
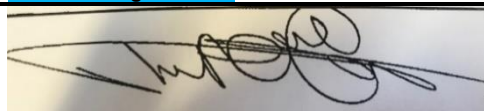


School Assessment Number SFX 1:18	Risk Assessment for School							 <p style="text-align: center;">A self-evaluating school for Safeguarding and the Protection of children.</p>
	Assessment Title Reopening of the school Risk Assessment							
	School Name: St. Francis Xavier Catholic Primary.							
	Issued by:	Mr. J. O'Connor	Approved by:	BN	Issue Number:	Revised 1/9/2020 & 11/9/2020	Sheet Number:	

Legislation / Information Source: **- Management of H & S at Work Regulations 1999**
<http://www.hse.gov.uk/simple-health-safety/write.htm>

Date of Assessment: **September 2020** Reviewed 1/9/20 & 11/9/20 for week commencing 14/09/20

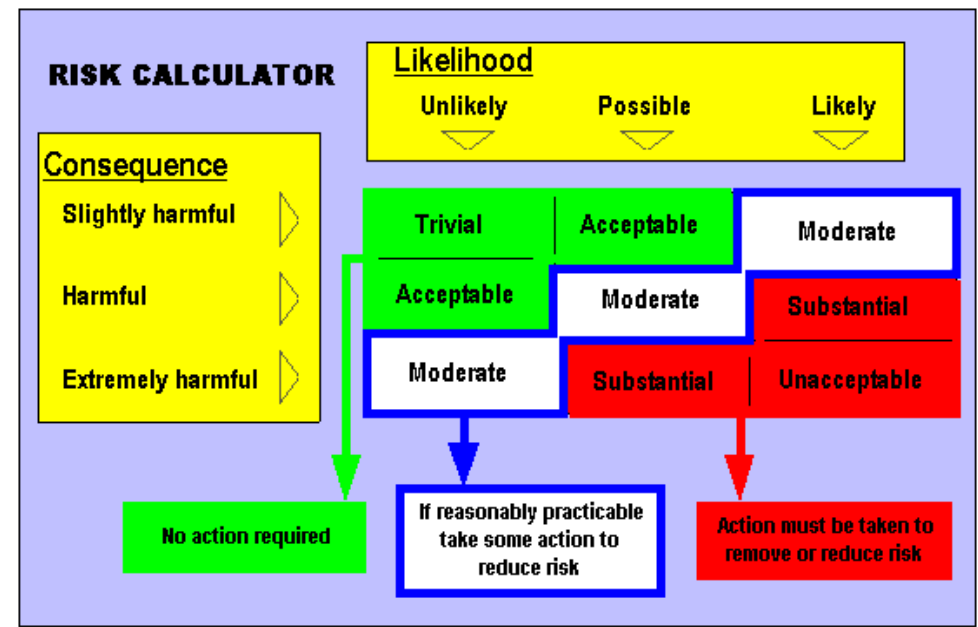
Assessor Signature: 

Assessment Frequency: **Annually or when significant changes occur to circumstances – see edited notes in blue**

Follow up Assessment Dates:	21st September 2020	28th September 2020	5th October 2020	12th October 2020
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Signed and accepted by Headteacher / Centre Manager: **Mrs B. Nesbit**

Signed and Accepted by Chair of Governors: **Signed : E Cotterill**



IF YOU AMEND THE RISK ASSESSMENT YOU MUST RE EVALUATE THE RISK RATINGS - IF YOU DO NOT AMEND THEM YOU ARE AGREEING THAT YOU WILL APPLY ALL THE CONTROL MEASURES THAT ARE IDENTIFIED

Hazard Observed	Risk rating before controls Consequence x Likelihood =	Control Measures	PERSONS AT RISK					Risk rating after controls Consequence x Likelihood =	Control measure by: Initial
			Employee	Person Young	Child	Public	User Other Site		
Lack of social distancing in the classroom resulting in direct transmission of the virus	Substantial/ Unacceptable	<ul style="list-style-type: none"> Children keep to their desks when in the room Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance Children isolated if cannot adhere to charter and spoken to re the need for social distancing Lessons planned for individual work (not pairings or group work) Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction Mark out an area for the teacher – 2m distancing at front of room Children to use same desk if returning next day Teacher and LSA are assigned to these children and stay with these children throughout the day (<i>and on subsequent days</i>) Children stay in the classroom for majority of the day and not mix with other groups 	Y	Y	Y		Y	Moderate	

