

Template date: 10/07/2020

## Coronavirus (COVID-19): Health and safety risk assessment checklist template

**Name of school: Smith's Wood Primary Academy**

Following the first version for reopening schools to a wider setting from the 1<sup>st</sup> June 2020, the checklist has been updated with the latest government guidance for the full opening of schools from the start of the autumn term. An update to the protective measures build on what schools implemented when reopening to a wider setting. **This is a live and active document which must be shared with all staff and reviewed on a regular basis** to ensure it meets the changing environment to control the spread of the virus.

The checklist outlines the system of controls identified by the government to be put in place to reduce the risk of transmission of the virus and inherently make the school a safe environment. Some examples have been given of how this can be achieved, however schools will need to adapt and make it site specific. [Alternative provision](#) and [special school](#) settings should follow the same principles and guidance as mainstream schools, but consider any additional risks that might be present. Schools can complete this version in full or include the updated sections in this version to the checklist that was completed for reopening to a wider setting from the 1<sup>st</sup> June 2020.

Where other separate health and safety procedures and written documents have already been produced (e.g. specific risk assessments currently in place and school policies), these can simply be referenced and updated in the checklist. There is no need or requirement for procedures to be recorded again in this document.

**The checklist needs to be completed by the Headteacher / Senior Leadership Team (SLT) and sections can be delegated to other staff where appropriate.**

***Note: This checklist has been produced by SMBC for all schools where SMBC is the employer. Other types of schools, such as voluntary aided & foundation schools, academies and free schools, are welcome to use this document however schools are free to use their own risk assessment format and should check with their employer what arrangements are in place.***

### System of Controls

The controls have been grouped into what measures schools must put in place following the government guidance, with an additional group for other health and safety considerations. More details of the groups are below and the sections have been bookmarked (hover over section, press Control + Click) to help navigate through the checklist:

## PREVENTION

\*1) Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school

\*2) Clean hands thoroughly more often than usual

\*3) Ensure good respiratory hygiene

\*4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

\*\*5) Minimise contact between individuals and maintain social distancing wherever possible

6) Where necessary, wear appropriate personal protective equipment (PPE)

**\*1-4 must always be in place at all the times**

**\*\*5-6 must be in place but measures adapted to suit particular circumstances**

## RESPONSE TO ANY INFECTION

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of coronavirus (COVID-19) (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice

**7,8,9 must be followed in every case where they are relevant**

## OTHER CONSIDERATIONS

10) School Workforce

11) Building Management

12) Communication, training, monitoring and reviewing plans

13) Curriculum Specific


## Risk Rating:


Each question of the checklist will need to be rated using the table below and appropriate action will need to be undertaken. The action plan at the bottom of the checklist will need to be completed for additional measures that are required.

RAG Rating	HIGH	MEDIUM	LOW
Definition	Not in place at all.	In place but not embedded; not everyone aware of it; evidence of effectiveness not known	Robustly in place; clear evidence of impact



