/expectations. Training on 1st September to all staff clear. Briefing given to staff on 24.2.21. 	

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		<ul style="list-style-type: none"> Risk management 			
New staff are not aware of policies and procedures prior to starting at the school when it reopens.	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised plans are issued to all new staff prior to them starting. 	N/A	<ul style="list-style-type: none"> No new staff due September 2020, but possible SCITT student in Jan 2021. SCITT student started January 2021. 	L
1.14 Free school meals					
Children eligible for free school meals do not continue to receive food / vouchers on the days that they are not in school.	H	<ul style="list-style-type: none"> Office staff ensure children eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Y		L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When children enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum / provision where shared equipment is used – ensuring bubbles have their own equipment, toys etc. and they remain with that group. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Communication of expectations and subsequent monitoring. Ensure bubbles are self-sufficient and reevaluate tasks if necessary. 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					

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2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required.	H	<ul style="list-style-type: none"> • Liaise with Chartwells. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Ensuring all higher level cleaning can be conducted in the time and changes to cleaning staff hours are increased if necessary. 	Y Y Y	<ul style="list-style-type: none"> • Communication with Lyn Hollender 18.5.20 / 8.7.20. 	M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that children and staff do not wash their hands with sufficient frequency.		<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<ul style="list-style-type: none"> • Stock in place. Regularly re-ordered. 	L
Children forget to wash their hands regularly and frequently.	H	<ul style="list-style-type: none"> • Staff training includes the need to remind children of the need to wash their hands regularly and frequently. • Posters and messaging boards reinforce the need to wash hands regularly and frequently. • SLT monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y Y Y		L
Staff and children need their own soap due to regularly washing and irritability.	H	<ul style="list-style-type: none"> • Communication and COSHH statements secured. • Parents to complete form if they insist their child needs their own products from home, e.g. hand cream in the winter months. 	Y	<ul style="list-style-type: none"> • Ensure parents are aware of and complete form. • Parents also required to complete 'medicine consent' 	L

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				form for children who bring own sanitiser / hand cream to combat sore skin due to Winter.	
Staff to allow children to use hand sanitiser where stringent handwashing cannot occur (outdoor environments etc.) and hand cream (supplied from home) for sore hands.	H	<ul style="list-style-type: none"> Hand sanitising gel supplies are audited and stocks updated ahead of the new term Hand sanitisers to be included in all first aid kits that will be carried by members of staff when outside / kept within a bubble when inside Children and staff reminded that hand sanitiser should not replace handwashing where handwashing is available SLT monitor the extent to which handwashing is taking place on a regular and frequent basis Where hand soreness occurs, parents will be allowed to provide hand cream as long as medical forms are completed 	Y	<ul style="list-style-type: none"> Stock in place. Regularly re-ordered Office to ensure parents are aware that medical forms need to be completed for hand creams supplied from home Communication and COSHH statements secured 	L
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading.	H	<ul style="list-style-type: none"> Expectation that parents wash school uniform daily to minimise risk of virus spreading has been removed from guidance but we will encourage this. Expectations and guidance are communicated to parents. Additional clothing allowed to be worn due to windows being open. This cannot be at additional cost to parents. 	Y Y	<ul style="list-style-type: none"> Communicated 15.5.20 / 10.7.20 Permission for children to wear additional winter clothes communicated to parents via Newsletter at the end of Autumn term 2020 	L

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The use of fabric chairs may increase the risk of the virus spreading.	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. Spray chairs after use. 	Y	<ul style="list-style-type: none"> Restrict use of fabric chairs outside offices. Communication re staff own DSE chairs. 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing.	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Y To be done when appropriate.	<ul style="list-style-type: none"> June 1st day was used for this. 1st September briefing will be used. Briefing given on how to use testing kits 20.1.21. 	M
Infection transmission within school due to staff/children (or members of their household) displaying symptoms.	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and children and appropriate action, in line with government guidance, should the tests prove positive or negative. Children, parents and staff are aware of what steps to take if they, or any member of their household, displays 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. A record of any COVID-19 symptoms in staff or children is reported to the trust or local authority. Routine temperature taking is not advised but we will take temperatures inside the classroom. 	Y Y Y Y	<ul style="list-style-type: none"> Clear in our Covid plan. Communication and monitoring. 	M

