

## COVID19: Full Opening Risk Assessment and Action Plan

**SCHOOL NAME: John Watson School and Wheatley Nursery School**

***Purpose of this document:***

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the full opening of the schools and ensure the schools continue to operate in a safe way.

This updated Risk Assessment incorporates the latest Public Health advice, including the Hands Face Space and Fresh Air guidance (March 29 March, 2021)

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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

<b>ENGAGEMENT in Risk Assessment and Planning</b>					
<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>

<p><b>Risk assessment process fully engages staff, Governing Body, +and Union Representatives.</b></p>	<p><b>Maintaining a culture of COVID19 Culture</b>  <b>What people think and do</b>  Users to the building will have different thresholds of risk management and awareness of the risk they are managing</p> <p>Government advice is complex and ever changing and some users will find this confusing and will not be upto speed with latest requirement</p> <p>SBM to sanction which specific posters displayed where</p>	<p><b>H</b></p>	<p><b>Ensure that staff adhere to separate bubbles. Nursery, Primary and Secondary, those who need to cross bubbles will have an agreed risk assessment</b></p> <p>-Poster reminders  key message reminder terms start by head;  weekly briefings  email updates  questionnaires etc.</p> <p>Staff to be aware of the new government slogan  <b>- Hands. Face. Space and Fresh Air</b></p>		<p><b>M</b></p>
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## Emergency Evacuations

Control Measures	Risk to Implementation and Explanatory Notes	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p><b>Evacuation routes are confirmed, and signage accurately reflects these.</b></p> <p><b><i>NB IN THE EVENT OF AN EMERGENCY the priority has to be getting out of the building calmly, regardless of social distancing.</i></b></p> <p><b>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</b></p>	<p>Evacuation routes will cause multiple groups to come into contact.</p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>- Electronic doors reduce touch points</li> <li>- use of separate entrances where possible</li> <li>-Revised evacuation procedure will reduce contact between WNS and JWS and JWS and other schools.</li> <li>-Fire drills completed each term as per H&amp;S guidelines</li> </ul>	<p>On going</p>	<p><b>L</b></p>

<p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>					
<p>Waste disposal process in place for potentially contaminated waste.</p>		<p>M</p>	<p>-Robust established systems in place for managing clinical waste through Chiltern Services continue.</p> <p>guidance for disposing of PPE etc follows the below guidelines  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste">https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</a></p> <p>-Contractors given clear guidance on expectations of how they operate in the building. They enter after hours, if this is not possible then they must wear a facemask and hand sanitise regularly and ensure contact details are given when signing in should we need to track and trace.</p>	<p>On going</p>	<p>M</p>

<p><b>FACEMASK USE and Process in place for safe removal and/or disposal</b></p>	<p>Single use masks provide some limited protection to others, only if they are fit for purpose and worn without being Children's individual awareness and group behaviour pertinent as is level of hygiene management.</p>	<p><b>H</b></p>	<p>All staff must wear a face mask during drop off and collection time, Admin staff will wear masks when accessing areas out of the office.</p> <p>- Staff to wear a mask in communal spaces e.g. hall / corridors.</p> <p>-If a staff member requests to wear a mask during non- clinical procedures, they can do this.</p> <p>-Written Guidance is shared with staff about how to manage masks.</p> <p>-Clinical waste will be managed by outside contractors in the same way as other clinical waste. It will not be double bagged, unless there is a known case.</p> <p>-Staff will need to be aware that face masks will present additional challenges to how they fulfill their role in class.</p>	<p>On going</p>	<p><i>Depends if they become more frequently used in school</i></p> <p><b>M</b></p>
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**Classrooms and students**

Control Measures	Risk to Implementation and Explanatory Notes	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Ventilation: <b>flushing</b> while room vacated expectation that staff open a number of windows wide as they vacate room at break, lunch (and afterschool if the room is going to</p>	<p>Many pupils will find it impossible to socially distance whilst on site and in community</p>	<p><b>H</b></p>	<p>Leaders maintain the expectation that staff ensure a good air flow through the room at all times.</p> <p>All windows should be open in each class, wide enough to allow sufficient air circulation.</p>		<p><b>M</b></p>

