


## COVID-19 Risk Management Plan: Full Re-Opening of Schools in September 2020

Site / school name:	<b>Copperfield Academy</b>		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Catering Team</li> <li>▪ Cleaning Team</li> <li>▪ Pupils</li> <li>▪ Parents/Carers</li> <li>▪ Educational Professionals visiting site</li> </ul>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ General childcare / wrap-around care &amp; education provision during COVID-19 including social-distancing and minimising contacts.</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Food and catering services provision</li> <li>▪ Property maintenance and statutory compliance</li> <li>▪ General site occupancy and site movement</li> <li>▪ Personal hygiene</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Cleaning materials and equipment</li> <li>▪ Catering equipment</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All school premises</li> </ul>		
Name of person completing this risk assessment:	Simon Wood + ESLT	Date of completion:	08.07.20
Risk assessment approved by:		Date of approval:	13 <sup>th</sup> July 2020
Date risk assessment to be reviewed by:		Risk assessment no:	CA0920 - 001

### Record of Risk Assessment Reviews

Date of review:	30/09/20	Reviewed by:		Comments / date of next review:	
-----------------	----------	--------------	--	---------------------------------	--

### Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
--	--

	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Social-Distancing & Minimising Contacts	<i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:</i>	<i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i>	<i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i>	<i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i>
	Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group); avoiding contact between separate bubbles and maximising social-distancing within bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate.	<ul style="list-style-type: none"> <li>▪ All classrooms available – school will function with 18 ‘class/group’ bubbles; then 8 year group bubbles for rotating PPA sessions, incl.</li> <li>▪ Music Studio relocated</li> <li>▪ Art Studio relocated</li> <li>▪ Phonics Room (incorporated into Y1 ‘suite’)</li> <li>▪ All rooms have been decluttered, and/or remodelled</li> <li>▪ Clear signage in place</li> </ul> <p>The school comprises 7 buildings all of which have a ‘defined’ entrance/exit, Fire Escape route and toilet demarcation plan. <a href="#">See ‘additional information’ below</a></p>		
	Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social-distancing. Ideally, adults should maintain a 2m	<ul style="list-style-type: none"> <li>▪ According to room size/layout/use this can be achieved, where appropriate, and necessary</li> </ul>	Awareness that children will be within 1m of each other at all times – this is the only way for us to fully open all rooms at all times	

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	distance from each other, and from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised.			
	Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.	<ul style="list-style-type: none"> <li>▪ All available spaces will be utilised if we are to return to full education provision, as detailed in the Trust guidance</li> <li>▪ Limits set for larger spaces</li> <li>▪ Large gatherings prohibited</li> <li>▪ Design layout and arrangements in place to support physical distancing within class/year group/PPA bubbles</li> </ul>		
	Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop-off and pick-up arrangements.	<ul style="list-style-type: none"> <li>▪ Parking was a cause of considerable contention within the community prior to the current pandemic and under normal circumstances</li> <li>▪ Parking will remain at an intolerable level; this will significantly increase our inability to manage social distancing ‘externally’ at the school – there are only two ‘childrens’ available entrances/exits and both are on significantly challenged roads – both residential – one is the main access to the Town Centre and the A2. We will continue to offer an ‘in/out’, utilising carpark gates and access system, through 5 entrances/exits as we did during June/July</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with SLT support / presence; seek additional support from Clive Nolan, Senior Civil Enforcement Officer, whom we already work closely together with.</li> <li>▪ Share heightened expectations and guidance with parents/carers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ High risk of non-compliance and negativity</li> <li>▪ Increased safeguarding risks by having five entrances/exits open</li> <li>▪ Surfaces in both car park and Secret Garden gate ‘areas’ are unstable and could cause significant delay and injury</li> <li>▪ Estates to advise on any further mitigation to ensure all issues considered.</li> </ul> <p style="color: purple;">Issues here are long-standing and outside of school control.</p>
	Implement people-management at key times of the day to maintain social-distancing and to minimise contacts such as at pupil drop-off, break times, lunchtime and pupil pick-up.	<ul style="list-style-type: none"> <li>▪ Continue with current arrangements; although these will need continual review in the light of opening additional entrances and exits with all routes being utilised</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> <li>▪ To continue with staggered start times and end of day times</li> <li>▪ To continue with staggered break and lunch times.</li> <li>▪ <a href="#">(See additional information below)</a></li> </ul>		
	<p>Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>
	<p>Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.</p>	<ul style="list-style-type: none"> <li>▪ Share information via website, Facebook, Twitter, Arbor</li> <li>▪ Website will translate into 39 languages</li> <li>▪ Continue with increased need for office support to respond to parents and carers</li> </ul>		<ul style="list-style-type: none"> <li>▪ Ongoing risk of potential non-compliance due to lack of understanding and misinterpretation – <a href="#">to be mitigated through expectations clearly and repeatedly communicated to parents/carers</a></li> </ul>
	<p>Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).</p>	<ul style="list-style-type: none"> <li>▪ Signage in place – non-language based cues through using the Copperfield Trees!</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of parents / adults not socially distancing as familiarity with process increases – will need to be continually monitored</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of parents / adults not socially distancing as familiarity with process increases – will need to be continually monitored</li> </ul>
	<p>It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1<sup>st</sup> August 2020 as applicable) including those that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or those who may otherwise be at increased risk from COVID-19. Please contact HR with regard to any specific questions concerning staff in these categories.</p>	<ul style="list-style-type: none"> <li>▪ All staff already back at work</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Display signage prominently at site entrances to encourage social-distancing and minimising contacts (multiple-language signage where necessary).</p> <p>Limit parent vehicular access to car parks to essential car-users only - this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking should be considered on an individual school basis.</p>	<ul style="list-style-type: none"> <li>▪ Signage in place – non-language based cues through using the Copperfield Trees!</li> <li>▪ Parking was a cause of considerable contention within the community prior to the current pandemic and under normal circumstances.</li> <li>▪ Parking will remain at an intolerable level; this will significantly increase our inability to manage social distancing ‘externally’ at the school – there are only two ‘childrens’ available entrances/exits and both are on significantly challenged roads – both residential – one is the main access to the Town Centre and the A2. We will continue to offer an ‘in/out’, utilising carpark gates and access system, through 5 entrances/exits as we did during June/July</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of parents / adults not socially distancing as familiarity with process increases – will need to be continually monitored</li> <li>▪ Continue with SLT support / presence; seek additional support from Clive Nolan, Senior Civil Enforcement Officer, whom we already work closely together with.</li> <li>▪ Share heightened expectations and guidance with parents/carers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of not socially distancing as familiarity with process increases</li> <li>▪ Risk of non-compliance and negativity</li> <li>▪ Increased safeguarding risks by having five entrances/exits open – but mitigated by staffing.</li> <li>▪ Surfaces in both car park and Secret Garden gate ‘areas’ are unstable and could cause delay and injury – to be covered by risk assessments.</li> </ul> <p>Issues with parking outside school are long-standing and outside of school control!</p>
	<p>Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access.</p>	<ul style="list-style-type: none"> <li>▪ Identified staff, as now, according to availability</li> <li>▪ Wholly supervised access/exit and management by SLT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue to reinforce expectations</li> </ul>	
	<p>Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social-distancing and minimise contacts - portable coat racks and cycle racks could be relocated.</p>	<ul style="list-style-type: none"> <li>▪ Each phase ‘bubble’ has their own designated toilet space and allocated times; one toilet to be reserved for ‘emergencies’ – this is a single-use WC (see below)</li> <li>▪ Each group has an allocated space for ‘belongings’</li> <li>▪ Relabel each ‘toilet’ space from 09/20 so that it is really clear who can access, and at what times - link</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<p>this to break / lunch / arrival / departure times</p> <ul style="list-style-type: none"> <li>▪ Label each storage allocation</li> <li>▪ <a href="#">SLT on hand to support with this and have oversight</a></li> <li>▪ <a href="#">See 'additional information' below</a></li> </ul>		
	<p>Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> <li>▪ Continue with current arrangements, including additional year groups into 4 phase access routes</li> <li>▪ To continue with staggered start and end of day times – Phases 1, 2, 3 and 4; with siblings accommodated, where possible</li> <li>▪ Continue with staggered break and lunch times</li> </ul>		
	<p>Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> <li>▪ This works in conjunction with all previously detailed arrangements, where practicable</li> </ul>		
	<p>Designate one primary entrance to each building (and one, separate, primary exit).</p>	<ul style="list-style-type: none"> <li>▪ Identified entrances and exits (<a href="#">see 'additional information' below</a>)</li> <li>▪ Continually communicated to all</li> <li>▪ Continue with planned E/SLT oversight management due to limited fire exit 'space'</li> </ul>		
	<p>All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p>	<ul style="list-style-type: none"> <li>▪ Strict adherence to timetables, other than in emergencies</li> <li>▪ Staff supervision at all times</li> </ul>		
	<p>Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social-distancing and minimise contacts with others - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).</p>	<ul style="list-style-type: none"> <li>▪ Strict adherence to timetables, other than in emergencies</li> <li>▪ Staff supervision at all times</li> </ul>		

