

COVID-19 Risk Management Plan: Full Re-Opening of Schools (8th March 2021)

School Name:	Copperfield Academy		
Groups of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering Team ▪ Cleaning Team ▪ Pupils ▪ Parents/Carers ▪ Educational Professionals visiting site 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Simon Wood + ESLT	Date of completion:	01.03.21
Risk assessment approved by:	Katherine Alexander, COO, CoIB	Date of approval:	03.03.21
Date risk assessment to be reviewed by:	31/03/21	Risk assessment no:	CA0920/0321 – v004

Record of Risk Assessment Reviews

Date of review:	See below	Reviewed by:	SAW/ESLT	Comments / date of next review:	See below
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Copperfield Academy

'Challenge and Aspiration in Learning for Life'



'Opening Our Doors Fully' – March 2021

'Our Stay Safe Commitment'

Our commitment to you:

1		We will continue to listen and respond to official guidance from all sources to keep our practices in school up-to-date
2		We have developed a risk assessment framework focused on the safety of children and staff, from the best sources of official guidance and advice and we will update it as guidance evolves
3		With age-appropriate social and physical distancing practices in mind, we have redesigned some of our layouts, and some of our spaces – looking at drop-off and pick-up, entrances and exits, safe ways of walking around school, breaktimes and lunchtime arrangements, designated bathrooms, 'bubbles' to work in, and
4		We have stocked up on key PPE, including soap and sanitiser, dispensers outside each 'bubble', portable sinks upon entry to school, masks, aprons, gloves (when needed) etc.
5		We will monitor the well-being of our children, you as parents and carers, and our staff, and we encourage you to feedback to any one of us as to how you are feeling; this will help us to understand how best we can help you
6		We will stay in touch through letters and emails via Arbor, Facebook, Twitter, and our website, and we do want to hear from you. Please contact us if you have any questions
7		We will do our best to accommodate individual preferences where this is possible, appropriate, and supportive of our overall offer

The commitment we wish from you:

1		Please follow social/physical distancing and sanitation guidelines: e.g., drop-off and pick-up rules; entrances/exits, timings; number of adults; handwashing prior to arrival and after school departure; all siblings 'dropped off' and 'picked up' from the youngest's gate
2		Please keep us informed of all relevant attendance, health, and illness issues – for your children and family members – so we can continue to support you as before
3		Where children cannot yet attend school, please commit to engaging in home and online learning, staying in continuous contact with us

'Children are our Priority

Change is the Reality

Collaboration is our Strategy'

Our System of Controls

In-line with the most recent Government guidance we continue to work in two ways –
Prevention and Response

Prevention:

- we will minimise contact with individuals who are required to self-isolate by ensuring they do not attend school for 10 full school days
- we will ensure face coverings are used, in recommended circumstances
- we will ensure everyone is advised to clean their hands thoroughly and more often than usual
- we will ensure good respiratory hygiene for everyone, by promoting the 'catch it, bin it, kill it' approach
- we will maintain enhanced cleaning, including frequently touched surfaces, throughout the day
- we will minimise contact across the site and maintain age and stage social distancing where needed

In specific circumstances, we will:

- ensure individuals wear the appropriate PPE
- promote and engage in asymptomatic testing

Response:

- we will continue with promoting and engaging with the NHS Test and Trace process
- we will manage and report any/all confirmed cases of COVID19 amongst the school community
- we will contain any outbreak by following local Health Protection Team advice
- we will continue to remind you all of Tier 4 restrictions and your responsibilities
- we will hold you all to account for your personal actions, where they may impact on us at school, including any social media content and or images
- we will refuse to admit any children for 10 full school days where we believe rules have not been followed; where test results have not been shared, or where we believe your actions may place any other member of our school community at risk

