

## CIT COVID RISK ASSESSMENT – Mainstream Primary Academies

Covid 19 Risk Assessment to support the return of all pupils in March 2021

Objective: To ensure safety of staff and pupils

Date completed: 24<sup>th</sup> February 2021

Reviewed by Director of Education

Government guidance source:

- Guidance for Full Opening – Schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for Full Opening: Special Schools and other Specialist Settings <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- Guidance for Schools: Coronavirus [https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm\\_source=aa90ae5c-050a-4451-9e64-656e88397bea&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=aa90ae5c-050a-4451-9e64-656e88397bea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Guidance for Food Businesses on Coronavirus [guidance for food businesses on coronavirus \(COVID-19\)](#)

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

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

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to



enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

### Key for RAG Rating:

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

The headteacher must have read the guidance stated above and must ensure that all elements of the guidance are adhered to. Should the school need to diverge from the guidance then it must be recorded in this risk assessment in order that the Trustees can approve the mitigation or ask that additional measures are taken.

Guidance Requirements	Hazards	How might people be harmed	Controls/measures in place	Actions	Status
<b>Prevention</b>					
<b>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b>					
Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <b>COVID-19: guidance for households</b> )	COVID brought into school	COVID spread Bubbles closed	Signage in school reception  Letter(s) to all stakeholders to include: <ul style="list-style-type: none"> <li>• Attendance expectations (all children to attend unless shielding under latest regulations)</li> <li>• Uniform expectations (children to wear uniform as normal – clean more regularly)</li> <li>• Curriculum adaptations</li> <li>• Transport expectations (walk and cycle where possible, maintain distance if transported, let school know of use of taxis etc)</li> </ul>	.	

with possible coronavirus infection)			<ul style="list-style-type: none"> <li>• Staggering for dropping off and picking up</li> <li>• Visitor protocol</li> </ul> <p>Agree frequency of communication with DoE</p> <p>Site manager/admin to liaise with visitors and/or contractors</p> <p>Social Media to be used to reinforce message and communicate to harder to reach families</p> <p>First day response phone calls to check why children are off and take relevant action within school should potential Covid case be apparent</p> <p>Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms</p> <p>Signs are in school reception and on COVID notice board regarding access to test.</p> <p>School COVID poster displayed and referred to when visitors enter.</p> <p>First day phone calls always occur.</p> <p>Contractors sign to say they have understood the COVID-19 protocols in place.</p> <p>Information letters issued to all stakeholder – on website, referenced on Social Media too.</p> <p>Details of protocols, routines etc from reopening letter that children need to be aware of are shared on their return to school by class teachers.</p> <p>Minimum of weekly contact with Director of Education from 8.3.2021 onwards</p> <p>Currently no use of school transport and no awareness of intended use of school transport.</p>		
2. Clean hands thoroughly more often than usual.					

Is school ensuring that that sufficient handwashing facilities are available? Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments	Covid spread within school	Cross contamination	<p>Hand sanitisers are in place</p> <p>Additional hand sanitisers are present for areas where potential sink issues following contact</p> <p>Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use</p> <p>Hand sanitiser at front entrance for visitors.</p> <p>Children wash their hands on return to the class room.</p> <p>Hand sanitiser (bottles) available in all classrooms</p> <p>Y4 hand sanitiser station to ensure sink not shared.</p> <p>Site manager checks level of hand washing products as part of daily checks.</p>		
Are procedures in place to 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]	Covid spread within school	Cross contamination	<p>In place and factored into the routine of the day with staff supporting pupils where needed.</p> <p>Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival</p> <p>Paper towels available to ensure hands are dried thoroughly.</p> <p>Hand washing facilities are available in each classroom and hand sanitiser units are placed where there is not access.</p> <p>Children wash hands on entering the room.</p> <p>Teachers instil age appropriate technique for group washing hands at hand washing times</p>	.	
Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating,	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed		

