



Portway Infant School

Risk assessment for full reopening of school

The current novel coronavirus (COVID-19) pandemic presents a significant challenge for the whole world. This risk assessment will help us to identify the hazards in our school and help us to put into place the control measures associated with the risk.

It is important to acknowledge that advice from the government continues to change.

The risk assessment has been completed with reference to the following guidance:-

Guidance for full opening: schools

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

Safe working in education, childcare and children's social care

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

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>

Introduction

Portway Infant School closed on Friday 20th March on the instructions of the government. The school reopened on Monday 23rd March to children of keyworkers and vulnerable children. On 1st June the school opened more widely.

From 1st September, the DfE expects all children to return to school full-time in all year groups. The government guidance emphasises the need to maintain distinct groups or 'bubbles' (for the purposes of this risk assessment the term 'class' will denote a group or bubble). However, the guidance also acknowledges that *"the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges. In this guidance for the autumn term, maintaining consistent groups remains important but given the decrease in the prevalence of coronavirus (COVID-19), and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups"*.

It therefore needs to be noted that whilst Portway Infant School will try to keep classes of pupils consistent and will try to ensure each class has little contact with other classes, there will be some crossover, eg. staff operating across different classes to cover PPA time and to deliver interventions and siblings being in different classes.

There is no expectation that infant children will socially distance. Adults should continue to socially distance themselves from other adults (2 metres) and, where possible, should adopt the same social distancing (2 metres) from children. However, the government guidance also states that *"we know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone"*. The government also acknowledges that social distancing cannot be observed when working with pupils who have complex needs or who need close contact care.

There is no need for PPE unless managing an adult/child with COVID-19 symptoms or undertaking intimate care.

A broad and balanced curriculum should be delivered in line with the requirements of the National Curriculum at Key Stage One and the Early Years Foundation Stage Curriculum.

Assessment conducted by: Lisa McSherry	Job title: Headteacher	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of assessment: 25.8.20	Review interval: updated 16.07.20 following all children returning to school guidance updated 25.08.20 following updated Risk Assessment shared 17.08.20 by DCC updated 26.08.20 after guidance from Julie Miles Corporate Health and Safety Advisor Updated 15.9.20 after monitoring of procedures since children have returned fully. Updated 2.10.20 after agreeing hot school lunches would start again for all children. Updated 5.11.20 Government updated guidance from 5th November 2020 Updated 3.1.21 Derby now Tier 4 status Updated 5.1.21 National Lockdown announced by the Prime Minister 4.1.21 Updated 20.1.21 Introduction of Lateral Flow tests for staff in Primary Schools Updated 8.2.21 Bubble reorganisation for after half term Updated 1.3.21 For full returning of classes on 8.3.21 Updated 21 4 21 updated as Government restrictions are lifted Updated 22 6 21 Delta variant cases rising in Derby	

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
Policies and procedures	Staff and pupils. Reduced infection control which may result in spread of COVID-19	- All parents and staff are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - First Aid Policy - Social Distancing Policy Statement - Infection control policy - Coronavirus (COVID-19) Reopening Plan - All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - DfE and PHE (2020) 'COVID-19: guidance for educational settings'. - Gov.UK Guidance for full opening – schools (2nd July 2020) - Guidance for full opening: schools Updated 5 November 2020 - Guidance - Schools and childcare settings: return in January 2021 - Updated 30 December 2020 - Schools Corona virus operational guidance (applies from 8 March 21) - Annexe A health and safety risk assessment 22 2 21 - The school keeps up-to-date with advice issued by, but not limited to, the following: - DfE - NHS - Department of Health and Social Care - PHE - The Local Authority - RIDDOR - All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email/letter	Yes	Headteacher		Policies to be updated as required during the Covid-19 pandemic by SLT. Shared with stakeholders

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Premises	Staff and pupils. Reduced infection control which may result in spread of COVID-19	• Signs will be positioned around the school to ensure that parents, pupils and staff are aware of expectations e.g. - You need to stay two metres apart - Symptoms of coronavirus (COVID-19) Information shared on class dojo - ongoing - Handwashing posters around school. • Entrance for EYFS and Year 1 and Year 2 pupils • Staggering start or adjusting start and finish times to keep groups/bubbles apart as they arrive and leave school. • Year 1 and 2 children will now line up on the playground in the mornings and be collected by their class teacher. This stops big gatherings outside the Year 1 and Year 2 classrooms. Social distancing was becoming difficult. • Arrangements for school days, drop off/pick up are communicated to staff, pupils and parents/guardians in advance of the process that has been agreed for drop off and pick up, including avoiding gatherings at the school gates and for parents/guardians not to come on to site without an appointment. It is not allowed. - Only one parent/guardian attends the school - Masks will be encouraged on site for drop off/pick up • The fields will be partitioned for different year groups (smaller groups can be implemented in full class size.) by ground maintenance. Sineage to highlight which groups can use which area • The headteacher, in conjunction with the governing board, ensures the school reopens only when it is advisable to do so, in line with local and national advice. • The headteacher identifies which areas of the school may be used for school activity and communicates this to staff and pupils. • Areas of the premises which remain closed are adequately secured and clearly identifiable (e.g cordon off the Trim Trail). Monitoring of these areas will take place. The Trim Trail is now open with one bubble a week using it and having the 72 hours over the weekend where no one uses it. If any parents use the undercover tables before school, the head anti bacs the	Yes	Headteacher		Premises advice for all stakeholders will be updated as and when required and shared accordingly.