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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
	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"> ▪ All classrooms available – school will function with 18 ‘class/group’ bubbles; then 8 year group bubbles for rotating PPA sessions, incl. ▪ Music Studio relocated ▪ Art Studio relocated ▪ Phonics Room (incorporated into Y1 ‘suite’) ▪ All rooms have been decluttered, and/or remodelled ▪ Clear signage in place <p>The school comprises 7 buildings all of which have a ‘defined’ entrance/exit, Fire Escape route and toilet demarcation plan.</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 distance from each other, and from children. Close face to face contact should be avoided and time	<ul style="list-style-type: none"> ▪ According to room size/layout/use this can be achieved, where appropriate, and necessary 	Awareness that children will be within 50cm - 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
	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"> ▪ All available spaces will be utilised if we are to return to full education provision, as detailed in the Trust guidance ▪ Limits set for larger spaces ▪ Large gatherings prohibited ▪ Design layout and arrangements in place to support physical distancing within class/year group/PPA bubbles 		
	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"> ▪ Parking was a cause of considerable contention within the community prior to the current pandemic and under normal circumstances ▪ 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 Autumn ’20 	<ul style="list-style-type: none"> ▪ Continue with SLT support / presence; seek additional support from Clive Nolan, Senior Civil Enforcement Officer, whom we already work closely together with. ▪ Share heightened expectations and guidance with parents/carers. 	<ul style="list-style-type: none"> ▪ High risk of non-compliance and negativity ▪ Increased safeguarding risks by having five entrances/exits open ▪ Surfaces in both car park and Secret Garden gate ‘areas’ are unstable and could cause significant delay and injury ▪ Estates to advise on any further mitigation to ensure all issues considered. <p>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"> ▪ Continue with current arrangements; although these will need continual review in the light of opening additional entrances and exits with all routes being utilised 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ To continue with staggered start times ▪ To continue with staggered break and lunch times. 		
	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.	<ul style="list-style-type: none"> ▪ n/a 	<ul style="list-style-type: none"> ▪ n/a 	<ul style="list-style-type: none"> ▪ n/a
	Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	<ul style="list-style-type: none"> ▪ Share information via website, Facebook, Twitter, Arbor ▪ Website will translate into 39 languages ▪ Continue with increased need for office support to respond to parents and carers 		<ul style="list-style-type: none"> ▪ Ongoing risk of potential non-compliance due to lack of understanding and misinterpretation – to be mitigated through expectations clearly and repeatedly communicated to parents/carers
	Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).	<ul style="list-style-type: none"> ▪ Signage in place – non-language based cues through using the Copperfield Trees! 	<ul style="list-style-type: none"> ▪ Risk of parents / adults not socially distancing as familiarity with process increases – will need to be continually monitored 	<ul style="list-style-type: none"> ▪ Risk of parents / carers / adults not socially distancing as familiarity with process increases – will need to be continually monitored
	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 st 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.	<ul style="list-style-type: none"> ▪ All staff already back 'at work' who are not self-isolating/unwell ▪ Agreements in place with all those who are ECV, CV, SPL, PRA or BAME 		

	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"> ▪ Signage in place – non-language based cues through using the Copperfield Trees! ▪ Parking was a cause of considerable contention within the community prior to the current pandemic and under normal circumstances. ▪ 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 	<ul style="list-style-type: none"> ▪ Risk of parents / adults not socially distancing as familiarity with process increases – will need to be continually monitored ▪ Continue with SLT support / presence; seek additional support from Clive Nolan, Senior Civil Enforcement Officer, whom we already work closely together with. ▪ Share heightened expectations and guidance with parents/carers. 	<ul style="list-style-type: none"> ▪ Risk of not socially distancing as familiarity with process increases ▪ Risk of non-compliance and negativity ▪ Increased safeguarding risks by having five entrances/exits open – but mitigated by staffing. ▪ Surfaces in both car park and Secret Garden gate ‘areas’ are unstable and could cause delay and injury – to be covered by risk assessments. <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"> ▪ Identified staff, as now, according to availability ▪ Wholly supervised access/exit and management by SLT 	<ul style="list-style-type: none"> ▪ Continue to reinforce expectations 	
	<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"> ▪ Each year ‘bubble’ has their own designated phase toilet space and allocated times; one toilet to be reserved for ‘emergencies’ – this is a single-use WC (see below) ▪ Each group has an allocated space for ‘belongings’ ▪ Relabel each ‘toilet’ space from 08.03.21 so that it is really clear who 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> can access, and at what times - link this to break / lunch / arrival / departure times ▪ Label each storage allocation ▪ SLT on hand to support with this and have oversight 		
	<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"> ▪ Continue with current arrangements, including additional year groups into 4 phase access routes, across 8 year groups ▪ To continue with staggered start and end of day times – Phases 1, 2, 3 and 4; with siblings accommodated, where possible across 8 year groups ▪ Continue with staggered break and lunch times 		
	<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"> ▪ This works in conjunction with all previously detailed arrangements, where practicable 		
	<p>Designate one primary entrance to each building (and one, separate, primary exit).</p>	<ul style="list-style-type: none"> ▪ Identified entrances and exits ▪ Continually communicated to all ▪ Continue with planned E/SLT oversight management due to limited fire exit 'space' 		
	<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"> ▪ Strict adherence to timetables, other than in emergencies ▪ Staff supervision at all times 		
	<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"> ▪ Strict adherence to timetables, other than in emergencies ▪ Staff supervision at all times 		