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Staff, children and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19.	M	<ul style="list-style-type: none"> Staff, children 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 children as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Quarantine period reduced from 14 to 10 days; this has been communicated via staff email and parent newsletter in December 2020 	Y Y	<ul style="list-style-type: none"> Regular reminders. 	L
Staff, children and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school.	M	<ul style="list-style-type: none"> Staff, children 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. This guidance has been explained to staff and children as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y Y Y		L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk.	M	<ul style="list-style-type: none"> Staff first aid training is up to date. A programme for training additional staff will be considered. Collaborative arrangements for sharing staff with Shobnall Primary School was in place during the first stage of the lockdown period. 	Y Y Y	<ul style="list-style-type: none"> All staff are trained, 2 senior leaders with Level 3 Safeguarding also. SENDCo is now L2 trained (Jan 2021). 	L

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2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control.	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for the medical room. • Space outside office used for children to wait if suspected COVID-19 case. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y Y Y	<ul style="list-style-type: none"> • Room does not have any soft furnishings etc. 	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school.	M	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website already in place and weekly newsletter is utilised. • Parent and pupil rules and expectations information provided. 	Y Y Y	<ul style="list-style-type: none"> • Children friendly rules created. 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19.	H	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, weekly newsletters, social media and the school's website. 	Y	<ul style="list-style-type: none"> • Regular reminders. 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with	M	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Y	<ul style="list-style-type: none"> • Gloves, aprons in stock and more ordered. 	L

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
government guidelines.		<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) to be instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Staff to wear face coverings in communal areas where social distancing is more challenging or not possible. Staff updated that only surgical grade masks qualify as PPE; face shields, fabric face coverings etc must not be worn when administering first aid / tending to a suspected Covid19 positive pupil/staff member. 	To be made explicit Y	<ul style="list-style-type: none"> Visors provided for medical procedures, toileting and first aid. Staff informed July 2020 that visors could be used for close contact work with children, e.g. reading in EYFS. Communication and monitoring. 	
3. Maximising social distancing measures					
3.1 Pupil behaviour					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Children' behaviour on return to school does not comply with social distancing guidance.	H	<ul style="list-style-type: none"> • Clear messaging to children on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of children around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are staggered and structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, children and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger children have been agreed and staff are clear on expectations. • Positive Play timetable created and shared with all staff in November 2020; activities to commence again in January 2021, following up to date social distancing and cleaning guidelines. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Update behaviour policy and communicate. All staff signed behaviour policy December 2020 	L

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 30 children per class – except where room is not suitable for this number e.g. positive play room). All furniture not in use will be returned to classrooms and teaching spaces. Arrangements are reviewed regularly. 	Y Summer holiday	<ul style="list-style-type: none"> Configuration to be considered more formally. 	L
3.3 Movement in corridors					
Social distancing guidance is breached when children circulate in corridors	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible – but challenging in our environments. Each bubble has its own set of toilets to use, but these will be shared with other bubbles, at different times. Markings used to show children where to stand outside toilets. The movement of children around school is minimised as much as possible. Children are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	Y Y Y Y Y	<ul style="list-style-type: none"> Communication and expectations. 	L
3.4 Break times					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Children may not observe social distancing at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Children are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger children, to support social distancing. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y – challenge at lunch.</p>	Signage for social distancing.	M
3.5 Lunch times					
Children may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Staggered lunches. Hot lunches will begin serving again in September – only one class in the hall at one time, sandwich children to eat in classrooms, cutlery and trays to be washed immediately after use. Children are reminded about social distancing as lunch times begin. Children wash their hands before and after eating. Design layout and arrangements in place to enable social distancing – large lunch tables, children to face the same direction. Floor markings are used to manage queues and enable social distancing. Guidance has been issued to parents and children on packed lunches Eating areas are cleaned after lunch. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Separate risk assessment created for lunch in the hall. Serving trolleys moved to the opposite end of the hall to ease service and ensure children do not come into contact with other bubbles – January 2021. 	M
3.6 Toilets					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing spaces for toilets and hand washing have been established and are monitored. Designated toilets provided for each bubble. • Floor markings are in place to enable social distancing. • Children know that they can only use the toilet one at a time. • Children are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly – and are flip tops to contain contents. • Children are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y Y Y Y Y Y		L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for children with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y Y Y		L
3.8 Reception area					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	NA	<ul style="list-style-type: none"> • Lines outside expect visitors to queue. • Only one on entry at a time. • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Office staff expected to open window and stand back. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk – this is helped by our ‘hatch’ dimensions). • Non-essential deliveries and visitors to school are minimised and outside of school hours if possible. • Arrangements are in place for segregation of visitors. • No parents on the premises unless meetings or discussion are vital for the well-being/safety of children. Appointments will be expected. Social distancing will be followed for these meetings. • Visitors expected to wear a face covering. • Visits to the office discouraged – methods of communication clear. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Signage to be created. • Communication with staff, parents and potential known visitors – of expectations. • All parents expected to wear a face covering on the playground at drop-off / pick-up. 	
3.9 Arrival and departure from school					
Children and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> • Start and finish times are staggered. • Families asked to only send one adult to drop off / pick up children. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Signage to be ‘refreshed’ due to weathering. • ‘In’ and ‘out’ gates changed to improve safety. 	L

