

School:	St Winefride's RC Independent School	 ST WINEFRIDE'S
Assessment completed by:	RG/LR/ED	Date of assessment: September 2020

Staying COVID Secure – Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and parents (if requested)
- We will continue to comply with all relevant Health and Safety Legislation

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, they should discuss any concerns they may have around their particular circumstances with school leaders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff identified as clinically extremely vulnerable to remain at home until further notice. Staff to continue to liaise with Headteacher and Deputy Headteachers. School employees are advised to follow NHS guidance on Covid -19: Covid-19-guidance-for-employees

02	Reduce risk of infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff are provided with sanitizing/cleaning resources. Staff have access to PPE if required. Numbers of pupils in contact with each member of staff greatly reduced by setting up 'bubbles' Parents not permitted on School site Visitors/contractors visiting School kept to minimum</p>
03	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School employees are advised to follow NHS guidance on Covid -19. Covid-19-guidance-for-employees</p> <p>Staff themselves, or whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating.</p> <p>All staff who develop Covid 19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> • Be sent home immediately and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 10 days and their fellow household members should self-isolate for 14 days. All staff who are attending an education or pupil care setting will have access to a test if they display symptoms of coronavirus. • If awaiting pick-up, staff member will be isolated in a separate area – the school hall • PPE will be worn by staff member who is supervising.

					<p>These can be found in the office</p> <p>When a person displaying symptoms has left the site:</p> <ul style="list-style-type: none"> • Any member of staff who has helped someone who was unwell does not need to go home unless they develop symptoms themselves or the staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Core areas that those staff or pupils have been in will be cleaned with cleaners / disinfectants. <p>Staff MUST isolate after taking a test until they receive their results. They must inform the Head Teacher.</p>
04	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any staff isolating will be given a contact from school to keep in touch with. SLT will review Mental Health and Well-being of staff.
05	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who require access to a laptop/pc to carry out work at home will be provided with one.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents of any Pupil who is clinically vulnerable should inform the office. School should be made aware in writing of the date suggested that they should isolate until.
07	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents of these Pupils should inform school of their circumstances. Medical advice will be sought in individual cases to risk assess the safest environment for pupils and their families.
08	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a pupil lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clinically vulnerable pupils – parents must refer to GP for confirmation that their pupil is safe to attend school before they return. School to share information with parents informing them of how the provision is organised and reminding them that social distancing cannot be guaranteed and that pupils will be sharing certain resources and toilets.
09	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parents will be informed that: <ul style="list-style-type: none"> • All pupils who are displaying symptoms must not come into school and should follow Government guidance on self-isolating. • Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating. All pupils who develop Covid 19 symptoms whilst on site will: <ul style="list-style-type: none"> • Be sent home as soon as possible and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 10 days and their fellow

			<p>members should self-isolate for 14 days. All pupils aged 5 and above who are attending an education or Pupilcare setting will have access to a test if they display symptoms of coronavirus.</p> <ul style="list-style-type: none"> • Whilst awaiting pick-up, the pupil will be isolated outside in the designated area: the school hall <p>Pupils will be supervised whilst this takes place.</p> <p>Pupil's temperature may be taken whilst waiting for a parent to collect using a non-contact thermometer.</p> <ul style="list-style-type: none"> • PPE will be worn by the staff member who is supervising <p>These can be found in the office.</p> <p>When a pupil displaying symptoms has left the site:</p> <ul style="list-style-type: none"> • Any member of staff who has helped a Pupil who was unwell does not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Core areas that those staff or pupils have been in will be cleaned with cleaners / disinfectants. <p>If a pupil is tested and it is negative, they will be advised:</p> <ul style="list-style-type: none"> • They can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. Under no circumstance must Pupils return to school if they are still feeling unwell. <p>If the test is positive:</p>
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					<ul style="list-style-type: none"> • The rest of the group (i.e. the Pupils and staff in the 'bubble' they have been working with) will be sent home and advised to self-isolate for 14 days. Other members of these households do not need to self-isolate unless someone in their household subsequently develops symptoms. If this happens, school should be notified. • As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will be notified and will advise School and other settings on the most appropriate action to take. In some cases, a larger number of other Pupils/staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole site.
10	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class Teachers of pupils not in School will continue to provide work on online learning platforms.
11	All pupils in school/ setting are required to be in year group 'bubble', led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Numbers of who will be attending have been assessed. Pupils put into bubbles with each year group based in their class. Where possible, staff will remain with the same group of pupils throughout the day. Plans and procedures to be assessed regularly in accordance to any government updates, staff kept up to date with guidance.</p> <p>Bubbles will be in specified areas across the School.</p> <p>Bubbles will have specified outdoor areas across the School</p>

Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Designated entrance and exit points to the building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All parents and staff advised of new system to drop pupils off and collect pupils, including staggered timings</p> <p>No parents allowed on School site</p> <p>Each year group attending is split into own bubbles, bubbles will have staggered start and end time and will therefore be using entrance and exit points at different points in the day.</p>
13	Increased number of entrance and exit points to the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each classroom will have a designated entrance and exit</p> <p>Year 6 (J4) – side gate on Belmont, side latched door to playground</p> <p>Year 5 (J3) - side gate on Belmont, main J3 staircase</p> <p>Year 4 (J2) – main front door, corridor then side door by J4</p> <p>Year 3 (J1) - main front door, corridor then side door by J4</p> <p>Year 2 (I3) - main front door, corridor, then stairs to I3</p> <p>Year 1 (I2) – side gate on Belmont on entry, churchyard door on exit, year 1 classroom</p> <p>Reception – churchyard door on entry and exit, reception classroom</p> <p>KG - side gate on Belmont on entry, churchyard door on exit, gate to KG classroom</p> <p>Staff will enter through the front door and sanitise hands on entry/exit</p> <p>All pupils will sanitise hands before entering/exiting the school at designated points</p>

14	Develop and share drop off/ collection protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parent protocol outlined in correspondence sent home - advises drop off and collection procedures.</p> <p>No parents permitted in the building, drop off and collection at identified school entrances and exits.</p> <p>Only one adult to be present on site per family unless stated on an individual pupil's risk assessment.</p> <p>Staggered start and collection times.</p> <p>Staff briefings with updates on protocols.</p> <p>Pupils to return gradually in phases to ensure smooth running of all procedures and protocols.</p> <p>Signs at entrances and around the building to remind families entering the site to observe social distancing. Signage will indicate social distancing expectations inside.</p> <p>Pupils will be informed/reminded on a daily basis by teachers of expectations both inside and on the school grounds.</p>
15	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Deliveries to be handed over at main entrance door only/ left outside the door.</p> <p>Staff taking in deliveries to sanitise hands immediately after handling anything that has come in to school.</p> <p>Contractors to only be admitted on site to carry out urgent repairs, and only by appointment only – contractors not to be in areas where pupils or staff are (where possible come outside of school hours).</p> <p>One member of staff (office staff) to sign contractors in and out/ show them to area and social distancing to be maintained at all times.</p>

					Contractors to use hand sanitiser on entry. Any contractor showing signs of COVID 19 will be asked to leave the school immediately and inform the school of the outcome of any test. No other visitors allowed on site, unless regarding emergency safeguarding meetings, if that meeting cannot be conducted remotely or elsewhere. No parents to come onto the site. communication with school to be done via email or phone.
16	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents will be informed of their classes drop off and collection times and informed these must be strictly adhered to. Gate and main door manned prior to drop off and collection times to ease the flow onto/off the site and avoid parents gathering at the school gates. Pupils must not be left unattended. Internal timetable adjusted to stagger break and lunch times for each 'bubble' to avoid mixing of bubbles.
Physical	& Social Distancing in the Building				
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
17	Classrooms are organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, tables in classrooms have been spaced as far apart as possible to maximise social distancing, taking into account number of pupils in each group and classroom sizes. Each pupil to have a designated chair and table. Individual resources for each pupil to be used. Any unnecessary items have been removed from classrooms that are in use and placed into storage to maximise space between desks.

18	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reminders given at age appropriate level to pupils attending site. Curriculum planned on re-entry of pupils to focus on mental health and wellbeing, taking into account effect of social distancing measures.
19	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to utilise all outdoor areas available. Each bubble will be allocated separate outdoor space for playtimes and lunchtimes. Staff will communicate about any intention to conduct lessons in outdoor space. Staff are aware of other groups' break and lunch times and will take these into consideration.
20	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All learning and socialising will occur in the classroom, unless learning is able to take place outside. Pupils enter and exit through designated doors. Staggered break and lunch times for bubbles. Limit on number of pupils accessing toilets. Each group to use specified toilets during the day. No mixing between groups during the day. Visits to toilets restricted and monitored by an adult.
21	Communal spaces such as dining rooms or assembly hall to be used at reduced capacity or not at all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupil's lunches will be eaten in classrooms. Lunches will be packed lunches only. Where possible, lunches will also be eaten outside. Collective worship/assembly will take place in classrooms. The hall will be used for isolation for those of displaying symptoms
22	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffroom can be used to make drink, prepare and eat food. Time in the staffroom will be limited to 15 minutes per

					<p>staff member to avoid congestion. Staff should observe social distancing practices at all times.</p> <p>Kettle, Microwave and surfaces should be cleaned after every use with cleaning products</p> <p>Photocopier- Staff must ensure that they wait before using and ensure they are maintaining social distancing.</p> <p>Photocopier must be cleaned after each use by the member of staff using it.</p> <p>Office staff to stagger break and lunch breaks. Office should not be unmanned.</p>
23	Use of small rooms and confined areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Head's office only to be used, adhering to social distancing. General office – no more than 2 people.</p> <p>All phones and admin equipment to be wiped down regularly and only used by same person majority of time.</p> <p>In event that another staff member is to use phone, it must be wiped before and after use.</p>
24	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to organise this

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff have been informed of current, up-to-date guidance and any changes are communicated immediately.