		tables and chairs before a bubble uses them. • Changes to the premises to be made to account for social distancing measures. • Painted arrows will direct parents around one way system and extra staff will be located at key points to give reminders for this EYFS bubbles – Parents to enter and exit via main gate. Y1 and Y2 bubbles – enter via car park gates, drop children at relevant classrooms then follow one way system and back out via car park gates. Home time arrangements will be exactly the same. Bubbles are set at 10 children with one adult. Where a bubble exceeds that two members of staff are will be allocated where possible. Bubbles are now set at a maximum of 12, this is due to Year 1 being a large cohort and many families wanting vulnerable/keyworker provision. All parents were asked to provide evidence of keyworker status and working hours. Places were allocated on 1. Vulnerable 2 sole parent keyworker 3 both parents keyworker 4 one parent in household keyworker. Bubbles will be staffed by 1 teacher and 1 teaching assistant in the mornings and a teaching assistant in the afternoons whilst teachers prepare videos for remote learning. Pupils can be in their class groups for most of the classroom time, but also allow mixing in wider groups for: • specialist teaching • wraparound care • transport # From 21.4.21 Year group bubbles will be allowed outside at playtime and lunchtime. • Outdoor equipment such as the trim trail and the construction areas can be used freely during this time.			

		• 5 children from the Juniors will come on Wednesdays and Thursdays at lunchtime to teach the Infants how to play outdoor games and promote team work and resilience. This is now postponed until September. • Cricket coaches will take Y2 classes once a week for outdoor cricket skills These sessions have now finished.				
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		- 2 metre lines to be outside the classroom to ensure parents know where they can stand. - Arrows on the floor will show the one way system. Staff to direct parents again as September. • The headteacher limits access to the school for all non-essential visitors. Visitors for essential works will only be allowed on site. People will not be allowed on site unless with a pre-arranged appointment etc. • Parents and visitors are restricted to site – one adult to drop off and collect. Only parents and visitors with prearranged appointments are allowed on site. • Where possible, contractors should be encouraged to attend out of school hours. • All visitors must sign the visitor's book and/or COVID-19 form with contact details (form to be destroyed after 21 days.) Visitors are asked if they have any symptoms or have had contact with anyone who has symptoms of COVID-19, before they arrive on site. • The photocopier to be removed from the office. Staff will wash hands before and after use. • Only two office staff allowed in school at one time. Staff are encouraged to only go into the office if necessary and to make sure that social distancing is adhered to, staff to stand at the door rather than enter the office. Staff encouraged to go to the hatch rather than stand at the door. • On Tuesdays there will be three staff and social distancing can still happen. 25.08.20. On Monday and Thursday 3 staff but room to be 2 metres apart.				

Classroom	• All children will return to school. • One table will be for two children, sitting side by side. In some classrooms we will use a horseshoe design so children can see the interactive whiteboard. In Year 1 and FS tables are grouped for continuous provision, this is more conducive to effective learning and good behaviour. • The classroom doors to the outside to be used to avoid movement through school. • Unnecessary items to be removed from classrooms or to be turned towards walls so that they cannot be accessed. These will be stored safely to avoid accidents. • Good ventilation to be maintained, opening windows and doors where safe to do so. • Children will bring in their own equipment such as pencils crayons etc, these are for individual use not for sharing • When children go to the toilet it will be one in, one out. • All sinks can be used now that children are not expected to social distance within their bubble. • Pupils will be asked to minimise the amount of essential equipment bought into school e.g. lunch boxes, hats, coats and gloves. • Classroom based resources, such as books and games, can be use and shared in a 'group/bubble'. These should be cleaned regularly. • Shared resources between groups/bubbles i.e. playground equipment, sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles/groups. Shared resources can be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups. • Only allow one bubble/group within an outside area any one time. • Hand washing, cleaning of the resources and rotation should apply to these resources. • Remove difficult to clean items from the classroom i.e. soft toys, furnishings, plasticine and small intricate items. • Pupils and parents returning from holidays in countries on the Government's quarantine list will be instructed to self-isolate in accordance with the government's requirements at the time. Pupils and staff will not be allowed to return to school until the quarantine period has been completed.				
Staff and pupils. Reduced infection control which may result in spread of COVID-19		Yes	All staff		Headteacher to make a weekly audit to ensure these controls are consistently in place and being followed by staff and children.
Risk of infection from pupils and staff returning from holidays abroad.		Yes			