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Weekly messages to parents stress the need for social distancing at arrival and departure times. 			
3.10 Transport					
The use of public and school transport by children poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance on buses – guidance is in place for children and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if children are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	To prepare Y	<ul style="list-style-type: none"> Prepare liaison with journey team for advice 	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff to wear masks in communal areas. Encourage PPA at home to reduce the number of adults in school. 	Y	<ul style="list-style-type: none"> Done and communication clear 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Children with underlying health issues					
Children with underlying health issues or those who are shielding are not identified and so measures have not	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of children' underlying health conditions and the 	Y Y		L

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
been put in place to protect them		<p>school has sought to ensure that the appropriate guidance has been acted upon.</p> <ul style="list-style-type: none"> The school and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of children with underlying health conditions. 	Y Y		
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Current government guidance is being applied, and will continue to be applied if and when it changes. 	Y Y Y	<ul style="list-style-type: none"> 1 x teacher and 1 x TA will be updating HT on 20.5.20 Teacher returned in June 2020. TA returned to do admin jobs June 2020. Updates needed for September for TA as will be expected to work with SEND child. Individual risk assessments updated September 2020 and January 2021. 	L
5. Enhancing mental health support for children and staff					
5.1 Mental health concerns – children					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Children' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support children with mental health issues. • There is access to designated staff for all children who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/teacher / TA / office briefings. • Resources/websites to support the mental health of children are provided. • 'Happy, Healthy Children Week' scheduled for January 2021. 	Y Y Y Y		M
5.2 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	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • SLT are proactive in discussing wellbeing with the staff that they manage, including their workload. • Workload has been considered and distribution of roles (home / distance learning and in school planning) and PPA provided – use of shielding staff at home is effective. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • School has achieved the Well-Being Award for Schools (WAS) but will continue to make improvements. 	Y Y Y Y Y Y		M

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation to have regular catch-ups with colleagues Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise- socially distanced. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for children who need to be at home. HT has continued to work with JTMAT well-being group. 	Y Y Y Y		M
5.3 Bereavement support					
Children and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Packs and books are prepared. 	Y When applicable		M
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Educational provision must still be maintained for priority children when the school reopens	M	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required. • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: • Reduced numbers of children/staff • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and children have been briefed on any new evacuation procedures. • Any Incident controller and fire marshals have been trained and briefed appropriately. 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Consider new updated plans. – current plans are for much smaller numbers. • Fire Marshal training scheduled for Feb 2021. • Fire Marshal training completed by HT/DHT. 	L

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. Drill conducted October 2020. Drill scheduled first week of January 2021. 	Y	<ul style="list-style-type: none"> Higher numbers due back in school will make this more challenging. Drill scheduled for w/b 8th March when all returned. 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<p>Government guidance is being implemented where appropriate.</p> <p>All systems have been recommissioned.</p> <p>Janitors have continued to carry out checks (e.g. weekly etc.) during lockdown and during key worker provision.</p>	Y		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y All maintained	<ul style="list-style-type: none"> Compliance checks organised before/after school hours if possible. 	L
7.3 Contractors working on the school site					

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> • 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. • An assessment has been carried out to see if any additional control measures are required to keep staff, children and contractors safe. • 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. • A different entrance for contractors is available and classes organised so that contractors and staff/children are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • 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). • Visitors will be asked to wear a face covering when on site and adhere to 2m (where possible) social distancing whilst in school. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Office to ensure they have a supply of face coverings to offer to visitors who may not have one on them when they come on site 	L