and after sneezing or coughing			<p>Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment</p> <p>Visuals in class to support pupils understanding along with posters around school</p> <p>Hand washing takes place as all children enter the classroom at each point.</p>		
Are procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose	Covid spread within school	Cross contamination	<p>Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment</p> <p>Posters and lessons are in place to reinforce the need for this and children are encouraged to point out when procedures are not followed or teacher/other pupils touch faces</p> <p>Posters and visuals are placed in the classrooms, toilets and staffroom (ebug and public health)</p> <p>Adults wear face covering when moving around the school site indoors.</p>		
Has the school ensured that help is available for children who have trouble cleaning their hands independently	Covid spread within school	Cross contamination	<p>Staff support pupils where needed</p> <p>Supervision of handwashing is in place for younger children or those who are unable to follow handwashing requirements</p> <p>Staff have access to gloves if they need to support children to hand wash.</p> <p>Hand washing takes place in classrooms where there is always supervision</p>		
<b>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</b>					
Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)	Covid spread within school	Cross contamination	<p>Staff are familiar and reminded of the guidance and they encourage pupils to follow this</p> <p>Visuals in class to support pupils understanding</p> <p>Tissues available within class bubbles to ensure pupils and staff have access to these where needed.</p>		

			Posters placed in classrooms to remind children  Tissues together with cleaning products in each classroom.		
Are procedures in place to ensure that bins for tissues are emptied throughout the day	Covid spread within school	Cross contamination	Bins are emptied twice a day – lunch time and after school  All bins have lids in order to ensure that tissues etc remain within and do not have to be picked up by others  Cleaner empties each lidded bin in classroom during the lunch break for that class.		
Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Covid spread within school	Cross contamination	All classrooms used have suitable ventilation/windows which can be opened  Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to ensure ventilation  Windows and doors can be open when rooms are in use.  Staff encouraged to 'purge' rooms at break times if door has not been opened during teaching sessions  No air conditioning units within the school	.	
Are procedures in place to risk assess the need to positively handle pupils who made have uncontrolled behaviour on a regular basis	Staff having to positively handle thus rendering social distancing redundant	Cross infection	Staff aware of updated behaviour appendix and contents of behaviour policy  A risk assessment been undertaken to show the level at which the school is able to positively handle if needed (Team Teach Training up to date, regularity of need for specific pupils etc)  The risk assessment been communicated with range of stakeholders including child and parents/carers  Appropriate has support been sought from LA/support services	.	

			<p>All possible interventions have been considered including reduced timetables</p> <p>School understands the exclusion policy and only uses exclusion to find solutions or to mitigate unfair risk to other pupils/staff or the specified pupil</p> <p>Updated behaviour appendix shared with staff (RA briefings)</p> <p>Risk Assessment in place high risk for EHCP children</p> <p>LK (Y4) educated at alternative provider.</p> <p>3 x Team Teach trained staff allocated to year groups to prevent mixing. (GA R/Y1/Y2, SPB Y3/4, TS Y5/6)</p>		
Has school given consideration to propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Covid spread within school	Cross contamination	<p>Classroom doors are propped open when occupied and then closed when not to meet fire safety regulations</p> <p>All other doors are open where they do not compromise fire safety</p> <p>All internal doors are open (automatic shutters for fire) alongside classroom doors.</p>		
<b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products</b>					
Has school discussed with cleaning contractors or staff the additional cleaning requirements and agreed additional hours to allow for this	Covid remaining on surfaces and spreading by touch	Cross infection	<p>Appropriate cleaning rotas are in place, coordinated by site manager/headteacher with adjusted hours implemented to take into account contact with staff/pupils</p> <p>Additional lunchtime cleaner employed to ensure sufficient capacity in the team where required</p> <p>Extra cleaners' hours during the lunch break to clean toilets, high frequency touch points and empty classroom bins.</p> <p>Staff are provided training to wipe down tables and touchpoints at lunchtime.</p>		

Is school following the COVID-19: cleaning of non-healthcare settings guidance	Covid remaining on surfaces and spreading by touch	Cross infection	School are following this guidance above measures show how the guidance is being used.		
Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal	Covid remaining on surfaces and spreading by touch	Cross infection	<p>Systems in place to reduce the use of shared resources: Toys/resources that are shared can only be done so within groups and will be cleaned between use</p> <p>Large outdoor apparatus (trim trails...) to be out of use as cleaning cannot be maintained</p> <p>Resources that are shared between bubbles to be cleaned before use</p> <p>Pupils will have own specific resources including pens, pencils, rulers etc</p> <p>Reading books to be used within class bubble so that they can be taken home but are not transferred between bubbles</p> <p>Toilets to be cleaned following lunch break and after school</p> <p>Cleaning schedule to ensure increased cleaning of commonly touched items – doors, handles, resources in communal staff areas...</p> <p>All children will have their own named/labelled pencil case provided by the school that they will keep their own equipment in</p> <p>Trim trail not in use.</p> <p>Stock of reading books for the class will be used and the correct books in EYFS/KS1 provided – these will be kept in classrooms.</p> <p>Staff have been provided training to clean tables and touchpoints</p> <p>Cleaner to clean toilets at lunchtime</p>	.	
Have arrangements for hot school meals been put into place and how will hygiene	Staff and pupils in contact with hot meals	Transmission of covid from surfaces	<p>School kitchen to be assessed against the standards here: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>Estates manager to consider this with school kitchen managers</p>		



be effectively implemented?	cutlery/plates/utensils etc		<p>Children to attend hot meals as on staggered basis as specified in section 5 Guidance shared with School Cook no extra measures need to be out in place as kitchen operates to these standards during 'normal routine'</p> <p>School catering risk assessment in place.</p> <p>Trust meeting with Health and Safety partner for HT and School Cook</p>		
<b>5. Minimise contact between individuals and maintain social distancing wherever possible.</b>					
<p>Have classes been designated as separate bubble or less?</p> <p>Does the director of education know if this bubble is over 30 due to class size?</p>	Larger bubbles meaning more children missing education should the bubble need to close	Cross infection	<p>Yes – all classrooms used have suitable ventilation/windows which can be opened</p> <p>Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to keep open</p> <p>All classes in school are less than 30 (some considerably so).</p> <p>Ventilation is available in all work spaces.</p>	.	
Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?	Children and staff passing covid within bubble	Cross infection	<p>All tables within Infants and Juniors (Years 1-6) to face forwards</p> <p>Gaps to be as large as is possible between each desk</p> <p>Desks to have a maximum of two pupils (forward facing)</p> <p>Pupils to sit next to each other facing forwards</p> <p>Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff</p> <p>Staff to maintain 2 metres distance at the front of the room when possible and to minimise face to face work with children when aiding learning.</p> <p>Desks have been arranged to face the front and children to be side by side.</p>		

			<p>All resources not needed have been removed from the classroom and stored.</p> <p>Staff provided guidance with regards to supporting children to encourage distancing</p>		
<p>Has the timetable been refreshed to consider the following:</p> <ul style="list-style-type: none"> <li>• decide which lessons or activities will be delivered</li> <li>• consider which lessons or classroom activities could take place outdoors</li> <li>• use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>• stagger assembly groups</li> <li>• stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>• stagger drop-off and collection times</li> <li>• plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul>	<p>Large groups of adults/staff /pupils passing one covid when within the same social space</p>	<p>Cross infection</p>	<p>Full curriculum to be delivered using the cleaning protocols already outlined for shared resources</p> <p>The additional risk of infection when singing, chanting, playing wind or brass instruments, dance or drama takes place is mitigated by activities taking place distanced and outside.</p> <p>For PE and Sport pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>PE lessons take place as a priority outdoors to reduce risks when PE takes place indoors the large indoor hall is used maximising natural ventilation flows by opening windows and doors, distancing between pupils, and all equipment is thoroughly cleaned thoroughly.</p> <p>Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. These teacher will be supported by TA/other adult who will aid children whilst teacher delivers lesson with 2 meters distance from the front of the class</p> <p>Senior staff to take support groups within specific bubbles and to maintain 2 meters distance whilst doing so</p> <p>Assemblies to be virtual using Teams until such point as government guidance changes</p> <p>Break times to be staggered such that bubbles do not mix. Where are is large enough the playgrounds/fields can be zoned so that more than one group can be out at once. Staff barrier will be between the groups</p> <p>Lunch time to be staggered with zoned areas for each bubble. All tables and chairs to be cleaned between use by different bubbles</p>		

			<p>Drop of and pick up times to be staggered with one way systems etc as appropriate.</p> <p>All children to received full teaching hours</p> <p>Movement around school to be done by rota</p> <p>Toilet blocks to be assigned to specific bubbles (there will now be more than one bubble in each block) – teachers to encourage toilet use prior to and after staggered breaks/lunches</p> <p>Use of adults will allow staff moving to keep distance.</p> <p>Assemblies will continue to take place on Teams but time and frequency will alter to allow for staggered break times.</p> <p>Each year group have their own playground (Y1/Y2: KS1, Y3/4: in front of their block, Y5/6 netball courts)</p> <p>No more than one year group out on those spaces at any one time.</p> <p>Break times:  10.00am Y1/Y3/Y5  10.20am Y2/Y4/Y6  1.40pm: R  2.10pm: Y2  1.55pm: Y1</p> <p>Reception: KS1 playground as part of continuous provision (not at the times above)</p> <p>Lunchtime maximum 2 year groups in the hall, spaced each with their own dinner lady. Some children playtime on designated playground, some children in hall for lunch.</p> <p>All movement is via external doors including during inclement weather (coats will be worn)</p>		
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			<p>Toilets arranged as per normal school organisation.</p> <p>R- own toilet</p> <p>Y1/Y2 shared in cloakroom</p> <p>Y3/4 shared in cloakroom</p> <p>Y5 – own toilets</p> <p>Y6 – own toilets</p> <p>Changing room toilets to be reserved for children with specific needs but not allocated on reopening</p>		
Has school considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel)	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>School to maintain protocols with private transport (taxis) to ensure that they have completed risk assessments and will notify school should staff have symptoms</p> <p>Pupils to enter by outside doors directly into classes where possible</p> <p>Currently no children travel on public transport or service buses.</p> <p>All pupils will enter and exit at all times via external doors.</p>		
Have protocols for the use of the staffroom been put into place in order to minimise contact with those from other bubbles and transmission via use of shared facilities (kettles, microwaves....)	Staff who have contact within the area or use shared resources by touching surfaces	Cross infection	<p>Staff will abide by the following protocols:</p> <p>Maximum of 4 members of staff seated at any one time in the staff room</p> <p>Where making drinks etc (not sitting) staff maintain 2 metres distance and face covering.</p> <p>Staff will wipe down any shared facilities after use – drawers, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc</p> <p>Increased cleaning is in place with all handles etc cleaned on a daily basis</p> <p>Second option of curriculum kitchen is made available for staff to use during lunch hour (3 members of staff = capacity)</p> <p>Two benches outdoors are available for staff to use</p>		

			Supply of cleaning materials is kept stocked up in staffroom for staff to use to clean touchpoints.		
Has the school created separate risk assessments for wrap around care which has been approved by the Director of Education?	Bubble protocol breached and increased transmission of covid	Cross bubble infection	<p><b>No wraparound care/after school clubs until after the Easter holidays at the earliest.</b></p> <p>In order to open wrap around care the headteacher will present the DoE with a separate risk assessment which considers:  Which staff run the sessions and what is the implication for bubbles within school  Whether the pupils attending can be put into small groups which cross a maximum of two bubbles  If the cleaning arrangements for the care meet the standards achieved within the rest of the school  How resources will be cleaned following use  If the room used will impact upon the functioning of the school day  Any other relevant detail which may impact upon the school day, staffing or pupil cross contamination</p>		
How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles	Pupils and staff if social distancing is compromised during fire drills	Transmission of covid between bubbles	<p>The <b>headteacher</b> has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils (drill occurred during Term 1 and will happen in Term 4 – staff will be given notice)</p> <p>This has been communicated effectively to staff and pupils</p> <p>When children line up to leave the school during a drill/evacuation they will be kept a minimum of 1 metre apart</p> <p>When lining up at designated fire assembly point children will maintain this distancing.</p>		
Extra-curricular activities including catch up groups	Pupils and staff if social distancing or bubble integrity is compromised during clubs	Transmission of covid between bubbles	<p>All proposed extra-curricular activities will be assessed by the headteacher and will only go ahead if:  They are limited to pupils from one bubble  Staffing of the club does not compromise bubble integrity  The club can take place without impinging upon the timetabling which has been adapted to ensure staggers etc minimise social contact</p>		

			No after school clubs until at least Term 5		
<b>6. Where necessary, wear appropriate PPE.</b>					
Are protocols in place should pupils arrive at school wearing face masks?	Pupils who touch facemasks or remove them incorrectly and transmit virus as a result	Pupils and staff in contact with facemask wearer	<p>School communicates that pupils will not be able to wear masks at school Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil</p> <p>Following removal staff insist that pupil washes hands Leadership Team contact parents/carers to discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor.</p> <p>Details about PPE (no use for children) shared in reopening letter and communication to parents and on school website</p> <p>Staff briefed.</p>		
Where necessary, wear appropriate personal protective equipment (PPE)	Risk of transmission	Lack of PPE means that transmission is more likely	<p>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 Usual PPE to be worn except: Where pupils specific RA highlights use of PPE Gloves to be worn when emptying bins Face mask, gloves and apron when supporting a child with symptoms</p> <p>Intimate care for children will continue in line with current protocols in place (risk assessment for individual children are reviewed) and all relevant staff will be briefed.</p> <p>Staff briefed fully on protocol if there is an expected case protocols are as RA 1.6.2020, 1.9.2020</p>		
Is PPE available to members of staff who require it to carry out cleaning safely	Lack of PPE	Staff catch Coronavirus due to lack of PPE	<p>School has enough stock of PPE to deal with both daily needs and suspected cases</p> <p>School is able to order PPE as supplies decrease</p>		

			<p>School is able to create arrangements within Trust should supplies arrive late</p> <p>Regular stock audit with Site Manager order placed and any shortcomings raised with DoE to see if there is capacity within the trust or an alternative supplier can be found.</p>		
<b>7. Communication</b>					
Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>Headteacher has systems in place to communicate with staff in order that they all understand their role within the risk assessment</p> <p>Covid Notice Board gives access to all information</p> <p>Information is shared both in person (socially distanced via TEAMS) and electronically (CIT training website and email etc)</p>		
Is the protocol in place should to close bubble and inform public health should there be a positive case within school	Covid is present within school	Transmission risk hugely increased	<p>Headteacher and SLT members know that they will take the following action for a positive case:</p> <p>Close the bubble immediately informing all pupils/parents that they must isolate for 10 days</p> <p>Inform the rest of the school community that the bubble has been closed</p> <p>Inform Lincolnshire Public Health and follow any direction</p> <p>Complete LA Covid card to ensure all LA protocols have been completed</p> <p>Inform Director of Education immediately</p> <p>Should pupils/staff have symptoms:</p> <p>Pupil/staff member will be sent home immediately</p> <p>Those supervising pupils will have the specified PPE</p> <p>Parents/Carers of pupils will be asked to get test completed</p> <p>Should the test be negative then pupil will be allowed to return after symptoms have subsided</p> <p>Should it be positive then the protocols above will be followed</p>		
Has the <b>headteacher</b> and the <b>DSL</b> liaised with the Trust to determine what additional support is available for pupils/staff	Mental wellbeing is compromised	Pupil and staff may not be able to attend school	<p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>HT and DSL have access to the HR team</p>		

who are suffering with their mental health once they return to school?		affecting learning	HT and DSL know that Futures in Mind can be procured to work through issues or provide supervision virtually  Staff given avenues that they can explore on during initial RA briefing.		
Have the <b><u>headteacher</u></b> and the <b><u>SENCO</u></b> identified 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?	Pupil with SEND do not have the level of provision usually in place	Pupil with SEND and class teacher who are leading their bubble	Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity  Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision  SENDCo ensures plans are in place with named staff and they are aware of the child's needs.  Further risk assessment has been put in place for all EHCP children.		
Has the school got a contingency distance learning plan in place for pupils who are at home due to shielding or as a result of a bubble closing	Pupil who are not able to attend school due to covid risk	Learning will not be sustained if plan is not in place	School has systems in place to communicate with parents/pupils should they be off school  Remote Learning plan is in place for those not at school and HT co-ordinates the distribution of work to any children who are isolating.  Stakeholders understand that teachers' are face to face teaching.  Director of Education has approved the remote learning plan  A transitional/recovery curriculum in place for initial return co-ordinated by KS2 Leader/PD leader  Teachers' Medium Planning allows for smooth movement to blended/remote learning.	.	
Has the school considered the role of adults who have been shielding	Staff who are more susceptible to covid	Former shielding staff member	Where possible the school has made arrangements for working from home (admin roles) if possible  Where the role has to be completed at school and individual risk assessment for that member of staff is in place and agreed between the school and staff member		



			SOM works outside of school at least 3 days/week and limits visit to second site she works on.		
Has the school put in procedures to ensure that Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>Therapists can visit school but should be recorded in the visitor log (even if contracted)</p> <p>They can only work with one bubble a day and must be socially distanced during work</p> <p>Visitor Log is maintained and completed at the School Office</p> <p>Pre-visit phone calls give information about the protocols in place at school and to arrange to work with children in just one class/bubble per day.</p>		
Has the school established a protocol for other visitors (CIT)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>All visitors must book in with the Headteacher prior to a visit</p> <p>All CIT visitors must be entered into the visitor log and should be provided access to a LFT prior to visit.</p> <p>Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission.</p> <p>School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers.</p> <p>Headteacher ensures office staff consult with him prior to booking appointments.</p> <p>School diary is consulted daily.</p>		
Does the school have a protocol for other visitors including a visitor log?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>Visitors log – all schools to keep a visitors log (green) which records who visited, date of visit, areas of school visited, people they had contact with</p> <p>All other visitors to be approved by Director of Education</p> <p>Visitor Log is maintained and completed at the School Office and is readily available for scrutiny. (ongoing)</p>		
Has the school advised pupils/parents to Walk / cycle / scoot where	Too many social interactions/ condensed traffic	Transmission on way to/from school	School to encourage all pupils/parents and carers to walk, scoot or cycle to school		

possible – 1 adult only with children?	leading to groups meeting near school grounds		School has specified that pupils may only be accompanied by one adult on entry to school grounds.  Pre- opening letter encourages walking and specifies one adult per child.		
Have staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training?	Staff not understanding protocols	All members of school community if protocols not used precisely	Guidance provided for staff on curriculum planning and expectations and also provided with tools to support the children's EHWP on return to school (revisit theory and guidance from previous stage of reopening and most recent twilight)  All staff have attended staff meetings to discuss updated risk assessment  All staff have updated timetables  All staff understand the protocols for actual or suspected cases  All staff have access to the covid notice board  Briefing each week or as required deals with any protocol issues  DHT produces TA timetables as normal.  Briefing notes are produced ready for Monday morning and sent to all staff (on going)		
Has the school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> The school's local health protection team (HPT)	National expectations change and school maintains defunct protocols	All staff and pupils are restricted by protocols or are not working to new protocols thus increasing risk	DoE maintains weekly contact with all heads to update on current advice  All HTs maintain risk assessment to take account of any nationally demanded changes  Substantial changes are approved by CIT Trustees  GA makes himself available to meet with PH at least weekly.  RA log is kept and any potential changes are raised with DoE and then in turn Trust Board.		

Has the school put arrangements in place such that Trainee teachers can fulfil placements	School unable to have succession planning in place	School unable to train own teachers for the future	Trainee teachers to have a 7 day gap between any placements at other school and CIT school.  Trainee teacher to be inducted to protocols as per other staff		
<b>8. EYFS Arrangements</b>					
Are specific arrangements in place to ensure that the EYFS is able to function to meet the expectations of the Foundation Stage Profile?	EYFS children unable to access learning due to overly structured formal environment	Mental health of EYFS children damaged due to limiting protocols	<p>Physical distancing between groups of children and staff is implemented as far as possible.</p> <p>The use of communal spaces is managed to limit the level of mixing between groups and surfaces are always wiped if other groups using.</p> <p>The use of private outdoor space is maximised to ensure social distancing measures can be adhered to</p> <p>Sharing of toys and resources between children is reduced</p> <p>Any shared toys or resources that can be easily cleaned, are cleaned between different groups' use</p> <p>Unnecessary items are removed from the learning environment to facilitate cleaning</p> <p>Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively</p> <p>A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage</p> <p>Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the <b><u>COSHH Policy</u></b></p> <p>Outdoor area is fully operational for the EYFS and is enclosed. Activity stations are set up to allow for distancing to take place.</p>	.	

			<p>Regular cleaning of resources takes place with extra cleaning products provided.</p> <p>A rigorous handwashing routine is in place and these are practised to ensure children are clear about expectations</p> <p>E-bug signage is in place in EYFS and tissues are readily available.</p> <p>Site Manager ensures adequate supply of cleaning products are provided and that training has been provided to use these</p> <p>Children not allowed to bring items from home especially toys – this is communicated in the pre opening letter.</p> <p>Exercise books completed during remote learning period are placed into a box by the children and left for at least 72 hours prior to adults looking at.</p>		
<b>9. Response to Infection</b>					
Engage with the NHS Test and Trace process	Not all potential transmission is identified	All stakeholders within the school	<p>Visitors log – all schools to keep a visitors log (green) which records who visited, date of visit, areas of school visited, people they had contact with</p> <p>Any breaches of bubbles must be recorded on the COVID Action Log</p> <p>Any pupil or member of staff should be tested if they show symptoms</p> <p>Anyone who has been in school must be reminded that if they test positive school must be informed</p> <p>Visitor Log is maintained and completed at the School Office. (ongoing)</p> <p>COVID Action Log is maintained.</p>		
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Transmission is not limited to school when potential or	Covid transmission	<p>The guidance: <a href="#">‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> will be followed</p> <p>Staff sent the link with the guidance on in email.</p>		

	known case is present				
Contain any outbreak by following local health protection team advice	School has an outbreak	More than 2 pupils /staff members are affected	<p>If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p> <p>HT and Leadership Team know and have to hand the contact details for the local health protection team. (reopening folder)</p> <p>All guidance is followed and logged. (ongoing)</p> <p>Flexibility is allowed for children, staff and their families with regards to getting tested. (ongoing)</p> <p>School liaises fully and transparently with wider trust team with regards to any potential outbreak. (ongoing)</p>		
<b>10. Staff Testing</b>					

<p>Staff are able to take part in Rapid Self Testing programme as provided by Government for schools and college staff.</p>	<p>COVID-19 spreading in the school community</p>	<p>Potential school closure due to outbreak</p>	<p>Understanding that testing continues to be optional for all staff.</p> <p>School following government recommended control measures set out in the school's protective measures risk assessment.</p> <p>Testing of staff will take place twice a week (Sunday and Wednesday mornings) and staff will take these tests at home.</p> <p>Tests to be taken before staff come into work.</p> <p>Staff results to be recorded on a Microsoft Form and recorded by the staff online through NHS.</p> <p>Staff are to inform SPB of positive result by 8am to ensure that the school can react swiftly and put the necessary processes into place e.g. bubble closure.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>Information booklet given to staff including:</p> <ul style="list-style-type: none"> <li>- what rapid testing is, about using the how to guide and the video content available</li> <li>- the requirement for them to report their test results.</li> <li>- the process and who to contact if they have an incident while testing at home.</li> </ul> <p>Tests to be kept securely in the HT office.</p> <p>Self service of tests is available during the school day.</p> <p>Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice.</p>		
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11. Other areas					
Kitchen Risk Assessment in place	High risk for transmission	High risk of spread of COVID	<p>Setting kitchens can continue to operate but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>NR has undertaken trust H&amp;S training and Teams meeting (17.7.2020)</p> <p>Risk Assessment is in place in line with Trust policy and has been signed off by Trustees.</p>		
Has school taken appropriate actions to reduce risk if a school trip is deemed safe (local visits to parks etc in the first instance)	Change in daily protocols mean that social distancing or bubble protocol not followed	All members of bubble on trip	<p>All trips to be agreed with Director of Education (if it is a regular trip, this will only need to be signed off once)</p> <p>EXEANT to be completed for each and all trips including details of the staff and pupils who attend, and the evaluation completed afterwards which includes any changes to staffing or pupil.</p> <p>Usual RA protocols for trips to be conducted. SPB to manage this.</p> <p>GA to discuss any upcoming trips during Term 5 and Term 6 with Class teachers and then PH.</p>		
Has the school considered the building needs (all buildings have been fully functional but some rooms have not been used in specific schools)	The rooms that have been mothballed may have teething issues on reopening	Children and staff using the room	<p>Check that all rooms that have been out of use are set up for return</p> <p>Ensure that all utilities are working</p> <p>Ensure that the rooms have had all statutory checks completed (water temp, fire call points etc)</p> <p>Site Manager to continue with statutory checks in line with current role related to school being fully open (ongoing).</p>		