Classroom spaces may not allow staff to maintain social distance from pupils and other staff.	Classroom layouts reviewed. In Year 1 pupils cannot sit in rows facing the front because at least half of pupils cannot see the interactive whiteboard. Staff to remodel their classroom to minimise the need for children to sit facing each other, balanced with the need to create an environment conducive to effective teaching and learning. Y1 tables now grouped. Consider large horseshoe arrangement in classrooms with tables facing front inside the horseshoe. In Reception and Nursery classes table arrangements will be flexible and will change according to the teaching at the time. Children will sit on the carpet at times for teaching and learning and also whilst tables and chairs are cleaned at the end of lunchtimes. Posters reinforcing need for social distancing and handwashing displayed in classrooms. All equipment that is not being used stored (or stacked in classroom (to maximise available floor space). Use all available floor space – tape designated areas on floors if needed. Classes stay together and do not mix or have contact with other children as far as possible. All staff will be provided with a visor which they may choose to wear when working with the children All staff have also been told they can wear a face mask in communal areas.	Classroom layouts reviewed. In Year 1 pupils cannot sit in rows facing the front because at least half of pupils cannot see the interactive whiteboard. Staff to remodel their classroom to minimise the need for children to sit facing each other, balanced with the need to create an environment conducive to effective teaching and learning. Y1 tables now grouped. Consider large horseshoe arrangement in classrooms with tables facing front inside the horseshoe. In Reception and Nursery classes table arrangements will be flexible and will change according to the teaching at the time. Children will sit on the carpet at times for teaching and learning and also whilst tables and chairs are cleaned at the end of lunchtimes. Posters reinforcing need for social distancing and handwashing displayed in classrooms. All equipment that is not being used stored (or stacked in classroom (to maximise available floor space). Use all available floor space – tape designated areas on floors if needed. Classes stay together and do not mix or have contact with other children as far as possible. All staff will be provided with a visor which they may choose to wear when working with the children All staff have also been told they can wear a face mask in communal areas.	Yes	All staff	Headteacher to make a weekly audit to ensure these controls are consistently in place and being followed by staff and children.
Use of classrooms at lunchtime for the eating of hot dinners	Children may drop food/slip on food/food may be cold	Children will go bubble at a time to collect their food. Assigned mid day supervisor will stay in the classroom with the children having sandwiches and then ready to seat those with food that have come from the hall. Senior mid day supervisor and other staff will organise the children in the hall, how to line up, collect food and direct them back to classes. Year 2 children who will have to go outside with their food will have secured foil around their plates. All cups and cutlery will be already in classrooms so that the children are not carrying them on their trays. All plates, cups and cutlery will be collected in a large box and returned to the hall by the mid days. This box will be left outside for a mid day to collect when convenient, it must not stay in the classroom when full. Bags in the classroom will be available for waste food which will also be taken away at the end of lunchtime. EYFS children will eat in the hall, there may be times when children have to face each other as we do not have enough tables to accommodate all of EYFS at the same time. This would only be done if absolutely necessary. All children will eat lunch in the hall, year group by year group. Tables will be spaced two meters apart where possible but there will be at least a one metre space otherwise.			

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Use of cloakroom/toilet areas.	Staff and pupils. Reduced infection control which may result in spread of COVID-19	- Regular hand cleaning should be encouraged when entering/exiting the classrooms, when arriving and leaving school, when returning from each break time, when in changing rooms and before/after eating. - Staff and pupils should be encouraged to check their hands regularly for dryness due to excessive handwashing. - Build routines into school culture supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them, e.g. help to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative. - If you have not got enough hand wash stations, ensure additional pop up hand washing and/or hand sanitiser stations throughout the school to enhance handwashing. - Supervise the hand sanitiser stations given the risks around ingestion. - Never use bars of soap. Some children with skin conditions may have soap provided from home. - Keep bubbles/groups separate when using the washrooms, i.e. limit the number of pupils using the facilities at any one time. - Teacher or a member of staff to supervise toilet usage and inform cleaning staff of any issues.	Yes	All staff		Monitored regularly by Headteacher

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Use of classrooms/ corridors.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19	- School registers will be the school record for pupils and staff in each bubble/group and any close contact that takes place between staff and pupils in another bubble/ group. - Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. This may not be possible with younger children and teachers in primary schools. Teachers can still work across groups if that is needed to enable a full educational offer. - Reduce the number of contacts (between children and staff) and maximise distancing between those in school wherever possible and minimise potential for contamination, so far as is reasonably practicable. This will depend on the school's circumstances (including the children's ability to distance, lay out of school, feasibility of keeping distinct bubbles / groups separate) and will (as much as possible) include: - grouping children together i.e. in bubbles/groups for younger children and for older pupils support to maintain distance. - avoiding contact between bubbles/groups. They should be kept away from each other where possible. Older children to maintain social distancing. - arranging classrooms with forward facing desks or side by side/horseshoe groups. Remove unnecessary furniture to provide more room. - avoid face to face contact and minimise time spent within 1 metre of anyone. This is not always possible with pupils who have complex needs or who need close contact care. Pupils education and care support should be provided as normal. - staff should try and maintain social distance from other pupils and staff as much as possible, ideally 2 metres from pupils and other adults - where possible children should be supported to maintain social distance and not touch staff or their peers.	Yes	All staff		Monitored regularly by Headteacher