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
Visiting teachers, technicians and coaches may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> Only visitors essential to the delivery of the curriculum and PPA will be allowed on site. Visitors will be asked to wear a face covering when on site and adhere to 2m (where possible) social distancing whilst in school. Assurances sought from:- Burton Albion Community Trust; Staffordshire Music Service; Primary PPA; Soccerstars that all staff attending the setting will be in good health (symptom-free) and that visitors ensure effective social distancing is maintained. 'Bubble Lists' created to ensure staff and visitors can be tracked and their movements monitored. 		<ul style="list-style-type: none"> Office to ensure they have a supply of face coverings to offer to visitors who may not have one on them when they come on site Face shields also available Primary PPA and Music Service have been doing remote lessons since Jan 21. 	L
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and Trust. 	Y Y Y N Y		M

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
9. Governance					
9.1 Oversight of the governing body					
Lack of Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via Microsoft Teams. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteachers / Business managers 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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 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. 	Y Y Y Y	<ul style="list-style-type: none"> All meetings are now carried out via Teams Continue with meeting remotely if necessary into next school year. Governor H&S walks in Spring term 2021. 	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Lack of staff available to run the office, admit maintenance workers etc.	M	<ul style="list-style-type: none"> Due to being vulnerable or living with a vulnerable person it may not be possible for office staff to work in school. They have been running the office from home during the lockdown. They are both working their normal hours but have changed their working patterns in November 2020, so that they work 	Y		L

What are the hazards?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	What further action do you need to take to control the risks?	Residual risk rating (H/M/L)
		<p>alternate weeks on site. Both office staff have received their first vaccine as of 22/02/21.</p> <ul style="list-style-type: none"> Child-facing staff who are not allowed to work with the children for the same reasons will be tasked with working in the office; ensuring visitors can enter whilst maintaining the home learning for other children. 			

Amended 1.6.20

Amended 16.6.20

Amended 8.7.20

Amended 9.7.20

Amended 15.7.20

Amended 17.8.20

Amended 31.8.20

Amended 18.9.20

Amended 4.11.20

Amended 17.12.20

Amended 3.1.21

Amended 4.1.21

Amended 20.1.21

Amended 22.2.21

Date of Review	Reason For Review	Amendments Made	Person carrying out review
3 rd January 2021	Staffordshire moving into Tier 4. Returning to school after Christmas holiday.	<ul style="list-style-type: none"> children will be reminded first thing on Monday 4th January about the need for social distancing as much as possible, particularly not getting too close to staff. staff to call HT's office using a mobile if you need support and you have no one with you. 01283247470. 	M. Baxter

		<ul style="list-style-type: none"> • staff to administer first aid within the bubble. A child with serious illness or injury must be escorted to the medical room. • staff to use the staff room computers and if you need to make a call the phone outside the office should be used. If you need to make a confidential call arrange to use the phone in HT's office. • all staff meetings and briefings will be held remotely whenever possible. • keep ventilation open and encourage the children to put their coats on if cold. • teaching staff please consider having PPA at home. • try to limit time in the staff room. Try to get a balance between seeing each other and removing the risk of exposure and transmission. • if a parent needs to see a member of staff it needs to be outside and they must wear a face covering. 	
4 th January 2021	Government closure of schools announced 04/1/2021	<ul style="list-style-type: none"> • Risk assessment reviewed, no material changes to take account of school remaining open to vulnerable and critical worker pupils as school as received 80 applications. • all timings for the school day will remain the same, including drop off and pick up. • bubbles to be set up as follows:- R; Y1 & 2; Y3 & 4; Y5 & 6. • staff to work one week in school supporting in school and home learning, the next week at home supporting the home learning. Therefore there will be 9 days after the last working day before staff return. 	M. Baxter
20 th January 2021	Primary School Testing for staff	<ul style="list-style-type: none"> • Separate risk assessment created for staff testing. 	M. Baxter
22 nd February 2021	Government re-opening of schools announced 22/02/2021	<ul style="list-style-type: none"> • Routines and systems of control will revert back to full attendance. • all timings for the school day will remain the same, including drop off and pick up. 	M. Baxter

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| | | <ul style="list-style-type: none">• parents will be reminded of routines and guidelines before all pupils return, including wearing face coverings on site; only one parent to drop off and pick up; In / Out gates.• staff briefing will be utilised to ensure clear understanding of RA, routines and system of controls. | |
|--|--|--|--|