<p>be used by staff for preparation time)</p>			<p>- Flush rooms with fresh air when all are outside, leaving open the doors and all the windows (some of these can be closed on return back to class).</p>		
<p>Expectation that Student break times and lunchtimes are maintained in line with our School Improvement Priorities and risk assessments.</p>	<p>Maintaining social distancing at secondary, hand washing and use of hand gel. Grouping students in outdoor spaces in bubbles and or reduce the amount of classes having to enter / exit the building at the same time.</p>	<p><b>H</b></p>	<p>Key Stage Leads will support timetables and rotas for outdoor use. Increased expectation of face- coverings in shared-spaces</p> <p>Asking parents to bring in packed lunches, with school providing meals for PP students(secondary).</p>		<p><b>M</b></p>
<p><b>Classrooms have been re/arranged to allow as much space between individuals as practical.</b></p>	<p>Many pupils will find it impossible to socially distance whilst on site and in community</p> <p>WNS pupils will NOT be required to socially distance</p> <p>The LA continues to make admission requests despite being aware of our accommodation challenges.</p>	<p><b>H</b></p>	<p>-Classrooms are decluttered. New single tables have been purchased where necessary.</p> <p>-Tables have been arranged to minimise close contact between pupils and adults, whilst paying due regard to maintaining anxiety levels and functionality of the group. This is age and group dependent (Yr R-Yr 14).</p> <p>-Where possible, taking into account age, stage and anxiety levels, pupils will be encouraged to maintain an enhanced level of social distancing compared to pre-COVID19 times.</p>		<p><b>M</b></p>

			<p>-Outdoor provision will be encouraged where appropriate for WNS and JWS pupils.</p> <p>-Appropriate RAs will be made before any additional admissions after school year commences.</p>		
<p><b>Classroom entry and exit routes have been determined and appropriate signage in place.</b></p>	<p>NOTE: The accommodation provides limited options given its layout.</p> <p>The requirement to get pupils in and out of school speedily due to anxiety management; staffing levels; joint site use; local transport congestion etc. means there are few options for adaptation from our pre-covid procedures.</p>	<b>H</b>	<p>-Class teams will be regularly reminded that keeping contact between classes to a minimum where possible is desirable, whilst ensuring all pupils are safely supervised and an appropriate curriculum is offered</p> <p>-Classes moving swiftly from A to B will be encouraged to try to reduce mixing in shared indoor spaces.</p> <p>-WNS parents will be managed in order to prevent large groups congregating.</p>	On going	<b>M</b>
<p><b>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</b></p> <p><b>NB:</b></p>	<p>Note Where appropriate, items that cannot easily be cleaned have been removed from classrooms.</p> <p>There will be some soft furnishings in some areas, if it is deemed this is the best way to encourage pupils to self-regulate and therefore reduce the need for close physical contact from an adult.</p>	<b>M</b>	<p>Use of joint use spaces - ensure that one staff member from each class sanitise and support sanitisation of high touch surfaces and areas. Including hallways, bathrooms/changing rooms and doors. Office staff to support with sanitising shared entrances.</p> <p>-Sharing of equipment will be minimised by dividing up resources for single class use, where possible.</p> <p>-Some materials will have single use according to material and task etc.</p> <p>-Non-essential equipment or resources, which are not easily washable or wipeable, have been removed where appropriate.</p>		<b>M</b>