## PREVENTION

### 1) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p>Staff, children and parents/ carers to be informed about the following:-</p> <ul style="list-style-type: none"> <li>- Coronavirus (COVID-19) symptoms and what to look for e.g. high temperature, new persistent cough or has a loss of, or change in, their normal sense of taste or smell.</li> <li>- Testing eligibility and how to access tests.</li> <li>- Face masks/coverings are not recommended in schools.</li> <li>- If child(s) are sent home due to Coronavirus (COVID-19) symptoms they are advised to self-</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to latest Government guidance click <a href="#">here</a>.</li> <li>• Follow <a href="#">Covid19 guidance for households with possible Coronavirus (COVID-19) infection</a>.</li> <li>• Send information to about parents &amp; staff about <a href="#">NHS test and trace: how it works</a>.</li> <li>• E.g. newsletter, texts, social media, school website, staff briefing.</li> </ul> <p>DG to issue clear written guidelines to staff week beginning 25<sup>th</sup> May</p>  <p>Staff guidelines for returning.pub</p>	LOW	DG	22/05/20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p>isolate for 7 days. People in the same household are to self-isolate for <b>10 days</b></p> <p>- If a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>-If a child, young person or staff member tests positive, Public Health England will advise further on what action to take.</p>	<p>DG issued clear written guidelines to parents and carers week beginning 25<sup>th</sup> May</p> <p></p> <p>Parent pointers for returning.pub</p> <p>Reissue updated guidance for parents and staff on what to do if symptoms are shown- VH to update flowchart (see link below)</p> <p><a href="#">Preparing for reopening\Flowchart of what to do is someone becomes unwell - updated for Sept.docx</a></p> <p><a href="#">Preparing for reopening\Wider reopening\SMBCPHProcessMapForManagingCovid19Outbreaks20200702.pdf</a></p> <ul style="list-style-type: none"> <li>• <b>Parents issued with specific detailed grid on 10<sup>th</sup> Sept relating to actions for Covid scenarios</b></li> <li>• <b>Updated flowchart for staff issued on 7<sup>th</sup> Sept</b></li> </ul> <p>Video produced by NH, talking through each scenario and placed on school website Oct 2020</p> <ul style="list-style-type: none"> <li>•</li> </ul>		VH	28/05/20
				09/07/20
			VH	10/09/20
			VH	09/09/20
<p>Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> <li>• <i>Emails, signage, newsletters.</i> SV additional measure DM to design signage for visitors/ contractors 22.05.2020</li> <li>• Re share updated guidance for parents</li> <li>• Each letter issued for parents- July 10<sup>th</sup>/ 13<sup>th</sup> and 17<sup>th</sup> to reiterate</li> </ul>	LOW	SV	28/05/20
			DG	July 2020
				Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	Regular updates issued to parents via text/ Facebook and letters through Autumn term			
A process to send staff, children and others home if they develop Coronavirus (COVID-19) symptoms including what action they need to take.	<ul style="list-style-type: none"> <li>Refer to Government guidance.</li> <li>Review school's health and safety policy arrangements, 'Supporting pupils with medical conditions' policy or medication policy. Consider additional Coronavirus (COVID-19) section.</li> </ul>	LOW	DG/ AM/ SV	27.05.20
	<ul style="list-style-type: none"> <li>Medicine policy updated with Coronavirus section 27.05.20</li> <li>No current update needed for medicines policy as this was updated in May</li> <li>Updated medicines policy contained on the school website, with additional Covid-19 annex</li> </ul>		VH	22.05.20
	<ul style="list-style-type: none"> <li>VH to produce flowchart to share with staff (see link below)</li> <li><a href="#">Preparing for reopening\Flowchart of what to do is someone becomes unwell.docx</a></li> </ul>		VH	13.07.20
	<p>Reissue updated guidance for parents and staff on what to do if symptoms are shown- updated flowchart below</p> <p><a href="#">Preparing for reopening\Flowchart of what to do is someone becomes unwell - updated for Sept.docx</a></p> <p><a href="#">Preparing for reopening\Wider reopening\SMBCPHProcessMapForManagingCovid19 Outbreaks20200702.pdf</a></p> <p>Updated flowchart for staff issued on 7<sup>th</sup> Sept</p>		VH	07.09.20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	Updated flowchart issued to parents and placed on website			
<p>Provide a room or space where social distance can be maintained for children experiencing Coronavirus (COVID-19) symptoms where they can wait until being collected. Ventilate the room where possible by opening a window. If possible provide a separate bathroom and ensure it is cleaned and disinfected after use.</p>	<ul style="list-style-type: none"> <li>Look at criteria in guidance and identify suitable room if possible.</li> <li>Cleaner or other trained staff to clean area after use following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>PPE to be used by staff if a 2 metre distance cannot be maintained.</li> </ul> <p>DG identified floor plan, to include a break out space for each year group (see insert)</p> <p><u>Following additional pupils joining from 29<sup>th</sup> June- see updated zone map</u></p> <p>Updated zone map already includes break out spaces for Nursery/ EYFS/ Key Stage 1 and Key Stage 2, therefore this will be reissued to remind staff, but no alterations need to be made</p> <div style="text-align: center;">               Zone map- version 2.pub         </div> <div style="text-align: center;">               Zone map- version for all year groups back, with breakout room         </div>	LOW	DG	<p>20.05.20</p> <p>15.06.20</p>