<p>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Toilets • FS1 and FS2 to use Nursery toilets in their enclosed unit. • Year 1 to use the toilets in the year 1 classroom. • Year 2,3 and 4 Boys to use the Boys toilets at the year 4 stairwell. • Year 5 and 6 Boys to use the Boys toilet on the year 5 corridor opposite caretaker’s office. • Year 2, 3, 4 and 5 Girls to use the Girls toilet on the year 5 corridor opposite the caretaker’s office. • Year 6 Girls to use the designated Girls toilet in year 6. • Enhanced cleaning of the toilets throughout the day with two cleans per day <ul style="list-style-type: none"> • Hand gel used after toilet use as well as washing hands • Extra Signs in toilet re washing hands • Extra soap ordered to ensure we do not run out (continually monitoring and replenishing) • Children and staff regularly encouraged to wash their hands. Children will wash their hands when they enter school, after they have been outdoors, after using the toilet, before and after lunch, mid-morning and mid-afternoon. • Adequate supply of paper towels provided – SBM and Caretaker to ensure this is the case (continually monitoring and replenishing) • Signs displayed at washbasins how to correctly wash hands 	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Moderate</p>	
<p>Lack of social distancing waiting to enter classroom in morning resulting in direct</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Face coverings to be worn by all parents/ carers on entering school grounds • Avoid contact at entrance gate parents to adhere to 2m distancing where possible • Instructions shared re social distancing between families in the morning with parents and children 	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Moderate</p>	<p>Office Staff Teacher</p>

transmission of the virus		<ul style="list-style-type: none"> • Signage for parents and children displayed outside the classroom and gates. • Alternate staff to supervise distancing at the gate whilst maintaining a safe distance. • Outdoor benches and other equipment to be marked off with tape. 							
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Staggered playtimes and allocated play area in the first instance • Reduced playtime equipment – hard surfaces and can be easily cleaned • Games discussed which encourage social distancing • Staff supervision throughout – actively encouraging and insisting on social distancing • Children practice walking 2 meters apart – modelled by staff • Outdoor benches and other equipment to be marked off with tape. 	Y	Y	Y			Moderate	
Lack of social distancing when eating lunch resulting in direct transmission of the virus	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Staggered lunch breaks, one year group at a time • Deep clean between the groups of tables chairs and area • Children to rewash their hands before eating and adhere to the guidance. 	Y	Y	Y			Moderate	
Lack of social distancing in the corridors resulting in direct transmission of the virus	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Children staying in their classroom and accessing outside from classroom door or closest exit door • One child going to toilet at one time • Messages to office e-mail or phone • Staff use empty classrooms to maximise the distance between each other • A one way system is deployed around the school • Agree instructions with children concerning going to and returning from toilet 	Y	Y	Y		Y	Moderate	

		<ul style="list-style-type: none"> • When moving from class around the school – 2 metres to be adhered to where possible between children – one adult at back insisting the distance is maintained. • Social distancing posters displayed in corridors to remind staff/children to keep 2m distance 							
Contact of shared resources resulting in indirect transmission of the virus	Substantial/ Unacceptable	<ul style="list-style-type: none"> • On day 1 children to be given equipment and store in a named plastic wallet with 1 exercise book to reduce the need of movement around the classroom • Resources only used if work cannot be completed without and must be cleaned that evening • Resources washed each night and left to dry if not same person using them the next day • Tables, door handles and other surfaces cleaned every night • Lessons planned so resources are individual and not shared – or on white board • Resources on tables ready for lesson and not distributed within the lesson • Plastic wallets used for individual resources • Children encouraged to wash hands / use hand gel before lessons and after each lesson • Doors and windows to be kept open where safe to do so to allow air to circulate this does not include any fire doors. 	Y	Y	Y		Y	Moderate	
Emotional distress of the children	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Children to have class teacher and TA (if possible under vulnerable staff guidance) in the first instance • Small numbers of children to support their emotional need • 2 metre social distancing still applied for children who are distressed • Mental health and wellbeing curriculum to be delivered throughout the first two weeks to support children’s well-being – slowly increasing the cognitive load 	Y	Y	Y			Moderate	