			-Shared materials and surfaces should be cleaned and disinfected more frequently and before/after the equipment has been used by pupils in a different class.		
<b>Furniture arranged to minimise contact as much as possible</b>	<p>In all classes there are pupils with limited independence skills, necessitating group seating.</p> <p>The needs of individuals and groups vary widely across 2-19 age range</p> <p>In all classes children will be in close proximity to one another</p>	<b>H</b>	<p>-Desks placed side by side, facing front, where appropriate to group's needs at JWS, more so at Secondary</p> <p>-More suitable single tables purchased for some JWS secondary groups</p>		<b>M</b>

## Staffing

<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
Home testing kits for all members of staff at John Watson school			<p>Home testing kits have started to be distributed to John Watson School staff, these tests are to be used twice a week</p> <p>Should a staff member test positive after this home test , they DO need to go for a PCR test and should not return to school until that test is completed and results are received, if they are positive they should then follow guidance sent to them for isolation, if negative then they can return to school</p> <p>Staff are asked to continue testing twice weekly through the Easter Holidays</p>	on going	

<p>Home testing kits for Wheatley nursery school staff</p>          <p>Home testing kits for secondary aged pupils</p>			<p>Home testing kits have been distributed to Wheatley Nursery School staff, these tests are to be used twice a week</p> <p>Should a staff member test positive after this home test , they DO need to go for a PCR test and should not return to school until that test is completed and results are received, if they are positive they should then follow guidance sent to them for isolation, if negative then they can return to school</p> <p>Staff are asked to continue testing twice weekly through the Easter Holidays</p> <p>Test kits will be made available for Secondary age pupils from w/c 22nd March, these tests will be completed at home with parental support, they are not compulsory.</p> <p>Should a student test positive after this home test , they DO need to go for a PCR test and should not return to school until that test is completed and results are received, if they are positive they should then follow guidance sent to them for isolation, if negative then they can return to school.</p>		
<p>Testing for a member of staff who has previously tested positive</p>			<p>Staff only need to take a further test following a positive test if they develop NEW COVID symptoms . (It is recognised that a cough may linger for sometime)</p> <p>Staff who have tested positive do not need any further asymptomatic testing for at least 90 days from the date of their positive test</p>		



Use of building when pupils not on site- staff need to follow national guidance, and work from home where possible.	Use of shared spaces should be used in line with COVID safe measures, ensuring that windows are always open and staff reduce their contact with staff from different classes as much as possible.	<b>H</b>	(NB. having a short socially distanced conversation outside is safer than a joint-use internal space). Staff to reduce face to face contact with staff from different classes where possible.	<b>M</b>	
<p><b>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</b></p> <p><b>Including at least one of the following:</b></p> <ul style="list-style-type: none"> <li>● Paediatric First aider (where children under 3yrs)</li> <li>● Designated Safeguarding Lead (DSL)</li> <li>● SENCO</li> <li>● Caretaker/site member</li> <li>● Office staff member</li> </ul>		<b>H</b>	<p>-All staff will be expected to work their usual contracted hours, there is a system for agreeing work from home to ensure clarity and parity</p> <p>-Staff in the vulnerable group , with complex health needs, will have individual Risk Assessments</p> <p><b>-Vulnerable staff on a personal Risk Assessment have been allocated as site sanitisers.</b></p> <p><b>-Photocopier - teachers to use the photocopier before / after school alternatively ask admin staff to hand paper copies to you.</b></p>	On going	<b>L</b>
<b>Approach to staff absence reporting and recording in place. All staff aware.</b>		<b>M</b>	<p>-Pre COVID19 staff absence management will continue following the absence policy</p> <p>-Staff will be expected to comply with government advice if have symptoms that may indicate COVID19</p> <p>-there is a system in place to ensure staff are aware of expectation regarding Covid absence and working from home if applicable</p>	<i>On going</i>	<b>M</b>