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p><b>Isolation room to be used as breakout area for any Covid symptoms and then be wiped down after use</b></p> <p>KS2 pupils to access isolation room for any symptoms, due to teaching space required for small groups</p> <p>Reception pupils to use B&amp;A school room</p> <p>Covid isolation room for pupils to move to meeting room Due to combined use of one room and need for increased ventilation</p> <p>Isolation room for all pupils to be meeting room, where door can be propped open and pupils are close to main entrance for collection if need be</p>			Reviewed and amended from January 2021
<b>2) Cleaning hands more often than usual</b> Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
		LOW		
<p>Ensure the following have been to communicated to children, staff, visitors etc. :-</p> <ul style="list-style-type: none"> <li>- The importance of good hand hygiene.</li> <li>- Hands are cleaned on arrival at the setting, before and after eating, after using toilet blocks and after sneezing or coughing.</li> </ul>	<ul style="list-style-type: none"> <li>• e.g. posters, games, songs and repetition during teaching time, daily staff briefing, reminders to staff, signage in reception.</li> <li>• Use resources such as <a href="https://www.e-bug.eu/">https://www.e-bug.eu/</a> to teach effective hand hygiene</li> <li>• Hand sanitisers at reception.</li> <li>• DM creating posters for KS1 and KS2 using guidance in consultation with VH</li> <li>• PW to prepare and distribute across school</li> <li>• From September, posters will be displayed in each of the rooms and also all morning teaching spaces, as well as communal areas not currently in use. PW completed this in preparation.</li> <li>• Staff will use their transition session on the 2<sup>nd</sup> September to communicate and share practice</li> <li>• <b>Regular updates given in assemblies and by class teachers</b></li> <li>• Review of procedures built into assemblies on return in Jan 21</li> </ul> <p><b>Assembly in classes to revisit on pupils return on March 8<sup>th</sup></b></p>	LOW	VH/DM/PW	<p><b>22.05.20</b></p> <p><b>06.07.20</b></p>



Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Children clean their hands regularly, including when they arrive at school, return from breaks, change rooms and before and after eating.	<ul style="list-style-type: none"> <li>Hand washing or hand sanitiser 'stations' available throughout the school and are in a suitable locations e.g. high frequently touched surfaces. <i>All in place and regularly reviewed for provision</i></li> <li>Teachers to supervise use of hand sanitisers and help provided for small children and pupils with complex needs. Staff supervision will prevent ingestion of hand sanitiser which can lead to the risk of alcohol poisoning so care should be taken in its use <i>Staff member for each bubble supervising hand washing and sanitisation</i> DM creating posters for KS1 and KS2 using guidance in consultation with VH PW to prepare and distribute across school</li> <li>From September, posters will be displayed in each of the rooms and also all morning teaching spaces, as well as communal areas not currently in use. PW completed this in preparation.</li> </ul> <p>Support staff supervise pupils during each toilet visit to ensure hands are washed correctly</p> <p><b>Supervision of toilet use, by pupils, to be undertaken by assigned class TA and pupils not to mix with other bubbles</b></p>	LOW		06.07.20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place.	<ul style="list-style-type: none"> <li>• <i>Contact public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel if needed.</i></li> <li>• <i>Site Manager to complete regular stocktake of supplies including considering more may be needed from September 2020.</i></li> </ul> <p><i>SV sourced ample soap and sanitiser products</i>  Check resources of PPE and restock where necessary- SV checked stock  <b>Additional PPE equipment arrived from Gov August 2020.</b></p>	LOW		15.05.20
Make sure help is available to children and young people who have trouble cleaning their hands independently.	<ul style="list-style-type: none"> <li>• <i>Assess which children, young people may have trouble washing hands on their own and put in a process to help them.</i></li> </ul> <p><i>TA from each 'bubble' of pupils to be allocated for supervision of handwashing</i>  For new pupils arriving in September, TA's to talk them through, and show them, the location for their year group handwashing. Teachers to discuss the requirements with pupils on 1<sup>st</sup> day back.  DG to reissue pointers for staff for September and share on July 20<sup>th</sup> INSET day  September 2<sup>nd</sup> transition session to focus on this</p> <p><i>Support staff supervise pupils during each toilet visit to ensure hands are washed correctly</i></p>	LOW	Phase leaders	Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Promote to staff and parents the importance of washing clothes following a day in an educational or childcare setting.	<ul style="list-style-type: none"> <li>E.g. newsletter, texts, social media, school website, staff briefing.</li> </ul> <p>Update prepared and issued by DM/ AP for website and Facebook</p> <p>DG to revise, amend and reissue pointers for parents for September reopening- also to be included in the letter w/b 13<sup>th</sup> July</p> <p>Reminder about uniform issued on March 5<sup>th</sup> letter to parents</p>	LOW	DM/AP	01.06.20