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Fire safety and evacuation routes	Staff and Children unsafe in event of a fire	- Update emergency evacuation procedures (separating bubble/groups where possible at assembly point) are communicated to all persons on site. In an emergency, risk to life takes precedence. In an emergency situation evacuate premises by nearest safest exit. Evacuation plan updated 11.9.20 and put on display in classrooms. - Staff, visitors and contractors social distance at assembly areas (2m separation) as far as is reasonably practicable. - Review current fire risk assessment taking into account the new COVID-19 measures. - The fire safety officer/headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access (this will need to be updated in September) Updated and distributed 11.9.20 - Compliance Officer visiting school 26.08.20 – list of maintenance to be undertaken sent via e mail to Office Manager IG on 26.8.20 22.10.20 DCC Fire and Covid supportive visit from Julie Miles, positive about all measures in place.	Yes	Headteacher/ Compliance Officer		Reviewed as per guidance from CO
Cleaning	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19	- The office manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. - Disinfecting will be performed by Vinci using Tersano (following manufacturer's instructions) followed by a Biohygiene sanitiser (see Vinci risk assessment) - Where necessary, the number of rooms used by staff during working hours is limited to avoid the spread of infection, securing any areas that are not in use to help with cleaning. - All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. - Adequate amounts of suitable cleaning agents are available. - PPE is available to members of staff who require it to carry out cleaning safely. See Vinci risk assessment.	Yes	Office manager and Vinci		

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		• Soft furnishings and items that are hard to clean are removed from classrooms and are stored separately. • Cleaning solutions that are kept by the staff in the classroom are stored out of reach of the children. • Vinci to provide spray bottles and cloths for each class. The cloths to be changed and washed at the end of each day. • Toilets to be cleaned at lunchtime and at the end of the day. • Classroom equipment to be kept with in the classroom, cleaned after each use and rotated so that if a child in the class develops symptoms, only the equipment being used will need to be cleaned.				
Infection control	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19	• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • A report will be made under RIDDOR if one of the following circumstances applies: ➢ an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence. ➢ a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease. ➢ a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work related death due to exposure to a biological agent. • Parents are briefed on new provision for the drop-off and collection of their children. • Adequate amounts of liquid soap, paper towels, tissues and bins are available in the relevant areas.	Yes	All staff		

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		• Pupils and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes. • The school ensures pupils and staff adopt good respiratory practice. We will follow the 'catch it, kill it, bin it' advice and posters will be around school. • The school's Coronavirus (COVID-19) Reopening Plan is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders. • The headteacher works with staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. staggered start, finish and break times. • Instances of staff or pupils displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. • The PPA room will be an isolation area for any pupil displaying symptoms. Where possible we will ensure social distancing when supervising isolated pupil as PPE may not be required unless this distance cannot be met. If 2 meters social distancing cannot be maintained by the supervising adult or if contact with the unwell child is necessary, then nitrile disposable gloves, a disposable apron and a fluid resistant surgical face mask should be worn by the supervising adult. The surgical mask used conforms to BS EN 14683-2019 Type IIR. If there is a risk of splashing the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Ensure the room is ventilated. • If anyone feels/becomes unwell with a new continuous cough, high temperature, loss of or change in your normal sense of taste or smell (anosmia) in the workplace will be sent home and advised to follow the stay at home guidance. If anyone in your household is self-isolating stay at home				

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		and follow the best practice guidance. Inform your line manager immediately. Everyone in the United Kingdom with symptoms is now eligible for coronavirus tests and staff are encouraged to follow the guidance to be tested for coronavirus. If the results are clear the member of staff/pupil can return to work/school. - PPE is distributed to staff who provide intimate care (see individual child's care plan) for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and needs direct personal care until they can return home (see above) - PPE is used at all times by staff performing first aid on a pupil. - Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Staff will undertake Lateral Flow testing twice weekly – see LFT Risk Assessment Primary age pupils will not be tested with LFDs. Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place. Following information shared with staff and parents Information regarding Vaccinations- Currently, the Arena, Sinfon pharmacy and Peartree pharmacy are allowing people to book their 2nd vaccination sooner than the allotted time. This can be accessed through Vaccination appointment available at Derby Arena, Wilson's Pharmacy, Sinfon and Peartree Pharmacy all offering appointments to 18+ years. https://www.nhs.uk/book-a-coronavirus-vaccination/do-you-have-an-nhs-number https://www.oag.ox.ac.uk/news/the-global-value-of-vaccination https://www.nhs.uk/conditions/vaccinations/				

		Car boot sale postponed for 3.7.21 Sports Day and Race for Life events will happen but no parental attendance All new to FS children Welcome meetings will go ahead but outside. Transition week wb 5.7.21 will go ahead and we will go in to year group bubbles from this date to facilitate this. Parents have been informed and there was a chance for any concerns around this to be raised but not have been to date. Parents were reminded that the wearing of masks on site was still being promoted to keep everyone safe.				
Cleaning after a suspected COVID-19 case.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19	If you're managing a suspected or confirmed outbreak of coronavirus follow the guidance on cleaning non-healthcare settings. 1. hard surfaces to be cleaned with soap and water prior to disinfecting. 2. disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions, application and contact times for all detergents and disinfectants. 3. if an alternative disinfectant is used ensure that it is effective against enveloped viruses. 4. rinse goggles and visor with clean water after being disinfected. 5. use chlorine in tablet form so that it is easier to calculate dilution. New batches of solution must be made up each morning. • personal waste and waste from cleaning areas i.e. PPE, cloths, tissues, should be doubled bagged in plastic rubbish bags, tied and stored safely until individual test results are known or after at last 72 hours.	Yes	All staff/ Vinci		