<p><b>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</b></p>	<p>Changing national and Local guidance will need to be followed.</p>	<p><b>H</b></p>	<p>-Staff who had reasonable adjustments made last term will be required to resume pre-Covid19 working patterns and duties, unless health information supports the need for reasonable adjustments.</p> <p>-On going work with HR and OH</p>		<p><b>M</b></p>
<p><b>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</b></p>	<p>The school anticipates that individual classes may need to close, if critical numbers of staff are not present due to seasonal colds, flu etc.</p>	<p><b>H</b></p>	<p>-Staff cover will be carefully thought through including individual risk assessments for anyone moving between bubbles.</p> <p>-Staff have been asked to make requests further in advance to better enable planned cover.</p> <p>-A range of Staff wellbeing measures in place including supervision where appropriate.</p> <p>NB. Sixth Form, (non statutory) may be closed first to support staffing levels</p>		<p><b>M</b></p>
<p><b>Consideration given to staff clothing expectations and information shared with staff.</b></p>		<p><b>M</b></p>	<p>School staff are advised to wear clothing that is fit for purpose, and allows for frequent washing. Extra layer will be needed as ventilation is vital and it may get cold</p>	<p>In place for September</p>	<p><b>L</b></p>
<p><b>Approaches for meetings and staff training in place.</b></p>	<p>There will be larger whole site meetings necessitated by health and safeguarding needs at the beginning of term to relay key messages and reinforce the school community after a period of fragmented contact. It is also dependent on peripatetic part time Health as providers for training and so time limited options.</p>	<p><b>H</b></p>	<p>-Attendance of training off site will be kept to a minimum</p> <p>-Where possible, training will take place on separate sites</p> <p>-Attendance of meetings off site will be kept to a minimum</p>		<p><b>M</b></p>

			<p>-The school has invested heavily in chrome books and SLT have iPhones. Staff will continue to make full use of google meet for meetings</p> <p>-Where a face to face meeting is deemed preferable to a phone call ,or face to face meeting, staff will be encouraged to keep 2m distance and to move to spaces where there is good ventilation, including outside- privacy and weather permitting.</p> <p>-Three larger staff working areas across the sites have been created to enable collaborative working between teachers and therapists etc.</p> <p>Therapists and nurses are working remotely where possible and make appointments with the teachers and office, clearly communicating when they are intending to work in school. All therapists are wearing full PPE when in the building, and adhering to school protocols and government guidance.</p> <p>123ict visits are starting again from 8th march-, 123ICT consultants will follow social distancing requirements. Masks will be worn in "public" areas and all our consultants will follow your CV19 protocols. Most consultants are now being supplied lateral flow tests by one of the schools they work with. The tests will be completed twice weekly</p>		
<p><b>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</b></p>		<b>H</b>	<p>-Risk Assessment in place and an agreed system for remote learning for student taught at home</p>	On going	<b>M</b>

<p><b>Approach to support wellbeing, mental health and resilience in place, including bereavement support</b></p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		<p><b>H</b></p>	<p>-Staff are aware of support and advice for schools and pupils available from OCC  <a href="http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss">http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</a></p> <p>-For the full range wellbeing measures for staff refer to staff handbook</p> <p>-See School's Bereavement policy</p> <p>-Levels meetings          -Appraisal system          -Briefings          -Absence policy</p> <p>-An SLT member is always onsite to support</p> <p>- OH and HR support if needed</p>	<p>On going</p>	<p><b>M</b></p>
<p><b>Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</b></p>	<p>Use of staffrooms and workrooms by other peripatetic staff eg health needs to be minimised</p>	<p><b>M</b></p>	<p>-Staff breaks are short and staggered anyway          Staff have clear rotas</p> <p>-Multiple places to take breaks and do PPA across sites, with posters displaying the maximum number in each room and measured social distancing of desks</p> <p>-Sitting outside in good weather is encouraged ,where appropriate</p> <p>-Staff encouraged to wipe down shared surfaces. Red "I need cleaning" and green I am clean indicators are used at desks etc</p> <p>-Encouragement to bring own packed lunch and lunch box etc. to minimise use of joint cutlery and sink etc</p> <p>-Where possible, disposal of rubbish or cleaning of food containers at home</p>		<p><b>L</b></p>