					<p>Staff protocol advises according to government guidelines on symptoms. Parent protocol advises regarding pupils.</p> <p>Testing organised as soon as possible based on availability for any experiencing symptoms.</p> <p>Negative test means staff/ and or pupils can return to school setting, but only if they are feeling well enough. Under no circumstance must staff or Pupils return to school if they are still feeling unwell.</p> <p>Positive result means self-isolation of entire group - staff and pupils for 14 days.</p>
26	<p>Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff and parents have been informed of current, up-to-date guidance and any changes are communicated immediately. Staff protocol advises according to government guidelines on symptoms. Testing organised as soon as possible based on availability for any experiencing symptoms. Negative test means staff/ and or pupil can return to school setting but only if they are feeling well enough. Under no circumstance must staff return to school if they are still feeling unwell. Positive result means self-isolation of entire group - staff and pupils for 14 days.</p>
27	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p> <p>If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All pupils who develop Covid 19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> • Be sent home as soon as possible and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All pupils aged 5 and above who are attending an education or Pupil care setting will have access to a test if they display symptoms of coronavirus. • Whilst awaiting pick-up persons will be isolated in the hall. Pupils will be supervised whilst this takes place. • PPE will be worn by staff member who is supervising

				<p>These can be found in the office</p> <p>When a pupil displaying symptoms has left the site:</p> <ul style="list-style-type: none">• Any member of staff who has helped a Pupil who was unwell does not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.• Core areas that those staff or pupils have been in will be cleaned with cleaners / disinfectants. <p>If a pupil is tested and it is negative, they will be advised:</p> <ul style="list-style-type: none">• They can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. <p>Under no circumstance must pupils return to school if they are still feeling unwell.</p> <p>If the test is positive:</p> <ul style="list-style-type: none">• The rest of the group (i.e. the Pupils and staff in the ‘bubble’ they have been working with) will be sent home and advised to self-isolate for 14 days. Other members of these households do not need to self-isolate unless someone in their household subsequently develops symptoms. <p>If this happens, school should be notified.</p> <ul style="list-style-type: none">• As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will be contacted and will advise school on the most appropriate action to take. In some cases, a larger number of other pupils/ staff may be asked to self-
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					isolate at home as a precautionary measure – perhaps the whole site.
28	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol gel hand sanitiser to be available at all entrances. Staff ensure dispensers are full at the start of each day. All pupils to sanitise their hands before entry and on exit to the site using the designated points, Pupils to wash and/or sanitise hands before and after break and lunch times, before and after eating, after sneezing, coughing or using the toilet and at the end of the school day. Ensure adequate stock levels of hand washing facilities. Ensure all toilet facilities are well stocked (at least twice a day) with anti-bacterial hand wash/soap and paper towels are regularly refilled. Hand dryers are not permitted to be used Bins placed in classrooms and all toilets.
29	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage around school to support procedures. Daily reminders to pupils. Classes to be supplied with soap and antibacterial hand wash, gel and paper towels.
30	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handwashing can occur in bubble areas so facilities are separate. Pupils to only use the toilets they are assigned to.
31	Remove unnecessary items from classrooms and soft toys/toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will use preparation time to organise classrooms, including removal and storage of unnecessary items. Resources/ areas not to be used – soft toys, role play resources, sand, water play, play dough. Soft furnishings and toys that are hard to clean (such as those with intricate parts) removed from classrooms and learning environments. Each 'bubble' to have own allocated resources. Resources should not be shared between bubbles during the day. iPads and laptops allocated to specific classrooms can be used, but must

					<p>be wiped down after individual use using sterilised wipes. Pupils may only bring in their school backpack, lunchbox, water bottle, coat, reading book, reading diary, homework diary and pencil-case with stationary. These must be clearly labelled.</p> <p>Water fountains not to be used.</p> <p>Each group of pupils will have access to its own outdoor play equipment.</p>
32	Sharing of books, pencils, pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils and parents have been asked to bring in their own stationary and not use any other equipment or share. Reading books are to be kept in own class bubble. Reading books are not permitted to be sent home. The School Library is open, with restrictions.</p> <p>Pupils not permitted to bring in any bag other than the School backpack.</p>

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
33	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make sure cleaning materials are next to the equipment for ease of cleaning. Resources should be cleaned after each use.
34	All staff and pupils are encouraged to cough/sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils and staff to practice good respiratory hygiene by not touching their faces with unwashed hands and catching and binning coughs and sneezes. Posters displayed in classrooms and across school. Tissues stocked in each classroom and replenished. Each classroom has bagged lidded pedal bins. Reminders to wash hands after every tissue use and disposal.
35	Additional bins and increased emptying/replacement are provided/in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each classroom has a bin. Bins to be emptied by staff every day, and if needed during the day by staff within each bubble.