Emotional distress of the staff – including anxiety	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Inclusion in risk assessment process – input into hazard identification and control measures • Staff meeting – virtually – to discuss concerns and shared control measures • At least one SLT member of staff on site every day for staff to share concerns with • Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible • Separate risk assessment for the office area • Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed • Extremely vulnerable staff (Shielding) work from home • Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place 	Y	Y	Y		Y	Moderate	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	Acceptable	<ul style="list-style-type: none"> • Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments • PPE equipment ordered if needed ongoing monitoring and replenishment. • Extra disposable aprons ordered ongoing monitoring and replenishment. • Extra gloves ordered. ongoing monitoring and replenishment. • Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk Pls note the Government guidance states “Wearing face coverings or face masks is not recommended” 	Y	Y	Y			Acceptable	

		<ul style="list-style-type: none"> • A mask and wipes in each classroom for quick wipe down and a mask if needed quickly to deal with children 							
<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Hand gel dispenser around the classrooms and school • Hand gel order in large quantities ongoing monitoring and replenishment. • Extra soap dispensers and re-fills in each classroom ongoing monitoring and replenishment. • Extra hand washing encouraged in each classroom • Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze • Washing hands posters in all washing areas • Reminders how to wash hands properly – videos and posters • Procedure agreed for children to wash hands so thorough hand washing 	Y	Y	Y		Y	Moderate	
<p>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • All surfaces, handles, toilets and shared equipment will be cleaned each day • PPE will be worn by all cleaning staff • Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 	Y	Y	Y		Y	Moderate	
<p>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home • Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 	Y				Y	Moderate	

		<ul style="list-style-type: none"> Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 							

To be completed in the event of any accidents which take place & impact on the above risk assessment.

ST FRANCIS XAVIER - ANY FURTHER IDENTIFIED RISKS : -					
Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
<p>Ensure staff are fit and well to work:</p> <ul style="list-style-type: none"> Staff attending work with COVID-19 symptoms Virus transmission between different staff members Virus transmission between staff and pupils Virus transmission between staff and parents Virus transmission between staff and others Contamination of work surfaces, equipment and other contact areas Staff not following current guidance regarding testing 	Everyone	Substantial Unacceptable	<ul style="list-style-type: none"> Identified likely numbers of pupils returning and agreed required staffing resource, liaising with local authority on your plans. All staff confirm they are medically fit for work Social distance maintained between staff and pupils at all times Information collected via telephone calls for numbers of children Information regarding shielding and vulnerable collected by survey completed by the parents All parents concerns or worries about returning to school will be discussed. Shielding letters provided by staff where applicable Mental health and well-being support has been available for children, parents and staff throughout Regular staff check in throughout the period 	Unacceptable - Moderate	School Governors, school manager, employees.

			<ul style="list-style-type: none"> Classrooms to be changed to apply social distancing guidelines 		
<p>MAINTAINING SOCIAL DISTANCING WHERE PRACTICABLE HELP PREVENT THE SPREAD OF THE VIRUS</p> <ul style="list-style-type: none"> Not achieving social distancing in the workplace Virus transmission between different staff members Virus transmission between different pupils Virus transmission between staff and pupils Virus transmission between staff and parents Virus transmission between staff and others Too many staff in the workplace rendering social distancing not practicable Too many pupils in the school rendering social distancing not practicable. 	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> Where possible children and young people in small groups. 2 metres away from each other where practicable. general groups will be kept apart corridor passing will be minimised staggered lunch times in accordance with a timetable staggered break times on a rota in accordance with a timetable Assemblies will not be delivered with children together Group activities will not take place where social distancing cannot be adhered to. Alternative arrangements made for lunch time and eating area. One way system in place around the school. 	Moderate	School Governors, school manager, employees.

<p>INFECTION PROTECTION & CONTROL (FROM DIRECT & INDIRECT TRANSMISSION)</p> <ul style="list-style-type: none"> • Staff attending work with COVID-19 symptoms • Virus transmission between different staff members • Virus transmission between different pupils • Virus transmission between staff and pupils • Virus transmission between staff and parents • Virus transmission between staff and others • Contamination of work surfaces, equipment and other contact areas 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Staff will be sent home if showing Covid 19 symptoms whilst at work • Staff will be working with the same staff and not mixing with others • Pupils will be sat in accordance with social distancing guidelines • Staff and pupils to maintain social distancing where possible • Only one adult to attend on drop off and collection of their child • Adults to ring and make appointments to speak with staff • No parents gathering on drop off and collection points of the children • Children to be seated where possible in same places and use same equipment to prevent contamination and all surfaces to be cleaned thoroughly at the end of each school day. 	<p>Moderate</p>	<p>School Governors, school manager, employees, caretaker</p>
<p>When open and operating throughout the day</p> <ul style="list-style-type: none"> • Mixing of groups including pupils and staff • Cleaning and hygiene not maintained • Sharing resources • Transport arrangements not adjusted 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Children will not be mixing with other groups in the school and will stay in their own groups each day. • Cleaning to be maintained daily • Children to be encouraged to wash their hands for a minimum of 20 seconds on a regular basis • No sharing of resources where possible 	<p>Moderate</p>	<p>School Governors, school manager, employees.</p>

<p>Health and safety compliance checks recommissioned</p> <ul style="list-style-type: none"> • Fire risk assessment and fire emergency escape plan as normal • Health and safety local checks not re-started. 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<p>Means of escape from a fire:</p> <ul style="list-style-type: none"> • FS1 and FS2 will exit via the playground nursery classroom door. • Year 1 will exit via the Year 1 playground classroom door. • Year 2 will exit via the Year 2 playground classroom door. • Year 3 will exit via Year 2 playground classroom door. • Year 4 will exit via the fire exit in the Year 4 stairwell. • Year 5 will exit via the Year 5 side exit door. • Year 6 will exit down the stairs and via the fire exit in the Year 4 stairwell. <p>Edited 1st September 2020</p>	<p>Moderate</p>	<p>School Governors, school manager, caretaker</p>
<p>For cleaning and hygiene:</p> <ul style="list-style-type: none"> • COVID-19 VIRUS 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Follow the COVID-19: cleaning of non-healthcare settings guidance • Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, door handles sinks, toilets, light switches, bannisters, more regularly than normal • Ensure that all adults and children: • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. Ensure all soap, sanitizers etc readily available. • Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure tissues available in all areas. • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs and repetition • Ensure that bins for tissues are emptied throughout the day • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • (Edited) 19/6/20 <ul style="list-style-type: none"> • GET IN TOUCH WITH PUBLIC SECTOR BUYING ORGANISATION PARTNERS (FOR EXAMPLE ESPO, YPO, NEPO) ABOUT PROPORTIONATE SUPPLIES OF SOAP, ANTI-BACTERIAL GEL AND CLEANING PRODUCTS IF NEEDED. ongoing monitoring and replenishment. 	<p>Moderate</p>	<p>School Governors, school manager, employees, caretaker, cleaners</p>

Keep cohorts together where possible and:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days. • Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. • Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. 	Moderate	School Governors, school manager, employees.
Hierarchy of Controls	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. • Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	Moderate	School Governors, school manager

Reduce mixing within education or childcare setting by:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Accessing rooms directly from outside where possible. • Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. One way system in place • Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. • Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. Deep clean between the groups of tables chairs and area • Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. • Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). 	Moderate	School Governors, school manager, employees.
Use outside space:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • For exercise and breaks • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff • Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously 	Moderate	School Governors, school manager, employees.

For shared rooms:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Use halls, dining areas and internal and external sports facilities for lunch and exercise at lower capacity. • class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix • do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance • Stagger the use of staff rooms and offices to limit occupancy • Staff to take responsibility for distancing before and during the school day (staff room) and wipe down shared items (kettle etc) all items used are placed in the dishwasher themselves and not left for others 	Moderate	School Governors, school manager, employees.
Reduce the use of shared resources:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. • By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. • Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts. 	Moderate	School Governors, school manager, employees.

Adjust transport arrangements where necessary including:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Encouraging parents, children, and young people to walk or cycle to their education setting where possible. • Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. • Ensuring that transport arrangements cater for any changes to start and finish times. • Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. • Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. • Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example, when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. 	Moderate	School Governors, school manager, employees.
Ensure all health and safety compliance checks have been undertaken before opening to include all statutory testing (see below) and all local site checks.	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Fire safety systems & Risk Assessment • Gas services • Electrical services • Asbestos services • Hot & cold water services (legionella) • Lifting equipment (Inc. platform and passenger lifts where appropriate) • Pressure vessels and systems. 	Moderate	School Governors, school manager, caretaker

Administering of medicines	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> The administering of medicines policy has been change to avoid direct contact and virus transmission. 	Moderate	School Governors, school manager, employees.
The potential negative impact on mental health and well-being	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> A mental health and well-being ambassador will be available for the children, parents and staff Measures in place to monitor staff well-being Signposting information been made available to parents Agreed workload for staff Doncaster tool kit will be used A focus on mental health and well-being lessons will be taught 	Moderate	Mental Health Ambassador, school manager
Safeguarding	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> Revised safeguarding policy has been implemented Safeguarding provision is implemented in school where needed All necessary changes and referrals have been made for children return to school Registers will be completed non-attendance will be recorded and monitored government guidance will be followed on maintaining safeguarding checks on children not attending school 	Moderate	DDSL, DSL School Governors, school manager, employees, inclusion manager
Curriculum	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> A focus on well-being and mental health will be used across year groups Agreed learning will be in place Revised expectations and required adjustments will be in place Remote learning will still be in place for the children not attending school 	Moderate	School Governors, school manager, teachers, mental health ambassador

Extended provision	Everyone	Substantial/ Unacceptable	Breakfast club is open observing social distancing and deep cleaning of all areas, tables, chairs and resources after use. After school clubs are open with "Exite" providing their own risk assessments, equipment and cleaning materials. They are following social distancing and deep cleaning after use.	Moderate	School Governors, school manager,
Catering	Everyone	Substantial/ Unacceptable	The catering team are back to providing food five days a week.	Moderate	School Governors, school manager,
Intimate care	Everyone	Substantial/ Unacceptable	Additional control measures have been put in place. <ul style="list-style-type: none"> • School policy has been updated in respect to the changes • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If children are in need of intimate care, parents will be called immediately and will be asked to take their child home. • Additionally, those children who are not yet toilet trained must stay at home. 	Moderate	School Governors, school manager, employees.
Hazards introduced by contractors, Visitors and Building workers	Everyone	Substantial/ Unacceptable	In light of current Covid 19 no contractors or visitors whilst the children are in school.	Moderate	School Governors, school manager, caretaker

St Francis Xavier Catholic Primary School

Plan for partial re-opening of school from w/c 1st June, 2020

MANAGING THE HEALTH RISKS OF CONTRACTING COVID-19

COMMUNICATION

Action		Completed by/date
Letter to parents FS1, FS2, Year 1 and Year 6 regarding potential return to school	To inform parents that a member of staff will contact them on Friday 15 th May, 2020 for a decision	13 th May, 2020
Staff to contact parents following the letter to gauge intentions	A log of calls and outcomes to be kept	15 th May, 2020
Letter/form to parents who have indicated that their child will be returning week commencing 1 st June	Request information regarding COVID-19. ie have they had contact with anyone with symptoms, parents to confirm they have had their children following social distancing measures. Parents to prepare children to return to a different school environment	18 th May, 2020
Follow up any forms that have not been returned	Text message to be sent out and follow up telephone calls if we still do not get a response	21 st May, 2020
Individual letter to parents following the completed schedule and timetable for re-opening	To outline times of drop off and collection To re-iterate the expectations ie social distancing, only 1 parent etc. Children cannot return until the completed form sent out 18 th May has been completed.	21 st May, 2020
This plan to be emailed to all staff outlining all the procedures that will be in place	Or Zoom meeting	22 nd May, 2020
Inform staff of changes to policies	<ul style="list-style-type: none"> • Safeguarding • Behaviour • Curriculum 	22 nd May 2020

All risk assessments to be sent to staff		22 nd May, 2020
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PLANNING

Action		Completed by/date
Place an order to cover our requirements for PPE	<ul style="list-style-type: none"> • Disposable gloves • Disposable aprons • Goggles • Tissues • Hand sanitiser • Demarcation tape • This is monitored and replenished continually 	15 th May 2020 18 th May 2020
Place an order for additional cleaning materials as required	<ul style="list-style-type: none"> • Surface cleaner, disinfectant • Paper towels • Tissues • Hand soap • Antibacterial wipes • This is monitored and replenished continually 	15 th May 2020 18 th May 2020
Establish how many children can be contained in each room	<ul style="list-style-type: none"> • Measure distances between tables to give as much space as possible. 2m to be marked out for teaching staff where possible. Take into account easier arrangement of furniture and removal of resources that cannot be easily cleaned. 	20 th May 2020
Establish cleaning stations/First Aid	<ul style="list-style-type: none"> • For antiseptic wipes etc that can be used during the day on high touch areas • For hand sanitiser 	20 th May 2020 with D Wynne

	<ul style="list-style-type: none"> • Each classroom to have its own cleaning station containing Anti-Bac wipes, tissues, disposable gloves, disposable apron and hand sanitiser. • For First Aid isolation room 	
Establish an enhanced cleaning schedule	<ul style="list-style-type: none"> • Timetable for cleaning staff and an enhanced cleaning schedule to be available for them 	20 th May 2020 With D Wynne
Consider non-use areas to reduce the amount of cleaning required each day	<ul style="list-style-type: none"> • All areas are now open as the school is fully open. 	20 th May 2020 with D Wynne DO NOT USE notices will be in place
Establish areas for marking out 2 metres for social distancing	<ul style="list-style-type: none"> • Parents outside • Children coming into school • Children leaving school • Children collecting their lunch 	20 th May 2020 With D Wynne
Numbers to Caterers for school meals	<ul style="list-style-type: none"> • Office member to complete each week 	20 th May 2020
Print out and laminate information posters	<ul style="list-style-type: none"> • Poster requirements to be discussed with K Langston • Notices to be ready for Monday 1st June, 2020 • This is monitored and adjusted accordingly. 	20 th May 2020
Consider staggered breaks and lunch	<ul style="list-style-type: none"> • A timetable to be devised to cover all requirements 	19 th May 2020
A timetable to be devised for the allocation of online learning to cover staff who are teaching in school, use the staffing plan	<ul style="list-style-type: none"> • Online learning • Calls to parents (except vulnerable pupils) • Work packs for pupils who do not have access to online learning 	21 st May 2020
A timetable for calls to be made to vulnerable children	JH and SW to take over calls to vulnerable children	20 th May 2020
A timetable for administration staff	Office staffed as usual as school fully open	21 st May 2020

		Identified on the staffing plan
Staff to prepare rooms for re-opening	<ul style="list-style-type: none"> • Classroom tables to be set out at 2 metres apart • All resources to be removed • All resources for pupils to be labelled and bagged 	1 st June, 2020
Vouchers to be cancelled where necessary for the children returning to school	<ul style="list-style-type: none"> • S Trout to be informed of the children who are returning to school 	
Have a Health and well-being ambassador in place for staff and children	<ul style="list-style-type: none"> • A Health and well-being policy to be completed • Complete the toolkit • Update the website • Complete an action plan • Signs of anxiety to be sent out to parents 	21 st May 2020 – started S.Wells to lead
Consider what actions will be taken if a member of staff or a pupil develops symptoms of COVID-19	<ul style="list-style-type: none"> • Complete a Risk Assessment to cover this eventuality 	RA attached
Consider the use of PPE in school	<ul style="list-style-type: none"> • Complete a Risk Assessment to cover the use of PPE including the instructions for putting on and removal of PPE 	RA attached
Consider how hygiene requirements in school will be managed	<ul style="list-style-type: none"> • Signage • Disposal of PPE in normal use and in suspected COVID-19 use • Complete a Risk Assessment to cover health and hygiene in school 	RA attached
Consider the safety of children and staff in the event of emergency work	<ul style="list-style-type: none"> • Complete a Risk Assessment to cover Contractors, visitors etc 	RA attached