<p><b>Staff are clear on returning to work guidance.</b></p> <p><b>Process in place for use of the limited number of self-testing kits.</b></p>	<p>Staff continue to use guidance and policy from last term</p>	<p>M</p>	<p>Continue robust systems in place for tracking reasons for absence and management on return</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>		<p>L</p>
<p><b>The approach for inducting new starters has been reviewed and updated in line with current situation.</b></p>		<p>M</p>	<p>Staff induction will be carried out by SBM / class team leader</p> <p>SBM to ensure the new induction procedures will include reference to all the current covid guidance</p>		<p>L</p>
<p><b>Return to school procedures are clear for all staff.</b></p>		<p>M</p>	<p>These will be shared on INSET days by SBM</p>		<p>L</p>
<p><b>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</b></p> <p><b>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</b></p>		<p>H</p>	<p>The SBM to check with the contractor any requirements their employer has specified before visit.</p> <p>The SBM to share school protocols.</p>	<p><i>On going</i></p>	<p>M</p>
<p><b>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></p>	<p>Music for Autism- liaison to follow</p> <p>Pets as Therapy liaison to follow</p> <p>Rachel Cave (peripatetic music)</p>	<p>M</p>	<p>The SBM to Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>	<p><i>On going</i></p>	<p>L</p>

<i>staff with disabilities will ensure social distancing by staying in a place they feel comfortable and others social distancing from them</i>					
<b>Group Sizes</b>					
<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
<b>All children are included in distinct groups/ 'bubbles' that do not mix with other groups</b>	<p>Children will spend the bulk of their day with their class group of 5-10 . However the school recognises this group will mix with other group members across sites in some taxis; they will mix across a same Key Stage for outdoor provision and across both Key Stages for lunch provision in the hall</p> <p>At secondary They will mix across Key Stages for outdoor provision, use of toilets and some shared spaces e.g. hall</p>	<b>H</b>	<p>The WNS/JWS social bubble is set at the size of an average mainstream secondary year group.</p> <p>With both schools this will grow no more than around 170 Start of year this will be 102 JWS +55 across week WNS.</p> <p>Toilet areas and hygiene areas will have restricted access where accommodation allows.</p> <p>SLT and ELT will work with teachers to ensure a safe environment for personal care, included in individual class risk assessments.</p>		<b>M</b>
<b>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</b>	The curriculum is still restricted but there are points in the day and week which will require staff and pupils mixing for break time, lunch time, drop off and pick up; RDA ; and possibly swimming etc.	<b>H</b>	<p>See class list- Allocations due to mix of learning needs of pupils and skill set/experience of class teams etc.</p> <p>Lunches will be eaten in classes where appropriate.</p>	The Risk/Reward ratio means that this is acceptable	<b>M</b>

			Reminders about regular hand washing and cleaning routines.		
<b>Social Distancing</b>					
Control Measures	Risk to Implementation and Explanatory Notes	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Arrangements for social distancing in place to consider:</b> <ul style="list-style-type: none"> <li>● Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>● Staggered or limited amounts of moving around the school/ corridors</li> <li>● Classroom design</li> <li>● Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>● Toilet arrangements</li> </ul>	<p>Given the staffing ratios required staggered school drop off is not possible</p> <p>(Staggered school drop off at Wheatley Primary should lead to less congestion for us)</p>	<b>H</b>	<p>The needs of the groups and the staffing levels required allow for minimal use of these suggested control measures.</p> <p>To support staff wellbeing, we rearranged spaces and made larger rooms available for staff to rest.</p> <p>There will be no minibus from KIDS as pupils not transferring sites during COVID restrictions</p>	<i>On going</i>	<b>M</b>
<b>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</b>	<p><i>The schools pre-Covid19 systems minimise this risk</i></p>	<b>M</b>	<p>Careful supervision by staff. Pupils move straight from taxi to classroom.</p> <p>Parents will be encouraged to hand over outside the door and to not enter the premises.</p>	<i>On going</i>	<b>L</b>