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Carrying out 1 st aid – fleeing contact	Staff, pupils,. Reduced infection control which may result in spread of COVID-19	- No PPE is required for fleeing contact i.e. applying a plaster to a graze, (empower children to help, washing the graze etc) other than good hand washing. - If a child presents symptoms of COVID-19 they will be isolated ideally in the PPA room (sign on the door) and parents called to collect them. - The member of staff looking after the child until they are collected must ensure social distancing when supervising isolated pupil as PPE may not be required unless this distance cannot be met. If 2 metres social distancing cannot be maintained by the supervising adult or if contact with the unwell child is necessary, then nitrile disposable gloves, a disposable apron and a fluid resistant surgical face mask should be worn by the supervising adult. The surgical mask used conforms to BS EN 14683-2019 Type IIR. If there is a risk of splashing the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Ensure the room is ventilated. - Persons who have symptoms will isolate for 10 days and will not be in school. Parents will be advised to ring 111 to discuss symptoms and they can advise further action if required. - The first aider will wash their hands for at least 20 seconds with liquid soap and running water. - Nitrile gloves conforming BS EN 455 will be worn to deliver first aid. - Latex gloves will be avoided to remove the risk of allergic reaction. - The first aider will cover any cuts on their hands with waterproof plasters. - The first aider will avoid putting their fingers in their mouth and touching their face. - The first aider will avoid touching any part of a dressing that will come in contact with a wound.	Yes	First aiders		

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		• After each first aid treatment is given all equipment and surfaces used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) • After using the face masks, disposable aprons and disposable gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. • Face masks and disposable gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE. Records will be maintained. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with liquid soap and running water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.				

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Prolonged care i.e. lasting longer than 15 minutes.	Staff, pupils Reduced infection control which may result in spread of COVID-19	- The staff member providing the personal care will wash hands thoroughly before and after providing personal care, using liquid soap and running water for at least 20 seconds. - NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. - Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. - Children, young people and students whose care routinely already involves the use of PPE due to their personal care needs will continue to receive their care as described in their care plan in the same way, using the same PPE as they have always done for this task. This PPE may include: Gloves Apron Mask Visor - After using the face masks, disposable aprons and disposable gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. - If contact with the unwell child or young person is necessary, then nitrile disposable gloves, a disposable apron and visor should be worn by the supervising adult. Where possible we will ensure social distancing when supervising isolated pupil as PPE may not be required unless this distance cannot be met. If 2 meters social distancing cannot be maintained by the supervising adult or if contact with the unwell child is necessary, then nitrile	Yes	First aiders		

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
Providing social care including the administration of medicines.	Staff, children Reduced infection control which may result in spread of COVID-19	disposable gloves, a disposable apron and a fluid resistant surgical face mask should be worn by the supervising adult. The surgical mask used conforms to BS EN 14683:2019 Type IIR. If there is a risk of splashing the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Ensure the room is ventilated. - The staff member providing the personal care will wash hands thoroughly before and after providing personal care, using liquid soap and running water for at least 20 seconds. Use alcohol-based hand sanitiser if liquid soap and running water is not available. - Review SEND plan for medicines management. - Consider physical equipment that may be used by pupils such as mobility aids. - NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. - Where a child, young person and student already have routine intimate care needs, e.g. feeding tube which already involves the use of PPE due to their personal care, they will continue to receive their care as described in their care plan in the same way, using the same PPE, i.e. fluid repellant masks, should be continued. Safe working in education, childcare and children's social care - If a child, young person or other learner becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained. The surgical masks used conform to BS EN 14683:2019 Type IIR. - After using the face masks, disposable aprons and disposable gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin				

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
School may have to close to some/all pupils in the event of a local lockdown or pupils/staff/visitors testing positive for COVID-19	Pupils would not receive a quality remote education	In the event of a local lockdown and/or pupils/staff/visitors contracting COVID-19, advice will be taken from Public Health England and Derby City Council. Parents will be informed as soon as possible via the School text/website/letter/class dojo. If time allows, a learning pack including reading books will be sent home with each child on or before the day of closure. Where this is not possible, learning packs will be provided online on the school website. Teachers will: - Set meaningful and ambitious work for each day in a number of different subjects - Teach a planned and well sequenced curriculum. - Provide frequent feedback and set clear expectations about how often teachers will check work. - Adjust the pace or difficulty of what is being set in response to questions or assessments. - Plan a programme that is of equivalent length to the core teaching pupils would receive in school. Remote learning contingency plan now on school website If it is assessed as being safe to do so and depending on the length of the closure, parents may collect learning packs, including reading books, from the school car park on designated days and times but we would hope to get the majority of the work available online for parents to access. Dependent upon the length of the closure, teachers and teaching assistants will maintain regular telephone contact with families. SLT will also phone all families at least weekly (and more often when cause for concern arises) where there is social care involvement. Pupils subject to an EHCP will also be telephoned at least weekly and more often where cause for concern arises. Reopening information will be communicated to families via text/school website/email/telephone/class dojo. In developing contingency plans the school has considered: - Pupils having access to appropriate technology. - Providing printed resources for pupils who do not have access to technology/printer - Recognising that young pupils may not be able to access remote education without adult support. - Giving access to high quality remote education resources.	Yes	Teachers		Teachers review online learning regularly and update to reflect where the pupils are currently in terms of attainment