### 3) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		

<p>Ensure the following have been to communicated to children, staff, visitors:-</p> <ul style="list-style-type: none"> <li>- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it').</li> <li>- Promote and encourage not to touch mouth, eyes and nose.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>E.g. posters, games, songs and repetition during teaching time</i></li> <li>• <i>Daily staff briefing, reminders to staff.</i></li> <li>• <i>Procurement of tissues for classrooms, offices, staffroom etc.</i></li> <li>• <i>Encourage children/staff to bring their own for personal use</i> DM creating posters for KS1 and KS2 using guidance in consultation with VH PW to prepare and distribute across school</li> <li>• <i>From September, posters will be displayed in each of the rooms and also all morning teaching spaces, as well as communal areas not currently in use. PW completed this in preparation.</i> DM creating posters for KS1 and KS2 using guidance in consultation with VH PW to prepare and distribute across school DG to insert handwashing times into 'school routines document being prepared for staff. DG to revise, amend and reissue pointers for parents for September reopening and attach PW to distribute additional posters</li> </ul>	LOW	VH/DM/PW	<p>20.05.20</p> <p>06.07.20</p> <p>22.05.20</p>
<p>Put in place a procedure for bins for tissues so they are emptied throughout the day.</p>	<ul style="list-style-type: none"> <li>• <i>Cleaners, site manager, staff to empty bins and information is provided of how to do this safely – use bin liners which can be tied when bins are emptied.</i></li> <li>• <i>Bins have been replaced by lidded bins and will be emptied daily</i></li> <li>• <i>Lidded bins in all breakout teaching spaces- DS ordered additional bins as required ready for September</i></li> </ul>	LOW	SV	<p>28.05.20</p> <p>Ongoing</p>
<p>Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.</p>	<ul style="list-style-type: none"> <li>• <i>Staff to be briefed.</i></li> </ul>	LOW	VH	22.05.20

	<ul style="list-style-type: none"> <li>Where safe to do so Site Manager to open windows in morning. TA's in each class to open windows in the morning</li> <li>Follow HSE advice on <a href="#">the use of Air-Con and ventilation</a></li> <li>Included in DG guidance to staff &amp; flow chart from VH</li> <li>VH to revise, amend and reissue flowchart for all areas</li> <li>DG complete daily checks of windows for ventilation</li> <li>Reminder given to staff at the beginning of each week- DG check during each daily learning walk</li> <li></li> </ul>		DG	10.07.20 Ongoing
Identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	<ul style="list-style-type: none"> <li>Staff briefing, emails, support from Site Manager. Staff briefed on ways to prop open external doors for ventilation and use windows- JC secures doors at end of the school session and staff secure at 3.15pm</li> <li>DG complete daily checks of windows for ventilation</li> <li>Classroom doors to outside to be propped open as soon as possible with the improving weather</li> </ul>	LOW		

#### 4) Enhanced cleaning, including frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets,	- Cleaning timetable put in place.	LOW	SV/JC/AE	21.05.20

<p>light switches and bannisters are cleaned more regularly.</p>	<ul style="list-style-type: none"> <li>- <i>Reminder to staff to keep cleaning products out of reach of children</i></li> <li>- <i>Make relevant staff aware of <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</i></li> <li>- <i>Staff given information and instruction.</i></li> <li>- <i>Follow guidance for cleaning in education and</i></li> </ul> <div data-bbox="1167 400 1223 459" data-label="Image"> </div> <p data-bbox="1106 469 1301 520">FINAL Cleaning in schools v1 june 20.p</p> <p data-bbox="853 507 1099 536"><i>child care settings.</i></p> <ul style="list-style-type: none"> <li>- <i>Review cleaning activities risk assessment.</i></li> <li>- <i>Reduce and limit the amount of soft furnishings and soft toys that are hard to clean, e.g. those with intricate parts. Soft furnishings should be steam cleaned regularly</i></li> </ul> <p data-bbox="853 711 1406 772">SV liaised with JC &amp; AE to put timetable in place</p> <p data-bbox="853 778 1413 975">From 1<sup>st</sup> June, additional cleaning areas identified for wider reopening and working hours adjusted to accommodate. TA's and teachers briefed on cleaning frequently touched surfaces and resources in place to enable this to occur</p> <p data-bbox="853 981 1435 1182">From 2<sup>nd</sup> September, all areas cleaned as usual by cleaning staff. Additional TA's identified within teams to ensure cleaning of frequently touched surfaces PE team to clean PE equipment, or rotate as per suggestion from the DFE</p> <ul style="list-style-type: none"> <li>- <i>Reminder to staff to keep cleaning products out of reach of children</i></li> <li>- <i>Make relevant staff aware of COVID-19: cleaning of non-healthcare settings guidance.</i></li> <li>- <i>Staff given information and instruction. Review cleaning activities risk assessment/ timetable</i></li> </ul>			
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	<p>Revisit of staff awareness of cleaning through guidelines issued for Sept 2020</p> <p>Following guidance from Jan 2021, ensure all toys shared between nursery groups are cleaned between sessions</p> <p>Use of Fogging machine, following a positive case in a classroom provided by Star Klean</p>			
Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.	<ul style="list-style-type: none"> <li>- Stocktake completed of cleaning supplies including the frequency of when they need to be replenished.</li> <li>- Site Manager to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous.</li> </ul> <p>Ongoing</p> <p>Use of Fogging machine, following a positive case in a classroom provided by Star Klean</p>	LOW	SV/JC/AE	<p>19.05.20</p> <p>20.07.20</p>
Children not to use outdoor play equipment unless appropriately cleaned between groups of children and young people.	<ul style="list-style-type: none"> <li>- Discuss with staff how outdoor play equipment can be managed and cleaned in between groups of children.</li> <li>- Timetable created for use of playground equipment with sufficient time to clean after use.</li> <li>- Update playground equipment risk assessment for before, during and after school use.</li> </ul> <p>Each bubble lead teacher to organise daily Year group bubbles from September- areas and equipment allocated to year groups- ST to produce new zone map and ensure equipment is available for each year group</p>	LOW	SW staff	Ongoing