			prompt reminders to parents/carers about only bringing in one bag.		
<b>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</b>	This will be treated on an individual basis according to need.	<b>M</b>	Conversations with parents.  Risks assessments and individualised approach in place for students who might struggle to follow expectations (Class teachers).	<i>On going</i>	<b>L</b>
<b>Approach to assemblies – if still occurring, plan in place to manage social distancing.</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a>	Local information will be important	<b>H</b>	-Assemblies will be within class groups If on specific exceptional occasions with Risk Assessment in place ( dependent upon local R rate etc.)	<i>On going</i>	<b>M</b>
<b>Social distancing plans communicated with parents, including approach to breaches.</b>	Teachers to arrange their classroom furniture taking in consideration social distance measures where possible	<b>M</b>	- fortnightly newsletters - regular updates on the website -regular communication with parents/carers using parentmail -individual student risk assessments where needed, shared with parents/carers -end of term teachers phone calls home -daily diary entries on Google Classroom		<b>L</b>
<b>Arrangements in place for the use of the playground, including equipment.</b>	Outdoor play equipment is too bulky to wipe clean after use. It has relatively low touch risk from students given the numbers, distribution and their ability to focus on an activity for a prolonged period.	<b>H</b>	-Enhanced safe cleaning process in place for outdoor equipment  -Outdoor sand will be restricted to use in school day time only,  -Fixed Playground equipment has relatively small numbers accessing and a period from 2:45-10:00 overnight when not in use. Most in full sunlight.	Individual class risk assessments need to include Covid19 risk and social distancing (teachers)	<b>M</b>



<b>Transport</b>					
<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
Arrangements in place with transport providers to support any agreed staggered start/end time, where reasonably practicable to do so.	The school considered staggered starts. This is has limited scope given the number of pupils; supervision by staff		<a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</a> 0		
<b>PPE</b>					
<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	These arrangements will continue from last term PPE is used for intimate care only	H	-guidance on wearing and safe disposal given		L
<b>Response to suspected/ confirmed case of COVID19 in school</b>					
<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
<b>Approach to confirmed COVID19 cases in place: DURING school day</b> <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action?</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> </ul>	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 10 days and should arrange to have a	H	-Person should be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  Isolation should take place outside now the weather has improved	In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid 19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.	M

<ul style="list-style-type: none"> <li>● <b>Cleaning procedure in place</b></li> <li>● <b>Arrangements for informing parent community in place</b></li> </ul>	<p>test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Staff and pupils who have been sent home with symptoms of coronavirus will be instructed to take a test and actively engage with NHS Test and Trace.</p>		<p>-If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using appropriate cleaning products before being used by anyone else.</p> <p>-PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p> <p>-Cleaning guidance to be observed</p>	<p>If the test is negative the person can return to school/work. However, if they feel unwell, it is best to avoid contact with other people until they feel better.</p>	
<p><b>Approach to confirmed COVID19 cases in place: outside of school hours</b></p> <ul style="list-style-type: none"> <li>● <b>Approach to relocating pupil away from certain parts of the school to clean, if possible</b></li> <li>● <b>Cleaning procedure in place</b></li> <li>● <b>Arrangements for informing parent community in place</b></li> </ul>	<p>-When a child, young person or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</p> <p>-Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>-Where the child, young person or staff member tests positive, the school will work with Public Health England Health Protection Team regarding the actions to be taken with those people who have been in close contact with the person who has tested positive:</p>	<p><b>H</b></p>	<p>-Follow latest government guidance regarding cleaning</p> <p>Persons in contact with confirmed case should be sent home to self isolate in accordance with advice from Public Health England</p> <p>Consider use of Lockdown policy if person refuses to leave site, adapting to ensure Covid 19 risk mitigations are taken.</p>		<p><b>M</b></p>