		A pre-recorded good morning video from class teachers will be available. Teachers will provide daily English, maths and phonics learning. Each session will be introduced by a voiced over powerpoint or a video of the teacher modelling the learning. Other subject areas will be covered as one off sessions using the same media. Teachers will provide an online story daily. All teachers are online 9am - 3.30pm for parents to get support with online learning. Portway Infant School Remote learning policy and Remote learning information for parents guide are on the school website.				
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Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
Social distancing - children	Reduced infection control which may result in spread of COVID	- The Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible. - Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. Although children are not expected to social distance with each other staff must adhere to the 2 metres social distancing with the children (where possible) and with other adults in school. Children must social distance from other bubbles/groups where possible. - Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing, signs around school. - Reception children and Mrs Phillippe's and Mrs Hilton/Mrs Key to enter school through the pedestrian entrance and the rest of the classes through the carpark entrance (vehicle movement will be stopped at this time). After School club asked to come by 2.45 for a parking space so they will not be using the drive whilst parents are collecting children. Reception pupils enter and leave by front gate. Y1 and Y2 children come in through the car park gate in the morning, they are collected from the classrooms at hometime and follow the one way system to exit the grounds. - Pupils take break times and lunchtimes in their class groups. Break times will be staggered. Marked areas for play time/lunch time. - There will be no whole school assemblies. Whole School assemblies are online weekly via Microsoft Teams. - The use of communal areas, e.g. an extra room will be converted into a temporary staffroom so that staff can socially distance.	Yes	Headteacher		

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
		- Where pupils and staff cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. - Packed lunches available for children at lunchtime to avoid MDS having to lean over children to support them with their lunches and the children having to queue up. This has been reviewed and at this moment we cannot ensure pupil safety when serving hot dinners. Chartwells agreed to vary the fruit option so the fruit is softer, children will have bananas, mandarins and yoyo bear fruit packs. We will continue to look at ways of providing a hot meal safely. Children eat outside when the weather is fine. - MDS will collect the lunches to take to their group. Pupils will wash their hands before and after lunch and tables will be wiped before and after lunch, tables should be cleaned between each bubble/group. Hot lunches now available for all children. Mid day supervisors must wear masks at all times during their time on the school site.				
Social Distancing Staff	Social distancing not being carried out during the use of staff welfare facilities	- Staff spaces to be set up and used to help staff social distance from each other. Extra staff room set up in hall 25.08.20 Staff will eat meals and have drinks in their own classrooms. 4 staff in staff room, 6 staff in library staff room, 2 staff in group room. Masks must be worn at all times. - Identify the number of staff that can be accommodated in the area to maintain social distancing. Remove furniture to reflect the numbers allowed. - Staggering break times to reduce numbers. - Use of signs to inform of hand washing prior to entering/leaving/using facilities. - Do not share cutlery or cups – use your own. Staff informed on inset day 1.9.20 - Reusable sponges are removed. - Cleaning of rooms/spaces between uses. - Encourage staff not to go in to each others bubbles/groups - Staff meetings will be in small groups for the first half term at least. Doing many of them via Microsoft Teams or in year group/class bubbles of staff. Staff now wear face masks in communal areas. All spring staff meetings will be on Microsoft Teams. Staff encouraged to leave site as soon as children have gone home. Staff PPA and Management time to be taken at home	Yes	SLT		SLT to monitor and remind staff of policies where they are not being followed

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
Mental health and wellbeing		- The headteacher ensures that the school can be adequately and safely staffed when it reopens. Weekly staff rota to provide adequate supervision of children during staff absence, e mailed out to staff. - The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. - The headteacher and the SENCO liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. - The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. - The Headteacher ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and pupils have access to psychological support when the school reopens. - Staff and pupil bereavement is managed in line with the Bereavement Policy.	Yes	SLT		
Access to learning	Children will not get full access to a quality education	All children will be back at school so will have access to learning in their classroom. - Any child or class group who have to self-isolate will be provided with learning at home. This is uploaded on the website and class dojo. - Desks are spaced as far apart as possible, with two children sitting at a desk, facing forward. Or in a horseshoe, groups where need is identified. - The curriculum leader works with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material during this phase of full reopening, where required.	Yes	Curriculum lead		

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
		- The teachers consider whether any lessons can be delivered outside. - Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. - Parents will be penalised for continuing education at home. School attendance will be mandatory for all pupils from 8 March. - The usual rules on school attendance apply, including: - parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age) - the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct - School is required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the Remote Education Temporary Continuity Direction. We should keep a record of this activity but do not need to record it in the attendance register. - School should offer pastoral support to pupils who are: • self-isolating • shielding • vulnerable - Discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks. - Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. - School should continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. - You should have procedures in place to: - check if a vulnerable pupil is able to access remote education support - support them to access it (as far as possible)	Yes	Office staff/Head		
		- Discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks. - Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. - School should continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. - You should have procedures in place to: - check if a vulnerable pupil is able to access remote education support - support them to access it (as far as possible)	Yes	Office staff/Head		

		regularly check if they are accessing remote education				
Sports lessons – contact sports, sharing of sports equipment.	Reduced infection control which may result in spread of COVID-19	Controls to be put in place for sports lessons: - - Kept in consistent groups. - Thoroughly cleaning equipment between use by different individual groups. - Contact sports avoided. - Outdoor sports priorities. Large indoor spaces used when not – maximise distance between pupils, paying attention to cleaning and hygiene. - Can work with external coaches, clubs and organisations for curricular and extra-curricular if safe to do so. Yogabugs and Derby County Roadshows will still go ahead in autumn 2 Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.	Yes	All staff		
Safeguarding	Communication and support inadequate	- The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening. - The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. - The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Safeguarding policy and Covid Annexe updated 3.11.20 CPOMS is updated regularly by staff where there is concern. Non Negotiable. COVID addendum added and ratified by Governors 27.1.21	Yes	DSL		

Communication	Communication is inadequate	• The headteacher liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required. • Parents are informed via letter, text or email about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. • Regular reminders of arrangements on Class Dojo and via text message • Parents and their children are encouraged, where possible, to walk or cycle to school.	Yes	Headteacher		Ensure any changes are communicated to staff, parents
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Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
		Staff are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered break times and social distancing. Staff are informed of who they can turn to for support, there are several avenues they can follow. All staff, pupils and parents are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The headteacher liaises with the governing board about possible arrangements for reopening the school, where necessary.				and any other stakeholders immediately
Staff travelling to work. Staff using staff car park.	Reduced infection control which may result in spread of COVID-19.	- Staff are encouraged to cycle or walk to work. - If public transport is used, a face covering must be worn unless you are exempt for health, disability or other reasons (list of face covering exemptions) - Avoid travelling with anyone outside your household or support bubble, refer to Coronavirus covid-19 safer travel guidance for passengers - Where possible cars should be parked in alternative spaces or where this is not possible, colleagues take it in turn to get in or out of their vehicle.	Yes	All staff		
Deliveries and collections.	To reduce the transmission through contact with objects that come into the workplace e.g. post-delivery.	- Implement cleaning procedures for goods and merchandise entering the site - mail/packages arriving should be opened and then wash hands. - Increase handwashing for workers handling goods and merchandise. - Provide hand sanitiser where this is not practical. - Restrict non-business deliveries e.g. personal deliveries to workers. - Revise pick-up and drop-off collection points, procedures, signage and markings. - Minimise unnecessary contact. - Reduce frequency of deliveries e.g. order larger quantities less often.	Yes	All staff		
Emergency procedures.	Emergency procedures not in place	Review current fire risk assessment taking into account the new COVID-19 measures.	Yes	All staff		

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	so risk to staff and children.	Update emergency evacuation procedures (separating bubble/groups where possible at assembly point) are communicated to all persons on site. In an emergency, risk to life takes precedence. In an emergency situation evacuate premises by nearest safest exit.				
Local / National lockdowns.	Staff, pupils, parents/guardians, visitors and contractors. Reduced infection control which may result in spread of COVID-19	- In local lockdowns shielding may be reintroduced/staff may be temporarily absent. CEV staff advised to work from home. Derby - Tier 4 30.12.20 CEV staff advised to work from home. CEV staff advised to stay at home until March 31st - Review contingency plans in place for remote education for bubbles/groups or part/whole school - Update contingency plan for local outbreak for individuals, bubbles/groups of self-isolating pupils, remote education plans. - Some pupils no longer require shielding but remain under the care of the specialist health professional. Prior to returning to school discussions should take place or remote access to education provided. Review or implement care plans. - These decisions will be led by DCC Public Health. - See Derby City Council COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan - https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health-and-safety/employees-and-public/novel-coronavirus/	Yes	SLT/DCC		
Individual risk assessment e.g. at-risk groups.	At risk groups i.e. Black, Asian and Minority Ethnic (BAME) backgrounds	- Specific risk assessments for individuals must be completed prior to returning to work. Examples of individual risk assessments include: - Staff clinically vulnerable or extremely clinically vulnerable. Steps taken in this risk assessment will mitigate risks to all staff. - Clinically extremely vulnerable maintain social distancing within their roles (check guidance) or work remotely. - High risk categories to take particular care as transmission rate falls.	Yes	SLT		

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
	, clinically vulnerable, including pregnant women. Reduced infection control which may result in spread of COVID-19	Risk assessments updated and created by 6.3.21				
Failing to follow the controls.	Staff, pupils, parents/guardians, visitors and contractors. Reduced infection control which may result in spread of COVID-19	- Implement monitoring (inspection/audit) measures and record all findings. - Deal with the breaches immediately. - Provide feedback to colleagues/parents/pupils.	Yes	Update your assessments and controls in line with findings from monitoring. Contact CHST (community schools only) or your safety provider to support with external audit.		
Visitors to site. Supply teachers, agency,	Staff, pupils, parents/guardians, visitors and contractors.	- People will not be allowed on site unless with a pre-arranged appointment etc. - Parents and visitors are restricted to site. Only parents and visitors with prearranged appointments are allowed on site. Non essential visits to site are not permitted.				

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
support staff who work between schools. Peripatetic teachers i.e. sports coaches, those engaged to deliver before and after school clubs. Volunteers.	Reduced infection control which may result in spread of COVID-19	- Where possible, contractors should be encouraged to attend out of school hours. - All visitors must sign the visitor's book and/or COVID-19 form with contact details (form to be destroyed after 21 days.) Visitors are asked if they have any symptoms or have had contact with anyone who has symptoms of COVID-19, before they arrive on site. - Safe deployment of supply, peripatetic teachers and temporary staff ensuring they can move between schools minimising contact and maintaining as much social distance as possible from other staff/pupils. - minimise the number of supply staff / agency visits to the school. - comply with school's arrangements for managing and minimising risk, maintain distance from other staff and pupils - restrict crossing of groups.	Yes	Headteacher		
Music lessons – singing, shouting, chanting, playing instruments (wind or brass.)	Staff, pupils, visitors. To minimise the risk of transmission whilst pupils are playing instruments (wind or brass) or singing/ chanting/	- Identify and support pupils with SEND to help prepare them for the changes to routines to meet their needs. Students due to start placements with us in October have been cancelled. - Physical distancing and playing outside whenever possible, limiting the group sizes to no more than 15. Position pupils back to back or side to side, avoiding sharing of instruments. Take particular care with the positioning of instruments with lateral transmission such as flutes. Fix bubbles/groups to reduce contacts. - Ensure adequate ventilation. - Singing, wind and brass playing (high risk activities due to potential for aerosol productions) should not take place in larger groups such as school choirs and ensembles or school assemblies.				

Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
	shouting in small groups such as in music lessons.	Suggested principles of safer singing Taking account of the evidence, and if other national and local guidance on the control of COVID-19 is followed, singing is considered safer when the following actions are taken: As required by national guidance, people with symptoms suggestive of COVID-19, or who are known to have been in recent contact with others who have COVID-19, do not participate in singing or attend singing events. Singing takes place only in larger well-ventilated spaces, or outdoors. Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available. Limited numbers of people sing together. Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government COVID-19 guidance for the performing arts are applied).				
Large gatherings i.e. assemblies and collective worship.	Staff and pupils. Reduced infection control which may result in spread of COVID-19.	- Keeping bubbles/groups apart i.e. assemblies/collective workshops. - Head/teaching staff addresses individual bubbles/groups within their classroom. Pre recorded assemblies from Jan 2021, played in each classroom when convenient. Whole School assemblies via Microsoft Teams – live for children in school and at home, these happen weekly.				
Carrying out daily building maintenance. Contractors working on site.	Staff, pupils, parents/guardians, visitors and contractors. Reduced infection control which may result in spread of COVID-19.	- General maintenance/contracted work is carried out by appointment only. See lone working risk assessment. - Only essential maintenance is carried out during school opening hours. - Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. - Social distancing is maintained throughout working procedures. - Any documentation required is sent/received prior to the contractor arriving on site. - Safe systems of work/risk assessment, which include COVID-19 control measures (social distancing, hygiene) are received and agreed by the school before work commences. Masks must be worn				

Dedicated school transport.	Staff and pupils. Reduced infection control which	Establish robust communication links with local authority and transport providers for home-to-school transport. Refer to COVID-19 Operator Guidance dated 19th May 2020 and Home to School Taxi Transport – method statement. Meeting in preparation of re-opening to confirm operational controls:					
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Area for concern	What harm could occur and who might be affected?	Recommended controls	In place? Yes/No	By whom?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
	may result in spread of COVID-19.	1. how pupils are grouped together. Where possible, reflect the bubbles/groups that are adopted in school. 2. use hand sanitiser on boarding and disembarking. 3. additional cleaning of vehicles. 4. organised queuing and boarding where possible. 5. distancing within vehicles where possible. 6. use face coverings for children over the age of 11 where appropriate e.g. if they are likely to come into very close contact with people outside of their group or who they do not normally meet.				
Education visits/activities e.g. visiting swimming pools.	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID-19.	• Consult with your Educational Visits Coordinator or senior member of staff (EVOLVE) when planning any visit to ensure any venue/premises is COVID-19 secure. • Complete the EVOLVE risk assessment. • Follow the procedures of the leisure centre or swimming pool or activity centre. 1. limit the number of people using the facility at any one time. 2. reduce class sizes using pool at any one time, allowing sufficient time between each class to avoid groups waiting outside for the changeover. 3. enhance cleaning and provide hand sanitiser throughout the premise. 4. consider access and egress, one-way systems. 5. adequate ventilation. 6. encourage people to shower at home where possible, changing room will be available. 7. consider a suitable risk assessment has been carried out for activities including breakfast clubs and after school clubs.		Contact CHST (community schools only) or your safety provider to support with external audit.		
Running breakfast and after school clubs.	Staff, pupils, parents/guardians.	• Review current procedures in relation to COVID-19/bubbles. • After school club is suspended until further notice. • From 8 March, school will work to resume all after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider		Inform/update parents/guardians.		

		education and training. • We will advise parents that where they are accessing this provision for their children, that they should only be using this, where: • the provision is being offered as part of the school's educational activities (including catch-up provision) • the provision is to support their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution • the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group • We will work closely with our external wraparound provider to try to keep children in the same bubble they are in during the school day, as far as possible, where it is not we will ask that they group by year group or key stage. • Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers • As we hire out our premises for use by external wraparound childcare providers, such as after-school or holiday clubs, we will make sure these organisations have: • considered the relevant government guidance for their sector • put in place protective measures				
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