	Class bubbles have been assigned areas of the playground and relevant equipment to use			
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## 5) Minimise contact between individuals and maintain social distancing wherever possible

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Create groups ('bubbles')	<ul style="list-style-type: none"> <li>Groups have been created looking at children's ability to keep a distance between each other e.g. age and maturity of children.</li> <li>From 29<sup>th</sup> June, pupils in bubbles of 15- 21 bubbles across the school</li> <li>From 2<sup>nd</sup> September, pupils in year group bubbles- to be communicated to parents' w/b 6<sup>th</sup> July</li> <li>Wrap around before/after school club groups (bubbles) will be the same as during the school day where possible. If this is not possible size of groups (bubbles) will be reduced and will be the same consistent group (bubble). If possible siblings will be kept in the same group (bubble).</li> </ul> <p>No B&amp;A school running until at least 14<sup>th</sup> September to allow review of the existing bubbles in school</p> <p>Due to increase in confirmed cases in local schools, decision to not reopen B&amp;A school club at present due to space issue and also not being able to maintain bubbles as during the day</p> <p>2<sup>nd</sup> National lockdown from the 5<sup>th</sup> November means that B&amp;A school club will still be suspended and reviewed post lockdown, following guidance issued</p>	<p>LOW</p> <p>MEDIUM</p>	<p>DG/SV</p> <p>Management team</p>	<p>July 13<sup>th</sup> 2020</p> <p>To be reviewed week of the 7<sup>th</sup> Sept</p> <p>15.05.2020</p>



Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>B&amp;A school provision for mixed bubbles still not open at SWPA and will be reviewed once current lockdown has been lifted</p> <p><b>B&amp;S provision to be reviewed for week beginning 22<sup>nd</sup> March- outdoor area to be used for class bubbles and separate tables for eating in year groups. This will be dependent on the transmission rates when schools have returned</b></p> <p><b>Parent communication to be issued week of the 15<sup>th</sup> March</b></p> <p>Class bubble sizes for vulnerable and key worker groups to be capped at 25 for one teacher- if numbers increase over 25, then 2 teachers will deliver face to face and 1 live lessons</p> <ul style="list-style-type: none"> <li>- <i>Key stage 3 or below classes will be one group (bubble)</i></li> <li>- <i>Carry out survey with parents to establish potential numbers of pupils expected to return so adequate staff and resources can be put in place. Management team have called all parents in Nursery/ Reception/Year 1 and Year 6. Completed w/c 11.05.2020</i></li> <li>- <i>Parents from Year 2,3,4,5 were called week of the 15<sup>th</sup> June to ascertain places for the 29<sup>th</sup> June. Updates via text, website and Facebook also went out reminding parents of pupils in N,R,Yr 1 &amp; Yr 6 to request a place by 15<sup>th</sup> June if required</i></li> <li>- <i>Assess rooms and other shared spaces to determine the maximum numbers of pupils that they can hold, maintaining social distancing.</i></li> <li>- <i>From 29<sup>th</sup> June, pupils in bubbles of 15- 21 bubbles across the school</i></li> </ul>	LOW	ST/ PW	20.05.20
			VH	21.05.20
			DG	20.05.20
			ST	20.05.20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>From 2<sup>nd</sup> September, pupils in year group bubbles- to be communicated to parents' w/b 6<sup>th</sup> July</p> <ul style="list-style-type: none"> <li>• <i>No more than 60 pupils per year group bubble</i> From 2<sup>nd</sup> September, bubbles will be placed in year groups, as opposed to 15- in line with Government guidance released 2<sup>nd</sup> July</li> <li>• <i>Consider how shared rooms/area (dining halls, staff rooms, offices, reception area, playground) will be managed throughout the day e.g. staggered break times, additional breakout areas, timetable of rooms, use of outdoor areas. Phase leaders completed by 22<sup>nd</sup> May</i></li> <li>• <i>ST reviewed provision for staggered lunchtimes and break times to include additional pupils- completed by 15<sup>th</sup> June</i> <i>Updated staggered lunchtimes to be produced by ST for September 2020</i></li> <li>• <i>Classrooms and workshops rearranged with sitting positions 2 metres apart. Phase leaders completed by 22<sup>nd</sup> May</i></li> <li>• <i>Completed for additional year groups by 24<sup>th</sup> June for a 29<sup>th</sup> June <u>start</u></i> For 2<sup>nd</sup> September start, seating will be arranged with pupils next to each other, but facing the front, as per guidance. This will be shared with parents via a video link on the website- communicated in DG letter of the 8<sup>th</sup> July</li> <li>• <i>Ensuring staff members remain over 2m distant from one another during essential staff training/meetings. DG to issue clear written guidelines to staff week beginning 25<sup>th</sup> May</i> <b>As many staff meetings as possible to be undertaken in year group bubbles to avoid staff mixing. Where essential to be together, year group teams to be sat together, spaced away from other year groups.</b></li> </ul>		<p>ST/ PW</p> <p>DG</p> <p>ST</p> <p>DG</p>	<p>20.05.20</p> <p>20.05.20</p> <p>20.05.20</p>