36	All working areas within the building should be well-ventilated (windows and doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff protocol/procedures indicate this, communicated to staff. Bubbles to only be placed in areas that have good ventilation – windows must be kept open and (if possible) doors to playgrounds - to be kept open during the school day. Internal doors to be kept open.
37	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Taps • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Meet with cleaning staff to review cleaning arrangements and make any necessary changes.</p> <ul style="list-style-type: none"> • Increase focus cleaning on high contact points and tables. • Door handles to be cleaned at mid points during the day. <p>Doors that can be propped open e.g. classroom door to be propped to minimise door handle touching.</p> <ul style="list-style-type: none"> • Cleaning material near to each piece of equipment. • Staff to wipe down laptop keyboards if used by another member of the team. • Each member of staff in each bubble has their own equipment to use throughout day so these are not shared. • Toilets to be cleaned regularly during the day. • Each area in use to be cleaned thoroughly at the end of each day using sanitising/cleaning products.
38	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff asked to bring in their own food which does not require cooking or heating where possible. Staff asked to bring in own utensils required to eat food. These must be taken home each night.
39	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to be responsible for washing up their own crockery and pots. Staff to bring their own cup (or use same cup) and cutlery that they keep with them.</p> <p>No dirty cutlery or crockery to be left anywhere in school.</p>
40	Employees to store, where possible, coats, bags and non-work essential items in own bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to store all personal items in classroom where their bubble is working.

					Staff will be advised to wear minimal jewellery and to have their hair tied back where possible.
41	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
42	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear signage and procedure for accepting deliveries. Deliveries to be handed over at main entrance door only/ left outside the door. Staff taking in deliveries to wash hands immediately after handling anything that has come into school. Hand sanitiser available in office and this is replenished regularly.
43	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be clear through briefing and guidance.
44	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visitors to attend school site. Contractors/suppliers where necessary/possible arrange visits outside pupil hours. No access to any other parts of school site when in attendance (See Ref. 16).

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
45	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing model and rota reviewed by SLT regularly, taking into account changes due to illness/self-isolation. Office staffed during school day. School playground gates locked throughout day to allow for any opening of external doors deemed necessary. Internal security doors closed at all times.

46	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to review through briefings. Cleaning stock regularly checked to allow for future demand.
47	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid trained staff on site throughout each school day. If a Pupil or staff member requires First Aid, any available qualified member of staff will assist them.
48	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing ratios adhered to.
49	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff address this

Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
50	Robust safeguarding procedures are in place for those Pupils not attending school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to continue to carry out welfare checks for all vulnerable pupils who aren't attending at least once a week/ liaise with social care and other professionals. DSL or DDSL will be on site at all times.
51	Extended services provision is limited to ensure groups of pupils do not mix.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Out of school provision suspended to avoid different groups mixing/help manage arrival and departure. This will be reviewed over time.
52	School uniform is worn.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils to wear uniform and PE kit on specified days.
53	To ensure that the pupils's emotional well-being/ mental health is prioritised when returning to school due to different environments, routines, unfamiliar staff, limited opportunities for contact with peers and staff, worries about the virus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to observe Pupils regularly. Familiar staff to be assigned to groups where possible and same staff to work with same pupils. Pupils are clear about expectations of them and others and clear boundaries. Periods of time spent outdoors wherever possible. Plenty of access to PHSE and well-being activities. Have lunch outdoors whenever weather permits this.

54	To ensure that staff emotional well-being/ mental health is prioritised when returning to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Thorough risk assessments to be carried out at and before any changes are made to the provision - All staff to be consulted on and have access to risk assessment to help them to air any concerns and help to alleviate some of these.</p> <p>All staff to be offered regular updates.</p> <p>All staff to have contact numbers for SLT so they can check in with them if struggling.</p> <p>Staff on a reduced timetable where possible to enable enhancement of staff wellbeing.</p> <p>SLT to review staggered lunches to ensure staff are able to sit with other colleagues at lunchtime, adhering to social distancing.</p> <p>Colleagues in same bubble to ask for/ offer breaks to each other whenever felt needed (low enough ratios of adults to pupils to allow for regular breaks).</p>

Approved by Head Teacher, Deputy Heads and Chair of Trustees	ED, RG, LR, PS	Date of Approval	01/09/20
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Ref:

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

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Signed:

Date: