

Penshurst CE Primary School
Risk Assessment for 2021 – reopening to all pupils full time.
Updated February 2021

Assessment conducted by: Sue Elliott	Job title: Headteacher	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 24/2/2021	Review interval: in line with government updates	Date of next review: As required To be reviewed on Friday 5/3/2021

Related documents

Health and Safety Policy, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Guidelines, Administering Medication Guidelines, Confidentiality Policy, Data Protection Policy, Behavioural and Discipline Policy, Staff Code of Conduct, Ill Health and Infectious Disease Risk Guidance,

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major	High (H)	H	Medium (M)
	Severe	H	M	Low (L)
	Minor	M	L	L

Area of Concern / Risk	Risk before measures	Measures in place	School Specific Measures	Risk after measures
Preparing school community for the return to school of all pupils on 8th March 2021	H	Employees <ul style="list-style-type: none"> • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Identify and plan lessons that could take place outdoors. 	<ul style="list-style-type: none"> • School has a separate risk assessment in place for individuals who might be at higher risk or need to take additional precautions. These are available to all staff on Sharepoint. • Where there is flexibility members of staff work from home and HT to check working environment and well being. • Risk assessments regularly shared with all staff. • Catch up sessions with staff to discuss issues or concerns. Information is shared and available via the school's website. / Sharepoint • Teachers advised of the use of the outdoor space as a well ventilated area. • HT/SENDCo catch up meetings to support staff working in school 	<p>M</p> <p>L/M</p> <p>L</p>
	H	Parents/pupils <ul style="list-style-type: none"> • Review EHCPs where required. • Communicate to parents on the preventative measures being taken. • Post the risk assessment or details of measures on school website. • Parents and pupils informed about the process that has been agreed for drop off and collection. • Ensure parents have a point of contact for reassurance as to the plans put in place. • Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, reading books. • Bags are allowed. 	<p>SENDCo has reviewed and adapted risk assessments for pupils with EHCPs</p> <p>Risk assessments shared with parents and available via website.</p> <p>School drop off and pick up procedures sent to parents from School Office.</p> <p>SLT available at school gate each day.</p>	L/M

		<ul style="list-style-type: none"> All pupils told to only use personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. Parents informed only one parent to accompany child to school. Parents and pupils encouraged to walk or cycle if safe and possible. Staggered drop-off and collection times planned and communicated to parents. Made clear to parents that they cannot gather at entrance gates or areas around the school pathways etc. Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). 	<p>Pupils will be instructed re pens and equipment via parent letter and reminded by teachers.</p> <p>All parents informed of protocols linked to drop off and collection of children.</p> <p>Website information informs parents of all procedures and these are regularly communicated to parents.</p>	
	H	<p>Others</p> <ul style="list-style-type: none"> Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Assurances that caterers comply with the guidance for food businesses on COVID-19. Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). Limit visitors by exception (e.g. for priority contractors, emergencies etc.). No lettings during lockdown. 	<ul style="list-style-type: none"> Office staff communicate to any visitor the schools protocols and safety measures. Nourish risk assessment in place 	L/M
Area of Concern		Buildings, lessons etc.	School Specific actions	
Making sure buildings and school community is Covid19 compliant	H	<p>Buildings</p> <ul style="list-style-type: none"> Ensure that all health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. 	<p>SE – to monitor / caretaker to complete regular maintenance checks.</p> <p>Emergency evacuation to be completed within normal schedule of monitoring.</p> <p>Pupils displaying Covid symptoms should be directed to school lobby where they can be seen by a member of office staff while they wait to be collected.</p>	L/M H/M

	<ul style="list-style-type: none"> • Ensure school has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. • Consider separate facilities be provided for meals and refreshments in different zones • Evaluate the capacity of rooms and shared areas. • Consider door signs mounted to identify max number in room/ toilets at one time. • COVID-19 posters/ signage displayed. • Consider one-way system if possible for circulation around the building. • Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. • In areas where queues may form, put down floor markings to indicate distancing. • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks. • Arrange desks seating pupils side by side and facing forwards. • Inspect classrooms and remove unnecessary items and furniture to make more space. • Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. 	<p>PPE Checked regularly by First Aid Team.</p> <p>Each class has a bin and office staff to regularly replenish stocks.</p> <p>Staff should ensure that they work with pupils and other adults so that pupils remain in their identified zones during lesson times and breaks/ lunch</p> <p>Pupils to eat their lunches in the classroom.</p> <p>Minimise use of staff room and shared facilities.</p> <p>System in place for children to move around school and out to break EYFS /Year 1-2 and Y5-6 – direct access Year 3-4 down corridor and via reflection garden .</p> <p>Staff to access building through reflection garden if they do not have direct access to classroom.</p> <p>Non teaching staff to access via Reflection Garden / Front door and wear face mask upon entry. See document for details.</p> <p>Office Staff to access via the front of the school - see document for details</p> <p>Maple, Elm and Oak classrooms provide direct assess for teachers of those classes</p>	<p>L/M</p>
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	H	<p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. • Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. • When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. • Pupils to come into school in PE kit on PE days to minimise potential crowding and movement around the school. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> ○ Safeguarding/child protection ○ Behaviour ○ Curriculum ○ NQTs ○ Special educational needs ○ Visitors to school • Ensure website is compliant with regards to the publishing of policies. • Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. 	<p>All classes have been mindful of requirements to social distance and reduce risks.</p> <p>Cleaners are aware of priorities.</p> <p>School drop off and pick up to follow :</p> <ul style="list-style-type: none"> - gate opens 8.30 to allow gradual transition into school – parents asked to stagger the drop off and not arrive too early. - Staggered pick up times (x4) to ensure only small groups of parents arrive at the same time. - Staff to create and publish a timetable for use of the outdoor area for breaks etc. <p>CP addendum in place and shared with school community (governors and staff) Recovery curriculum in place SENDCo support reviews in place</p> <p>Visitor protocol and expectations published and shared.</p> <p>Staff are provided with supervision time and HT provides 'no-screen' and well being time for all teachers.</p> <p>Regular staff briefings and email updates ensure all staff are fully aware of processes</p>	L-M
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		<ul style="list-style-type: none"> Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. <p>Response to any infection</p> <ul style="list-style-type: none"> Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> book a test if they are displaying symptoms; inform the school immediately of the results of a test; provide details of anyone they have been in close contact with; self-isolate if necessary. 	<p>Staff have all received information for booking tests and reporting the results of any tests.</p> <p>Staff have been made aware of their responsibilities in connection with reporting positive Covid19 tests.</p>	
Area of Concern		Access and Visitors	School specific actions	
<p>Access and Visitors</p> <p>Limiting the number of people coming onto the school site or entering the school building –</p>	H	<p>Access</p> <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. School start times staggered so pupils arrive at different times. Floor markings outside school to indicate distancing rules (cones out at collection – 2m apart) Screen used to protect employees in reception. Shared pens removed from reception. Hand sanitiser provided at all entrances. Bins provided on entrances to dispose of temporary face coverings. <p>Visitors</p> <ul style="list-style-type: none"> Wherever possible keep meetings on a virtual platform. Parents/carers and visitors coming onto the site without an appointment are not to be permitted. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where possible visits arranged outside of school hours. A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; 	<ul style="list-style-type: none"> - Access to school building prohibited by entry door - Signage in place - Staggered drop off and pick up in place, - Floor marking (cones) in place - ✓ - ✓ - ✓ - ✓ <p>-✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	L-M

		<ul style="list-style-type: none"> o the name of the assigned staff member. 		
Area of Concern/Risk		Infection Control Measures	School Specific measures	
Area of Concern: Minimising the spread of Covid 19 through good infection control measures.	H	Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> • Refer to PHE guidance/poster around the school about the measures to follow if you/someone else feels unwell. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. • If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection will be isolated in a suitable room (school entrance lobby or lobby area - door open) with or without adult supervision (depending on age and needs of the child). • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> o a face mask worn if a distance of 2 metres cannot be maintained. o if contact is necessary, then gloves, an apron and a face mask should be worn o eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. Hand washing <ul style="list-style-type: none"> • Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Staff help / reinforcement of guidelines is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. Respiratory hygiene	Posters in place and regular reminders to staff. <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	L/M

	H	<ul style="list-style-type: none"> • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day - as appropriate. <p>Ventilation</p> <ul style="list-style-type: none"> • Ventilation is prioritised. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open a little (not wide open) to provide some natural background ventilation and open internal doors to increase air flow. • Only open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action should be taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). <p>Music</p> <ul style="list-style-type: none"> • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing; ○ limiting group sizes; ○ positioning pupils back-to-back or side-to-side; ○ avoiding sharing of instruments; ○ ensuring good ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> • Sanitising spray, wipes and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. Kent Gurkhas have been advised. 	<p>✓</p> <p>Welcome to e-Bug (e-bug.eu)</p> <p>✓</p> <p>School has made a decision that no singing will take place indoors; it can take place outdoors if risks are assessed before beginning a lesson</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>P</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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	H	<ul style="list-style-type: none"> • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. • When using shared areas staff should carry out additional cleaning and hygiene measures. <ul style="list-style-type: none"> - hand should be sanitised before entering shared areas (toilets/photocopier room/staffroom/computer room/library/learning hub etc) - staff should wipe down (spray+cloth or anti-bac wipes) toilet seat and flush handle/touch points – posters inside toilets to remind adults. <p>PPE The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained. • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>PPE for protection against COVID-19 will include:</p> <ul style="list-style-type: none"> • fluid-resistant surgical face masks (Type IIR); • disposable gloves; • disposable plastic aprons; • eye protection (for example a face visor). <p>Face coverings</p> <ul style="list-style-type: none"> • Face coverings to be worn staff or visitors (unless exempt), outside classrooms and when moving around the premises. 	<p>✓</p> <p>✓</p> <p>✓ Staff to be made aware of the procedures</p> <p>PPE aprons, gloves, face coverings, thermometer etc are located at the First Aid point in the resources room.</p> <p>Staff all to be made aware of this and posters around the school.</p> <p>Individual information has been circulated previously and has been added to SharePoint.</p> <p>We will adopt a ‘common sense’ approach to first aid and staff present at an incident will deal with minor bumps and bruises.</p> <p>If further medical help is required then Debby Brown or Carolyn Lane will support.</p> <p>If taking the temperature of a child over time then please record and sign – give an indication why the temperature was initially taken.</p>	
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		<ul style="list-style-type: none"> • staff and visitors will be expected to provide their own face covering. • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe. • Cleaning of hands before and after removing or putting on face covering. • Face coverings placed in sealable plastic bags between use. <p>First Aid</p> <ul style="list-style-type: none"> • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> ○ washing hands or using hand sanitiser, before and after treating injured person; ○ wear gloves or cover hands when dealing with open wounds; ○ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; ○ if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. ○ dispose of all waste safely. 		
Area of concern	Risk before action	Measures in place – generic	School specific measures	Risk after action
Concern: The spread of Covid19 in the school community Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.	H	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this; the following measures will be put in place 'Bubbles' <ul style="list-style-type: none"> • Small, consistent groups of pupils split into bubbles. • Bubbles kept as small as possible. • The design of the school means class bubbles cannot always be kept apart, think carefully how you will move from one area to another in the school. • Keep a record of pupils and staff in each bubble, lesson or close contact group. 	<ul style="list-style-type: none"> • Each class to form 1 bubble • Each class to form 1 bubble – bubbles to avoid mixing • Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. This means in mixed age classes the class forms 1 	L-M

	H	<ul style="list-style-type: none"> School breakfast and after-school clubs to keep to the bubbles used during the school day. Provide tables with activities for a particular bubble of children – do not mix resources within one session. <p>Minimise mixing</p> <ul style="list-style-type: none"> Whatever the size of the bubble, they are to be kept apart from other groups where possible. Groups use the same classroom or area of a setting throughout the day. Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. Groups will stay within a specific “zone” of the site to minimise mixing. The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles. Large gatherings such as assemblies or collective worship with more than one group to be avoided. Separate spaces for each group clearly indicated. Multiple groups do not use outdoor equipment simultaneously. Limiting the number of pupils who use the toilet facilities at one time. Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. Staff that move between classes and year groups, to keep their distance from pupils and other staff. To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups. <p>Distancing</p> <ul style="list-style-type: none"> Staff to keep 2 metres from other adults as much as possible. Where possible staff to maintain distance from their pupils, staying at the front of the class. Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	<p>bubble but this bubble does not mix with other class bubbles.</p> <ul style="list-style-type: none"> KB to keep an overview of staffing of classes. BH to be made aware of the protocols <p>Small groups to remain together and no additional mixing planned for</p> <p>We will review outdoor areas and shared spaces and create a timetable/zone map etc to ensure that teachers and support staff are clear on which area can be used by who and when.</p> <p>Monitor and review use of toilet facilities as it is not possible to accommodate Y3/4 and Y5/6 in different when using the toilet.</p> <p>Poster and information displayed that models SD and wear face coverings.</p> <p>KB to advise visitors of protocols.</p>	L-M
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	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. The occupancy of staff rooms and offices limited. Use of staff room to be minimised – Staff in shared spaces (e.g. office) to avoid working facing each other. Use a simple 'no touching' approach for young children to understand the need to maintain distance. Older children to be encouraged to keep their distance within bubbles. <p>Minimising contact</p> <ul style="list-style-type: none"> Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. Taking books and other shared resources home limited, although unnecessary sharing avoided. Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. <p>PE and School Sport</p> <ul style="list-style-type: none"> Pupils kept in same consistent bubbles where possible during PE and sport. Sports equipment thoroughly cleaned between each use. Outdoor sports should be prioritised where possible. Large indoor spaces used where it is not. Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. Children to come to school in PE kit - this will minimise movement and potential for additional contact. <p>Educational Visits and journeys No educational visits to take place during national lockdown.</p>	<p>Staff room - minimise the use of the staff room – avoid using the microwave (multiple touch points)</p> <ul style="list-style-type: none"> Hand sanitiser used before entry Touch point wipe down regularly Staff advised to bring cold lunches/flask etc. Rota in place if there is a need to further minimise numbers gathering. <p>Posters in place.</p> <p>Staff to be reminded of the procedures.</p> <p>Tonbridge Schools Sports Partnership to supply their own risk assessments.</p> <p>Teachers and support staff to adhere to the use of limited equipment.</p>	
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STAFF

Area of concern/ DfE Recommended Action	Risk before action	What is being done to control the risk	Risk after action
Teaching staff support	M	<p>1 member of staff has a spouse who is CEV and therefore additional precautions are in place to ensure that that member of staff minimises any risks:</p> <ul style="list-style-type: none"> - Reduce mixing - Keep to one room - Do not share resources (including staff room resources) - Wear PPE as appropriate. <p>Other members of staff (one was identified CV) to pay close heed to the protocols and guidelines in this risk assessment and at local/national guidance levels. Headteacher will speak with any member of staff not following guidelines to ensure compliance and the safety of the school community.</p>	L – M
Agree any flexible working arrangements needed to support any changes to your usual patterns e.g. staggered start/ end times	L	<p>If there are member of staff with additional needs or changing family circumstances HT to work with member of staff to find the best solution.</p> <p>Staff members may be anxious about coming to work during a period of Lockdown and HT to work with staff to reassure and review measures in place to reduce risks.</p>	L L L L
Agree staff workload expectations (including for leaders)	M	<p>We have considered the impact on workload and welfare of staff and are confident that we have reached a reasonable and manageable position.</p> <p>We have looked at staff workload and we feel the arrangements in place are manageable. This needs regular review. Reviewed at the end of Term 3 and will be monitored by SLT during Term 4</p> <p>Teachers will be teaching their own class. TAs will be directed to classes ; this will be reviewed regularly to ensure we minimise contacts.</p> <p>We need to be mindful of the opportunity to provide staff with supervision / time to act on requests, this is where their wellbeing can be impacted. Supervision is providing staff with time and a listening ear to discuss concerns and worries and offer solutions. All SLT will be available for all staff and members of SMSC committee will be available for SLT.</p>	L
Adults (Teachers or Support Assistants) working in 1:1 to deliver interventions	H	<ul style="list-style-type: none"> - all interventions to be planned in advance and not ad-hoc - pupil and adult identified in advance - space / room allocated for specific interventions - room allocation and timetable distributed to all staff and displayed centrally - room to have allocation timetable on the door 	M

		<ul style="list-style-type: none"> - if member of staff wishes they should wear a face covering as it may not be possible to maintain social distancing measures. - Surfaces, touch points etc are cleaned down before another child /adult uses the space - Adults wear face masks in shared spaces eg when collecting children from classrooms 	
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CATERING

Area of concern/ DfE Recommended Action	Risk before action	What is being done to control the risk	Risk after action
Catering: Ensure meals are available for all children in school and for those year groups eligible for benefits related free school meals	M	Our host kitchen is able to provide hot meals for pupils in school, both those who purchase meals and those who are eligible for FSM. The school servery can provide hot meals for all pupils. This is under review for the return on 8/3/2021 Timings to be agreed and published.	L
Suppliers: Plan with your catering suppliers and check they are following appropriate social distancing and hygiene measures, including when in school	L	We have ensured consistency of supply and that social distancing and hygiene measures will be in place. We have a maximum of 2 members of staff working in the school kitchen at any one time.	L

POLICIES AND PROCEDURES

Area of concern/ DfE Recommended Action	Risk before action	What is being done to control the risk	Risk after action

<p>Attendance: It is compulsory for all children to attend school from September 2020. Parents will be fined for failure to comply.</p>	M	<p>If children are unable to attend due to clinical or PHE advice then the school will need to provide remote learning. Website and letters to parents detail this.</p> <p>If parents follow clinical or PHE advice to shield then they will not be fined.</p> <p>Attendance expectations to be emphasised in information letter to parents before the return to school. Attendance measures and processes reminder sent 1/3/2021.</p> <p>Powers of exclusion remain in place as per set guidelines prior to COVID-19.</p> <p>School policy in line with government guidelines re possible and confirmed cases of Covid 19 are shared with all stakeholders.</p>	L
<p>Safeguarding: Agree what safeguarding provision is needed and consider any necessary changes and referrals as more children return to school.</p>	M	<p>We have created an addendum to our safeguarding policy which has been read by all staff and governors. Current procedures and 2 x DSL are all in place. A further DSL will be trained in Term 4.</p> <p>We are aware that children will have had varied experiences and this will affect strategies, however school procedures will be followed and appropriate help sought if needed.</p> <p>We will look at children on a case by case basis according to our safeguarding policy.</p> <p>We will continue to check for revised protocols form LA or and update safeguarding policy if necessary.</p>	L
<p>Behaviour: Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents.</p>	M	<p>We have reviewed our behaviour policy to reflect changes made in schools for all pupils to return in September 2020. Communication and consultation with staff has helped to review the policy. This will be communicated to parents to clarify the expectations.</p> <p>We will review and develop a COVID-19 Home School information if a child is away from school.</p>	L
<p>Communication with parents: Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, e.g. arrangements for drop-off/collection Communication with parents:</p>	M	<p>Continue regular communication and provide parents with an update prior to return on 8/3/2021 outlining all measures in place to protect staff, parents and pupils.</p> <p>KB to continue to be point of contact for parents with attendance information.</p> <p>KB to coordinate information about children and staff who show Covid 19 symptoms.</p>	L

Procedures if a child displays symptoms aligned with Covid 19			
Communication with parents: Procedures if a child displays symptoms aligned with Covid 19		Displayed on website and sent to parents file:///pen-dc1/EISNet%20Users\$/Staff/selliot/Downloads/Covid%2019%20Update%20(headed)%20-%2018th%20Sept%202020%20(1).pdf	
Pupil medication	M	We have reviewed need and will have adequate supply of up to date medication needed by returning pupils As per our pupils with medical needs policy we instruct parents to check medication and replenish with up to date medication where needed. We will be checking all medication on site and alerting parents to arrange for new medication to be available. This can be handed to staff at the school gate on the first day of pupils return to school.	L
Test, track and trace	M	All members of the school community are encouraged to participate in Test and Trace.	M

WELLBEING

Area of concern/ DfE Recommended Action	Risk before action	What is being done to control the risk	Risk after action
Staff well-being: Put in place measures to check on staff wellbeing (including for leaders)	M	Processes are in place and functioning effectively to sensitively check on staff wellbeing. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have been identified and can be contacted.	L
Pupil well-being: Plan likely mental health, pastoral or wider well-being support for children returning to school (e.g. bereavement support) and discuss with LA or Trust what wider support services are available. Secure services for additional support and early help where possible (e.g. anxiety,	H	A plan has been developed which identifies possible mental health, pastoral or wider wellbeing issues children may face when returning to school. This includes: <ul style="list-style-type: none"> Identifying a range of sensitive and appropriate ways to check on wellbeing Considering the ongoing nature of some wellbeing issues. Exploring the range of support available and where it can be found. Considering staff training to raise awareness of issues Identifying specific areas of responsibility Teachers are currently planning activities to assess pupil's wellbeing on their return to school. We provide support and PSHE lessons to enable pupils to voice their worries and anxieties. We talk with parents when there maybe significant issues.	M

<p>mental health, behaviour, social care, changes to mobility) and consider how these might apply to pupils and students who were not previously affected.</p>		<p>DSL referrals are still taking place and liaison with early help is still in progress. As part of the staff training in .</p>	
<p>Communication</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Consultation with employees and trades union Safety Reps on risk assessments. • Risk assessment published on school sharepoint and website. • Nominated employees tasked to monitoring protection measures. • Members of staff are on duty at breaks to ensure compliance with rules. • The effectiveness of prevention measures will be monitored by school leaders. 	

This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.