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.	<ul style="list-style-type: none"> <li>▪ Identified staff; emergency cover planned for</li> <li>▪ Weekly update to all staff</li> </ul>		
Limit use of passenger lifts to essential users and only one at a time.	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>
Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.	<ul style="list-style-type: none"> <li>▪ Clear signage already in place for designated use</li> <li>▪ Updated for full opening</li> <li>▪ Refresh when damaged or repaired</li> </ul>		
Only one adult to accompany children to and from school - place notification signage outside the school entrances.	<ul style="list-style-type: none"> <li>▪ Requested at the planning to return stage and we will remind frequently</li> <li>▪ We will continually attempt to reinforce</li> <li>▪ Where this is not the case it will be by exception due to the significant needs of individual pupils</li> <li>▪ Not always wholly manageable, nor practicable in the case of some of our EHCP and/or highly vulnerable pupils – this would increase risk to all. However, this applies to a limited number of pupils whose arrangements will be by exception - and therefore overall risk can be mitigated</li> </ul>		
Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up; stagger breaks times / lunchtimes all to facilitate ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day	<ul style="list-style-type: none"> <li>▪ Already planned for</li> </ul>		

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
and / or time extensions to both ends of the school day and not the implementation of rotas.			
Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.	<ul style="list-style-type: none"> <li>▪ Already planned for.</li> </ul>		
Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.	<ul style="list-style-type: none"> <li>▪ We will request at the planning to return stage and remind frequently</li> <li>▪ School member of staff/SLT to be present at school entrances and to ensure that pupils proceed directly to appropriate rooms</li> <li>▪ We will continually attempt to reinforce</li> <li>▪ Not wholly practicable in the case of some of our EHCP and/or highly vulnerable pupils – this would increase risk to all – however, specific arrangements can be made for these pupils to ensure arrangements are still safe</li> </ul>		
Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social-distancing and minimise contacts.	<ul style="list-style-type: none"> <li>▪ Strict adherence to timetables, other than in emergencies</li> <li>▪ Staff supervision at all times</li> </ul>		
Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene, social-distancing and minimise contacts in-line with guidance issued separately by Estates.	<ul style="list-style-type: none"> <li>▪ Carefully scheduled, as and when needed/required</li> </ul>		
With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment	<ul style="list-style-type: none"> <li>▪ All 'teaching bases', have been allocated with nominated exits</li> <li>▪ As we have during 'childcare' we will allocate Fire Drill / Alarm Evacuation points and continue with weekly</li> </ul>		



	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Fire Safety	(such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.	drills to ensure familiarity for all children		
	All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.	<ul style="list-style-type: none"> <li>Regular induction (on-site) processes apply</li> <li>Planned Transition Days on Sept 1/2</li> </ul>		
	For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority.	<ul style="list-style-type: none"> <li>Pastoral / Estates Team already designated</li> </ul>		
	For staff or pupils that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social-distancing requirements may not be met, but life safety must be prioritised in the event of a fire. <b>NOTE:</b> <i>It is recommended that those staff for pupils needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance. In the event of direct physical assistance, it must be understood that social-distancing is secondary to the life safety of occupants.</i>	<ul style="list-style-type: none"> <li>Completed and already shared; we will amend, if needed following use of different spaces.</li> <li>Practise, weekly</li> </ul>		
Health & Medical Needs	The requirement to provide suitable, appropriately qualified first aid cover to all staff and pupils has been assessed with suitable first aid and / or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.	<ul style="list-style-type: none"> <li>First Aider allocation exceeds need</li> <li>42 members of staff trained</li> <li>Emergency PFA completed by AK and SAW to run 'childcare'</li> </ul>		
	Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place.	<ul style="list-style-type: none"> <li>Care Plans in place, as required</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.	<ul style="list-style-type: none"> <li>Training for all staff on PPE took place on Monday 1<sup>st</sup> June 2020</li> </ul>		
Security	Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.	<ul style="list-style-type: none"> <li>Continued vigilance and security as now</li> <li>CCTV</li> </ul>		
	For areas of the school which are not fully staffed; consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.	<ul style="list-style-type: none"> <li>Continued vigilance and security as now</li> <li>CCTV</li> </ul>		
Cleaning & Personal Hygiene	The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> <li>SSBM to continue to liaise with contractors and ensure this is completed daily between 5.00 and 7.30am; over lunch as rooms are vacated; after school, in readiness</li> <li>Potential need to 'vary' contract; additional cost</li> </ul>		
	Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning - <b>NOTE</b> that this guidance will be updated further when new information is released by the Government in late July 2020.	<ul style="list-style-type: none"> <li>SSBM to liaise with Contractors and share Trust guidance – with expectation for wearing suitable PPE/Face Masks</li> <li>New guidance shared on 06/07/20</li> <li>Written agreement from cleaning contractor about safety compliance and arrangements</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>
	Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles.	<ul style="list-style-type: none"> <li>Cleaning already takes place pre-occupancy , mid-occupancy and post-occupancy</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.	<ul style="list-style-type: none"> <li>As regular - protocols for the last ten weeks to continue</li> <li>Additional supply of dispensing soap/foam/sanitising gel on recurring order</li> <li>Use of purchased portable sinks for playground entrance use due to social context/profile</li> </ul>		
Property	The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-opening checklist has been re-visited / completed prior to September re-opening.	<ul style="list-style-type: none"> <li>Ongoing, as current practice</li> </ul>		
	All serious property concerns have been raised with the Estates Team and appropriate steps in place to ensure the safety of all building occupants.	<ul style="list-style-type: none"> <li>Ongoing, as current practice</li> <li>Potential issues identified with H&amp;S if additional entrances and exits are made available for use – to be mitigated by ensuring staff present when used</li> </ul>		
Food Service	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus.	<ul style="list-style-type: none"> <li>Already completed</li> <li>Written agreement from contractor about safety compliance and arrangements</li> </ul>		
	Food serving areas have been reviewed and queuing and seating arranged to support good social-distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.	<ul style="list-style-type: none"> <li>Staggered provision as above</li> <li>Each group to only mix with members of same phase bubble / group</li> </ul>		
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	<ul style="list-style-type: none"> <li>As now</li> <li>New starters issued with lanyards for immediate visual recognition of</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		allergy or dietary preference/intolerance		
APPENDIX: NEW RISK CONSIDERATIONS	<p>Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work alongside their wider protective measures, e.g. keeping children within their bubbles or year groups where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p>	<ul style="list-style-type: none"> <li>▪ Breakfast Club will take place – with a week’s notice and prepayment to ensure ‘buy-in’</li> <li>▪ Number of parent/carers interested in wraparound care from September will be collated on Transition Days (Sept 1 and 2)</li> <li>▪ Designated entrance (Park Avenue Gate, then Lower Building stairs / Y1 bathroom)</li> <li>▪ Designated breakfast tables for EYFS and KS1, and KS2 separately and these will be classed as ‘bubbles’</li> <li>▪ Wraparound care staff (LJ) assigned to food prep and where possible, the lead staff for each phase bubble will be consistent</li> <li>▪ Park Avenue playground space will be used as much as possible (weather permitting) for all attendees</li> <li>▪ All surfaces wiped down with anti-bacterial spray prior to the children’s arrival</li> <li>▪ Staff to wash hands and wear PPE (gloves) when preparing food</li> <li>▪ Only equipment that can be thoroughly cleaned can be used. There are three toasters (phase bubbles)</li> <li>▪ All cutlery, bowls, plates and cups used by children must be washed in the dishwasher in the staffroom</li> </ul>		
	Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff	<ul style="list-style-type: none"> <li>▪ Mini staff hubs to be reallocated to phase bubble hubs</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	rooms should be minimised whilst still allowing for a break of a reasonable length during the day.	<ul style="list-style-type: none"> <li>▪ Staff Room to be cleaned before/after 'lunch' sessions</li> <li>▪</li> </ul>		
	Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.	<ul style="list-style-type: none"> <li>▪ Continue with current arrangements</li> </ul>		
	Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school.	<ul style="list-style-type: none"> <li>▪ Parents/carers to 'take home' as is current practice</li> </ul>		
	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.	<ul style="list-style-type: none"> <li>▪ Supplies ordered</li> <li>▪ Posters displayed</li> <li>▪ Practice will be rehearsed when we return to school on both transition days and fulltime education offer</li> </ul>		
	Arrangements are in place for staff and pupils to bring in their own frequently-used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered.	<ul style="list-style-type: none"> <li>▪ School providing all equipment in A4 zip wallets</li> <li>▪ School providing named water bottles</li> </ul>		
	Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols <b>and</b> the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.	<ul style="list-style-type: none"> <li>▪ RMP completed</li> <li>▪ Reporting processes shard with PC, and will repeat again in September</li> <li>▪ PHE and CMO information shared with all</li> <li>▪ EHW Risk Assessments completed with all staff and held on file</li> <li>▪ PD Training will cover this again on 04/09/20</li> </ul>		
	Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace or beyond in the case of a potential wider outbreak.	<ul style="list-style-type: none"> <li>▪ As part of our ongoing RMP</li> </ul>		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time.</p>	<ul style="list-style-type: none"> <li>▪ Once process is confirmed we will follow</li> </ul>		
	<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> <li>▪ Isolation Rooms (all with ventilation) already identified as part of our RMP</li> <li>▪ SLT members allocated to supervision, and cleaning of rooms</li> <li>▪ Bathroom identified</li> </ul>		
	<p>Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g:</p> <ul style="list-style-type: none"> <li>• Transport groups reflect school groupings.</li> <li>• Organised queuing.</li> <li>• Hand sanitiser on boarding / disembarking.</li> <li>• Cleaning of vehicles.</li> <li>• Social-distancing within vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>		<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>
	<p>Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of “Walking Buses” etc.</p>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>		<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>
	<p>In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is maintained - this provision must also include, where necessary, a</p>	<ul style="list-style-type: none"> <li>▪ Our EYFS ratios are fully compliant for our setting and planned 09/20 intake</li> </ul>		

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
suitable separate “baby room” or suitable partitioned-off area.			

#### Other Risks / Issues for School Leaders to Address:

<p><i>Very challenging elements of parent/carer community who need clear guidance and boundaries. Some individuals can occasionally be volatile and on rare instances threatening towards staff.</i></p>	<ul style="list-style-type: none"> <li>The school has typically strong procedures to manage these parents/carers – including both providing ongoing support and reassurance when they are stressed and volatile; as well as providing clear boundaries and expectations, including banning from premises in extreme instances</li> <li>These approaches will continue, however they may be made more complicated by social distancing, e.g. moving within close proximity to an angry parent/carer to calm them down and provide assurance</li> </ul>	<ul style="list-style-type: none"> <li>Communication to parents/carers will ensure that they are aware of the school’s expectations around social distancing in the interests of the safety of all</li> <li>Clear expectations to be communicated to parents/carers about how to communicate with school staff</li> <li>Therefore, if issues need to be raised with parents/carers on basis of them breaching these expectations/social distancing – it can be done so on the basis that clear communication has already taken place</li> </ul>	<p>Unpredictability of parent/carer community – but all mitigations otherwise in place</p>
--	---	---	--

#### Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk items that are well managed with no impact on school opening.	1
Medium	Some minor risk issues identified but management process in place within the school or trust to manage them.	2
High	Significant risk items identified that require rectification, or risk items beyond the school capability to manage.	3