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>INSET day for the 1<sup>st</sup> Sept to be planned to avoid large numbers collectively in the hall- curriculum for teachers (to then split into groups &amp; individual jobs for support staff)</p> <ul style="list-style-type: none"> <li>Procedures in place and layout of building altered to avoid mass groups coming into contact (pinch points) e.g. staggered break times, toilet breaks, floor markings, one way systems, staggered drop off and collection times. If unable to achieve social distancing in small groups, discuss options with LA services.</li> <li>Before and after school club will not be available until further notice as advised by DG Letter for Reception year 1 and 6 to be sent to parents and website updated SV to action 19.05.2020</li> <li>DG issued reopening plans- see document of the 21<sup>st</sup> May</li> <li>From 29<sup>th</sup> June, staggered start and finish times were issued for each bubble</li> <li>From 2<sup>nd</sup> September, staggered start and finish times to be in place for year group bubbles- DG to communicate to staff &amp; parents w/b 13<sup>th</sup> July</li> </ul> <p>All above measures in place, but pupils will now be arranged in class bubbles, as opposed to Year group bubbles</p>			18.07.20
Separate Groups (bubbles) and maintain social distance between individuals.	<ul style="list-style-type: none"> <li>Layout of school site changed to keep groups (bubbles) separate e.g. school separated into group (bubble) zones.</li> <li>Phase leaders completed by 22<sup>nd</sup> May</li> <li>ST reviewed provision for staggered lunchtimes and break times to include additional pupils- completed by 15<sup>th</sup> June</li> </ul> <p>Updated staggered lunchtimes to be produced by ST for September 2020</p>	<p>LOW</p> <p>LOW</p>	SLT/ ST to coordinate	13.07.20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>For 2<sup>nd</sup> September start, seating will be arranged with pupils next to each other, but facing the front, as per guidance. This will be shared with parents via a video link on the website- communicated in DG letter of the 8<sup>th</sup> July</p> <ul style="list-style-type: none"> <li>- <i>SLT meetings on how a broad curriculum can be taught with measures in place to keep groups (bubbles) apart e.g. curriculum teacher moves rooms instead of the group (bubble).</i></li> </ul> <p>ST completed guidance for staff on curriculum priorities. All core subject leads completed analysis of gaps and will feed back to teachers for planning on July 20<sup>th</sup> INSET and Sept 1<sup>st</sup> INSET</p> <ul style="list-style-type: none"> <li>- <i>Groups (bubbles) will not share a common area (e.g. halls, changing rooms) at the same time. Timetable created to allow time for common area to be cleaned (frequently touched surfaces) before another group (bubble) uses the area.</i></li> </ul> <p>ST staggered lunchtimes and break time areas</p> <ul style="list-style-type: none"> <li>- <i>Behaviour policy updated.</i></li> <li>- Initial guidance issued by NH for 8<sup>th</sup> June opening</li> <li>- Further guidance issued for wider reopening on the 29<sup>th</sup> June</li> <li>- Updates to behaviour policy shared with Gov's and parents in July 2020 for Sept opening</li> <li>- Guidance shared with all pupils during transition session on 2<sup>nd</sup> Sept</li> <li>- One way systems in place, passing points in narrow corridors, clear signage and corridor supervision.</li> <li>- Corridor supervision for each bubble in place for lessons and also lunchtimes.</li> </ul>		NH	June 20
			SLT	