	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>. PHE will provide definitive advice.</p> <p>-Person to be sent home immediately, referring to guidance provided above.</p>				
<b>Process in place for all staff to engage with the NHS Test and Trace process.</b>		<i>M</i>	<i>Refer to GOV.UK and public health guidance for more information.</i>	<i>See above</i>	<i>L</i>
All students instructed to bring a <b>NAMED</b> water bottle each day.					
<b>Safeguarding</b>					
<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
<b>Consideration given to any pupils who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</b>	<i>Pupils previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i>		On going	
<b>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</b>		<i>M</i>	Staff refresher training session on processes and procedures Generalist Safeguarding training  Staff wellbeing is well supported	On going	<i>L</i>
<b>Updated Child Protection Policy in place.</b>			Adopted most recent Child Protection Policy	On going	

Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupil to return to school.				On going	
Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			Review individual management plans	On going	
<b>Curriculum / learning environment</b>					
<b>Control Measures</b>	<b>Risk to Implementation and Explanatory Notes</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
Current learning plans, revised expectations and required adjustments have been considered.					

<p><b>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</b></p> <p><b>Each activity should be risk assessed and should not be run unless the risks can be mitigated</b></p> <ul style="list-style-type: none"> <li>• PE <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport. Advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• <b>Practical science lessons</b> <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a></li> <li>• <b>DT/ FT</b> <a href="https://www.data.org.uk/for-education/primary/">https://www.data.org.uk/for-education/primary/</a></li> <li>• <b>Swimming</b> <a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a></li> <li>• <b>EVC advice guidance states non overnight visits acceptable</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a></li> </ul>	<p>The school makes use of the public swimming pools. The changing room facilities are used by members of the public.</p>	<p><i>H</i></p>	<p>Avoid any group activities and sports that require pupils to be in close physical contact with each other</p> <p>When weather allows always undertake physical activity outside and adapt timetable to allow for this if necessary. Waterproofs have been bought to increase this</p> <p>Consider which lessons or classroom activities could take place outdoors</p> <p>Avoid large gatherings e.g. assemblies with more than one group</p> <p>Outdoor sports prioritised in preference to indoors sports/PE</p> <p>Indoor sports to take place in large spaces if outdoor sports option is not available.</p> <p>Swimming remains suspended, to fully evaluate management of risk, particularly in relation to the changing rooms and the tendency for pupils to swallow water.</p>		<p><i>M</i></p>
<p>Whole school approach to adapting curriculum (S/M/L term), including:</p>			<p>Ensure that all adults and children wash their hands more frequently than usual with soap</p>		

<ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> <li>utilising the DFE 'catch-up' funding and programmes</li> </ul>			<p>and water for 20 seconds and dry thoroughly.</p> <p>Where a sink is not accessible, provide hand sanitiser in classrooms and other learning environments.</p> <p>-Assist pupils who are less able to wash hands.</p> <p>-Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>-Access rooms directly from outside where possible.</p>		
<p><b>Student behaviour policy reviewed and reflects the current circumstances.</b></p>			<p>-Staff to update/ follow individual behaviour plans</p>		
<p><b>Risk Assessment published on website</b></p>					
<p><b>School events, including trips</b></p>					
Control Measures	Risk to Implementation and Explanatory Notes	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p>			<p><i>Refer to GOV.UK guidance-see link at the end of the document</i></p> <p><a href="#">Coronavirus: travel guidance for educational settings - GOV.UK</a></p> <p>Day trips to be suspended in September; Sixth Form and other community involvement to be determined</p>	<p>On going</p>	
<p><b>Before and after school clubs</b></p>					

Control Measures	Risk to Implementation and Explanatory Notes	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach in place for before/after school clubs implements the necessary protective measures.			<p>WNS Breakfast Club &amp; Windmills Wrap Around continue current provision</p> <p>KIDS to offer 1 day on site for Primary &amp; 1 for secondary at Thomley Hall,</p>		