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"> ▪ Identified staff; emergency cover planned for ▪ Weekly update to all staff 		
Limit use of passenger lifts to essential users and only one at a time.	<ul style="list-style-type: none"> ▪ n/a 	<ul style="list-style-type: none"> ▪ n/a 	<ul style="list-style-type: none"> ▪ n/a
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"> ▪ Clear signage already in place for designated use ▪ Updated for full opening ▪ Refresh when damaged or repaired 		
Only one adult to accompany children to and from school - place notification signage outside the school entrances.	<ul style="list-style-type: none"> ▪ Requested at the planning to return stage and we will remind frequently ▪ We will continually attempt to reinforce ▪ Where this is not the case it will be by exception due to the significant needs of individual pupils ▪ 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 		
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	<ul style="list-style-type: none"> ▪ Already planned for 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	to mean significant restructuring to the school day 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"> ▪ Already planned for. 		
	Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.	<ul style="list-style-type: none"> ▪ We will request at the planning to return stage and remind frequently ▪ School member of staff/SLT to be present at school entrances and to ensure that pupils proceed directly to appropriate rooms ▪ We will continually attempt to reinforce ▪ 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 		
	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"> ▪ Strict adherence to timetables, other than in emergencies ▪ Staff supervision at all times 		
	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"> ▪ Carefully scheduled, as and when needed/required 		
	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	<ul style="list-style-type: none"> ▪ All 'teaching bases', have been allocated with nominated exits 		

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Fire Safety	review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.	<ul style="list-style-type: none"> As we have during Spring 1 '21 we will allocate Fire Drill / Alarm Evacuation points and continue with weekly 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"> Regular induction (on-site) processes apply 		
	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"> Pastoral / Estates Team already designated 		
	<p>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.</p> <p>NOTE: <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></p>	<ul style="list-style-type: none"> Completed and already shared; we will amend, if needed following use of different spaces. Practise, weekly 		

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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"> First Aider allocation exceeds need 42 members of staff trained Emergency PFA completed by AK and SAW to run 'childcare' 		
	Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. 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"> Care Plans in place, as required Training for all staff on PPE took place on Monday 1st June 2020; regular refreshers incl. 04.01.21, and via daily MST briefings 		
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"> Continued vigilance and security as now CCTV 		
	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"> Continued vigilance and security as now CCTV 		
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"> SSBM to continue to liaise with contractors and ensure this is completed daily between 5.00 and 7.30am; over lunchtimes as rooms are vacated; after school, in readiness Potential need to continue to 'vary' contract; additional cost 		
	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 - NOTE that this	<ul style="list-style-type: none"> SSBM to liaise with Contractors and share Trust guidance – with expectation for wearing suitable PPE/Face Masks New guidance shared on 06/07/20 		

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	guidance will be updated further when new information is released by the Government in late July 2020.	<ul style="list-style-type: none"> Written agreement from cleaning contractor about safety compliance and arrangements 		
	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"> Cleaning already takes place pre-occupancy , mid-occupancy and post-occupancy 		
	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"> As regular - protocols for the last year to continue Additional supply of dispensing soap/foam/sanitising gel on recurring order Use of purchased portable sinks for playground entrance use due to social context/profile 		
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"> Ongoing, as current practice 		
	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"> Ongoing, as current practice Potential issues identified with H&S if additional entrances and exits are made available for use – to be mitigated by ensuring staff present when used 		
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	<ul style="list-style-type: none"> Already completed Written agreement from contractor about safety compliance and arrangements 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus.			
	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"> Staggered provision as above Each group to only mix with members of same phase bubble / group 		
	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"> As now New starters issued with lanyards for immediate visual recognition of allergy or dietary preference/intolerance 		
APPENDIX: NEW RISK CONSIDERATIONS	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.	<ul style="list-style-type: none"> Breakfast Club will take place – we will run this as socially distanced Phase / Year Group bubbles Wraparound care staff (LJ and CJ) assigned to food prep and where possible, the lead staff for each phase bubble will be consistent All surfaces wiped down with anti-bacterial spray prior to the children's arrival Staff to wash hands and wear PPE (gloves) when preparing food Only equipment that can be thoroughly cleaned can be used. There are three toasters (phase bubbles) All cutlery, bowls, plates and cups used by children must be washed in the dishwasher in the staffrooms 		
	Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised whilst still allowing for a break of a reasonable length during the day.	<ul style="list-style-type: none"> Mini staff hubs to be reallocated to phase bubble hubs Staff Room to be cleaned before/after 'lunch' sessions 		

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		<ul style="list-style-type: none"> Additional staff 'hubs' to be created; resources purchased 04.01.21; continue with this 		
	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"> Continue with current arrangements 		
	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"> Parents/carers to 'take home' as is current practice 		
	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"> Supplies ordered Posters displayed Practice will be rehearsed when we return to school on both transition days and fulltime education offer 		
	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"> School providing all equipment in A4 zip wallets School providing named water bottles 		
	Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and 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"> RMP completed Reporting processes shard with PC, and will repeat again in September PHE and CMO information shared with all EHW Risk Assessments completed with all staff and held on file SLT Training covered this again on 04.01.21 Lateral Flow Testing in place for staff who wish to Parents/Carers advised how to participate in LFT at home 		
	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	<ul style="list-style-type: none"> As part of our ongoing RMP 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	NHS Test and Trace or beyond in the case of a potential wider outbreak.			
	Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time.	<ul style="list-style-type: none"> ▪ Established routines already in place 		
	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.	<ul style="list-style-type: none"> ▪ Isolation Rooms (all with ventilation) already identified as part of our RMP ▪ SLT members allocated to supervision, and cleaning of rooms ▪ Bathroom identified 		
	Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g: <ul style="list-style-type: none"> • Transport groups reflect school groupings. • Organised queuing. • Hand sanitiser on boarding / disembarking. • Cleaning of vehicles. • Social-distancing within vehicles. 	<ul style="list-style-type: none"> ▪ n/a 		<ul style="list-style-type: none"> ▪ n/a
	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.	<ul style="list-style-type: none"> ▪ n/a 		<ul style="list-style-type: none"> ▪ n/a
	In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care,	<ul style="list-style-type: none"> ▪ Our EYFS ratios are fully compliant for our setting and planned 01/21 intake 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	safety and security of children is maintained - this provision must also include, where necessary, a 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"> 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 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 	<ul style="list-style-type: none"> 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 Clear expectations to be communicated to parents/carers about how to communicate with school staff 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 	<p>Unpredictability of parent/carer community – but all mitigations otherwise in place</p>
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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

01.03.21

Much of the following appendix has been struck-through, but will remain available for return to should whole-school, local and/or national lockdowns recur.

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>➤ This Appendix is an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 and on 7th January 2021.</p>			
<p>Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half-term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:</p> <ul style="list-style-type: none"> ▪ Full opening of nursery provision (wef 18-1-2021). ▪ Face-to-face provision for vulnerable children as priority 1. ▪ Face-to-face provision for critical worker children as priority 2. ▪ Remote learning for all other pupils. ▪ Availability of staff for face to face delivery. ▪ Availability of staff for remote learning. ▪ Staff who are absent / shielding. ▪ Timetabling and adjustments to the school day (including rotas where necessary / appropriate). ▪ Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care. 	<ul style="list-style-type: none"> ▪ See full Risk Management Plan, dated 04.01.21 ▪ All pupils access to learning is monitored daily – this is tracked and recorded on MS Teams and Arbor ▪ All vulnerable pupils (including SEND) have welfare checks every 48 hours ▪ Staff with shielding letters/vulnerable are shielding ▪ All classrooms available – school will function to 48/50% capacity, as detailed, with up to 18 'class/group' bubbles; then 8-year group bubbles for rotating PPA sessions, incl. ▪ Music Studio relocated ▪ Art Studio relocated ▪ Class Bubbles in school will not exceed 15, unless in extreme/urgent safeguarding circumstances ▪ All available spaces will be utilised if we are to return to 	<ul style="list-style-type: none"> ▪ Continue with procedures – continue to recap/share these daily with staff at the beginning of each day ▪ Follow escalation policy when necessary ▪ Follow current risk assessments ▪ Continued analysis of attendance register to ensure that bubbles stay at 15 ▪ Continue site maintenance checks daily 	<ul style="list-style-type: none"> ▪ Families whose children attend school do not adhere to lockdown rules and restrictions, therefore, bringing positive cases into school that inevitably cause school bubbles to close ▪ Families who have moved away/abroad are unable to be contacted (CMEs will be completed) ▪ Staff test positive limiting the amount of available bubbles that are manageable

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> ▪ Safeguarding requirements / limitations. ▪ Social distancing and minimising contacts (individuals and groups). ▪ Space availability and utilisation. ▪ Wraparound care provision. ▪ Bubble groups that are, as far as possible: <ul style="list-style-type: none"> ○ Manageable ○ Effective ○ Small (as possible) ○ Consistent ○ Exclusive from other groups ○ Safe ○ Aimed at not exceeding individual room occupancy capacities / figures (May 2020). ▪ HS&W requirements of staff and pupils generally and in the context of COVID-19. ▪ Provision for regular review / update weekly and / or as circumstances change. 	<p>larger education provision, as detailed in the Trust guidance</p> <ul style="list-style-type: none"> ▪ Limits set for larger spaces ▪ Large gatherings prohibited ▪ Design layout and arrangements in place to support physical distancing within class/year group/PPA bubbles ▪ Rooms are set and can only be used by that bubble ▪ Phonics Room (incorporated into Y1 'suite') ▪ All rooms have been decluttered, and/or remodelled ▪ Clear signage in place ▪ Year Groups all have separate timetables to ensure that no playgrounds/use of hall space occur at the same time ▪ Lunchtimes supervised and socially distanced – all catering now 'in-house' ▪ All SEN pupils (in school or not) contacted twice a week by SENDCo/SEN Teacher to check-in. Bespoke learning packs have been created, delivered and some 1:1 online sessions now taking place for those with complex needs ▪ All SEN pupils were invited into school 		

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<p>The school comprises 7 buildings all of which have a 'defined' entrance/exit, Fire Escape route and toilet demarcation plan.</p>		
	<p>Over and above the risks assessed in the section "Social-Distancing & Minimising Contacts" (see above); suitable arrangements are in place to enable clinically extremely vulnerable pupils to not be in school / can access remote learning.</p>	<ul style="list-style-type: none"> ▪ Individual Year group online teaching sessions provided daily ▪ Online teaching sessions are ALL also recorded so that they can be accessed anytime and to enhance safeguarding protocols ▪ Individualised catch-up sessions for targeted pupils ▪ Pupils who do not have access to online learning have/are receiving laptops/sim cards/internet enabling devices (this is tracked daily) ▪ All pupils who do not have access have received differentiated home learning packs ▪ All SEND/Vulnerable pupils (including those pupils who have medical needs) contacted twice a week (minimum) by SEN teacher/SENCo/Pastoral Team ▪ Clear escalation process 	<ul style="list-style-type: none"> ▪ Continue daily contact procedures ▪ Delivery of home learning packs when completed/feedback ▪ Escalation process followed for 'no contact families' 	<ul style="list-style-type: none"> ▪ Families who have moved away/abroad are unable to be contacted (CMEs will be completed) ▪ Families do not engage with remote learning or offer to come into school — dramatic impact on child's education
	<p>Over and above the risks assessed in the section "Social-Distancing & Minimising Contacts" (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.</p>	<ul style="list-style-type: none"> ▪ As above — typically, no class bubbles will exceed 15 ▪ Phase bubbles have reduced into smaller year group bubbles 	<ul style="list-style-type: none"> ▪ Continue to monitor attendance register to ensure that bubbles do not exceed 15 	<ul style="list-style-type: none"> ▪ n/a

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>NOTE: Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</p>	<ul style="list-style-type: none"> ▪ All staff who are clinically vulnerable, on the SPL or are PRA are working from home ▪ Devices have been provided to all staff working at home to ensure that they can communicate with school and pupils ▪ Home school/acceptable use of devices signed by all staff members 		
	<p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.</p> <p>NOTE: Pregnant women should not be required to continue working if this is not supported by the risk assessment.</p>	<ul style="list-style-type: none"> ▪ n/a 	<ul style="list-style-type: none"> ▪ n/a 	<ul style="list-style-type: none"> ▪ n/a
	<p>In terms of COVID-prevention; provide confirmation that essential measures are in place for minimising 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.</p>	<ul style="list-style-type: none"> ▪ Strict policy and guidance shared with staff and adhered to ▪ No staff member (or if a member of their household) with symptoms will have access to the school site whatsoever ▪ Bubble closure procedure ▪ Daily briefings via MS Teams reinforce this message ▪ All booked tests/results are immediately sent to the SLT/EHT 	<ul style="list-style-type: none"> ▪ Continue to share key information and procedures in daily briefings 	<ul style="list-style-type: none"> ▪ Children attend school who have family members with COVID-19
	<p>What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups?</p>	<ul style="list-style-type: none"> ▪ All adults and pupils stay in bubbles - this is recorded by daily attendance register completed by EHT 	<ul style="list-style-type: none"> ▪ Continue with daily attendance register 	<p>n/a - robust register</p>

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ Siblings in other bubbles are also recorded on attendance register 		
	<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> ▪ Windows and doors open at all times ▪ Individual class bubbles do not exceed 15 ▪ School is cleaned before, during and after the school day ▪ Hand wash/sanitiser stations are used regularly by bubbles ▪ SSBM to liaise with Contractors and share Trust guidance – with expectation for wearing suitable PPE/Face Masks ▪ All visitors (only site maintenance, Social Care and Specialist Teacher support) must wear PPE (including face coverings) and work in designated bubble spaces provide ▪ Kitchen now 'in house' to reduce likelihood of transmission 	<ul style="list-style-type: none"> ▪ Access to PPE e.g. face coverings, gloves etc available to all staff 	<ul style="list-style-type: none"> ▪ Full education resumes - limiting the space available for bubbles
	<p>Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions.</p>	<ul style="list-style-type: none"> ▪ SSBM to liaise with Contractors and share Trust guidance – with expectation for wearing suitable PPE/Face Masks ▪ Face coverings are used ▪ Beginning of school day when greeting parents at gates 	<ul style="list-style-type: none"> ▪ Risk of parents /carers / adults not socially distancing as familiarity with process increases – will need to be continually monitored 	<ul style="list-style-type: none"> ▪ Ongoing risk of potential non-compliance due to lack of understanding and misinterpretation

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ Kitchen/food preparation and serving ▪ Visitors ▪ End of day 		
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ Unlike previous 'school closure' the weather has turned unpredictable. Outside space is used/accessed as much as possible and timetabled for bubbles to use. No bubble is on the playground at the same time as another ▪ Two halls in school (small hall used for separate bubble lunches and the other larger hall for sports/PE) ▪ Class bubbles no more than 15 	<ul style="list-style-type: none"> ▪ SLT/ESLT monitoring of live lessons ▪ Continue to regularly review class timetables and rotas 	<ul style="list-style-type: none"> ▪ Weather does not allow bubbles to engage with outdoor activities
	<p>In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1's); provide confirmation of the arrangements in place to maintain social-distancing and minimise transmission of COVID-19.</p> <p>NOTE: <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i></p>	<ul style="list-style-type: none"> ▪ Music is taught remotely and accessed via MS Teams in class bubble settings ▪ Dance is taught in bubbles, in a large indoor space with more than adequate ventilation 	<ul style="list-style-type: none"> ▪ SLT/ESLT monitoring of live lessons 	<ul style="list-style-type: none"> ▪ As above

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as: <ul style="list-style-type: none"> ▪ Alarm systems ▪ Fire doors ▪ Emergency lighting ▪ Fire drills (socially-distanced) 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module for full compliance 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module for full compliance 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module

Record of Weekly Risk Management Plan Reviews

Review Date:	15 th Jan, 2021	Reviewed by:	SAW	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes needed
Review Date:	22 nd Jan, 2021	Reviewed by:	SAW	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes needed
Review Date:	29 th Jan, 2021	Reviewed by:	SAW	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes needed
Review Date:	5 th Feb, 2021	Reviewed by:	SAW	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes needed
Review Date:	12 th Feb, 2021	Reviewed by:	SAW	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes needed
Review Date:	19 th Feb	Reviewed by:	Half-Term	Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:	26 th Feb	Reviewed by:	SAW	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes needed
Review Date:	1 st March	Reviewed by:	SAW/AK	Comments / Notes:	<ul style="list-style-type: none"> ▪ Updated in light on new national guidance, released on 23.02.21, in readiness for full reopening on 8th March 2021
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪