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>- ST to brief dinner supervisors for larger numbers from Sept</li> <li>- Staff meetings and training sessions to be virtual where possible to reduce the possibility for mass staff isolation</li> <li>- Training session for safeguarding on 20<sup>th</sup> July to be offered in socially distanced group, or for staff virtually</li> <li>- VH/ST to put a programme together for the delivery of staff meetings in small groups from Sept 2020.</li> </ul> <p>Staff meetings for Autumn term continue to be delivered via Zoom weekly, unless a necessity to get all staff together- in this situation, it will be in the hall, for no more than 10 minutes, with year group staff socially distanced</p> <p>Provision for no bubbles mixing in school still in place for the Autumn term as all year groups back, so year group bubbles remain All staff meetings still to be conducted remotely</p> <p><b>Decision has been made to run class bubbles from March 8<sup>th</sup>, as opposed to Year group- this is to minimise the impact on the number of pupils/ staff needing to self-isolate</b></p> <p><b>Teachers and TA's assigned to individual class bubbles</b></p> <p><b>Entry and exit times and gates to be staggered, but called through in classes as opposed to year groups</b></p> <p><b>Breakfast club to run in individual classes from March 8<sup>th</sup></b></p>		VH/ST	

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Try and keep distance in the classrooms	<ul style="list-style-type: none"> <li>- Where possible teachers to keep 2 metres distance, markers on floors to help. Pupils briefed during transition session in Sept 2020</li> <li>- Desks and furniture rearranged to maximise space, desks facing forward where possible. Pupils should sit in the same place in any given classroom for each lesson For 2<sup>nd</sup> September start, seating will be arranged with pupils next to each other, but facing the front, as per guidance. This will be shared with parents via a video link on the website- communicated in DG letter of the 8<sup>th</sup> July</li> </ul> <p>From January 2021, 2 teachers delivering live lessons in separate classrooms, with 1 teacher capped at 25 pupils delivering face to face lessons More space created between seating and pupils allocated a desk each were possible due to reduction in numbers</p> <p><b>Seating in class bubbles to ensure pupils are apart as much as possible, however bubbles will be classed as individual classes</b></p> <p><b>Teachers and TA's assigned to individual class bubbles</b></p>	LOW	Phase leaders	17.07.20
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> <li>- Suitable storage arrangements to be looked at.</li> <li>- Information sent to parents about children to bring into school essential items only e.g. coats, lunch boxes, school bags etc...</li> </ul> <p>AP reviewed for FKS and Year 1</p>	LOW	AP	22.05.20 13.07.20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	AP to review EYFS guidance for September 2020 and work with team to ensure provision is at its best, but still within the guidelines			
Ensure measures in place to avoid large gatherings	<p>VH to organise assembly rota so one-year group bubble per day has an assembly in the hall. Other days, assemblies are delivered in class with a virtual celebration assembly delivered on a Friday.</p> <ul style="list-style-type: none"> <li>- <i>Group breaks staggered to allow sufficient time to clean common areas.</i></li> <li>- <i>Staggered break and lunchtime sittings updated for return of all pupils. See ST zone map and staggered plan</i></li> <li>- <i>During break time games created to keep children at a distance.</i></li> <li>- <i>See ST zone map and staggered plan- bubbles allocated equipment</i></li> </ul> <p>Assemblies reviewed after 1<sup>st</sup> 2 weeks of Aut term- all assemblies now delivered in class, except achievement assembly on a Friday, which is delivered by Head, via Zoom, with 1 guest year group per week</p> <p>Measures in place for no mixing of staff or pupils from different bubbles; remote meetings and virtual assemblies to take place</p> <p><b>Class bubbles to run from 8<sup>th</sup> March- all assemblies in classes too</b></p>	LOW	VH/ NH ST	13.07.20
Consider how children and young people arrive at school e.g. school crossing patrols, and reduce any unnecessary travel.	<ul style="list-style-type: none"> <li>- <i>Review any travel plan documentation/procedures.</i></li> <li>- <i>Discuss with school crossing patrols regarding what capacity they have to help.</i></li> <li>- <i>SLT meeting to discuss staggering start and finishing times</i></li> <li>- <i>Posters and lessons giving to pupils on how to remove face coverings when arriving at school.</i></li> </ul>	LOW	DG	18.05.20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>- Have regard to government guidance – encourage use of walking and cycling</li> <li>- Consider scope to enhance cycle storage</li> <li>- Ensure close liaison with School Travel team – deployment of school specific commissioned bus services; home to school taxi vehicles; identification of “black spots” where pupils may have difficulty if don’t use public transport.</li> </ul> <p>DG reviewed- not applicable as no school crossing patrol. Communication sent to parents on unnecessary travel in letter dated 21/05/20 Parents will be reissued with guidance through a ‘parent top tips’ poster for Sept 2020</p>			
Ensure framework in place for supporting transport to and from schools from the autumn term.	<ul style="list-style-type: none"> <li>• Coronavirus (COVID-19): safer travel guidance for passengers <a href="https://www.gov.uk/guidance/coronavirus-(COVID-19)-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus (COVID-19)-covid-19-safer-travel-guidance-for-passengers</a>.</li> <li>• Above guidance issued for parents on school website</li> </ul>	LOW	DM	17.07.20
Communicate to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).	<ul style="list-style-type: none"> <li>• E.g. newsletter, texts, social media and school website.</li> <li>• Where possible ask that only one parent/carer collects children from site to reduce large gatherings.</li> <li>• Entrance gates supervised to promote social distancing.</li> </ul> <p>DG Communication sent to parents in letter dated 21/05/20 &amp; 29/05/20 <a href="#">Letter for new parents of Yr 2,3,4,5 issued via email on 24<sup>th</sup> June</a></p>	LOW	DG	21.05.20




Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>Regular updates given to parents via weekly communication about routines for picking up and exiting the area swiftly</p> <p>DG to communicate to parent's week of the 6<sup>th</sup> July Individual letters for starting back in September will also include details and will be issued by 17<sup>th</sup> July. Reminder to be posted on Facebook and website/ text on INSET day in Sept to remind of expectations <b>Letters issued on 2<sup>nd</sup> September, along with pointers for parents reiterating about not gathering</b></p> <p><b>Regular text messages to be sent out reminding parents about entering the school site and not gathering at gates</b></p> <p><b>Members of staff at each gate encouraging parents to maintain distance</b></p> <p>Letter issued by DG on 23<sup>rd</sup> Oct and 2<sup>nd</sup> November reminding parents of expectations</p> <p>Regular text messages issued</p> <p>Update given in parent letter dated the 4<sup>th</sup> January and subsequently 5<sup>th</sup> January.</p> <p><b>Letter issued on 24<sup>th</sup> February and again on 5<sup>th</sup> March reminding parents</b></p>		<p>DG</p> <p>DG</p>	<p><b>13.07.20</b></p> <p><b>Sept 20</b></p> <p><b>Ongoing</b></p>



Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>DG/ MT/ PW identified break out places and pupils identified and allocated counselling sessions</p> <p>Identified pupils, returning from the 22<sup>nd</sup> June identified and offered inclusion support/ counselling from their return</p> <p>Inclusion team to review and identify pupils, who have not yet returned, who may benefit from support in Sept- provisional list to be prepped by MT/PK by July</p> <p>Ongoing support offered by inclusion team- support within the day</p> <p>Remote counselling sessions to be offered for pupils who are learning remotely- these to begin 11<sup>th</sup> January- flexibility required for individual pupils who may need immediate support in school- inclusion team to co-ordinate need as required</p> <p>Parents' Eve calls and live sessions during week of the 1<sup>st</sup> March identified any pupils, who may struggle and passed on to inclusion</p>		MT/PK	08.07.20
Ensure specific plans are in place for SEND pupils	<ul style="list-style-type: none"> <li>Teachers and special educational needs coordinators to have meetings to review pupil on education health and care (EHC) plans.</li> <li>Refer to specific guidance:<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></li> </ul> <p>Risk assessments have all been completed for identified pupils by MT- reviewed weekly</p>	LOW	MT	Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>MT updated risk assessments for pupils with EHC plans- all except one child in nursery attending from the 29<sup>th</sup> June</li> <li>From 2<sup>nd</sup> September, all pupils with EHC plans will return- updated risk assessments annotated by MT</li> <li>All pupils with EHCP have been offered a place for January 2021, as have all SEND pupils. Individual risk assessments are in place for SEND pupils. Any EHCP pupil not accessing school regularly encouraged to join 4 live zoom lessons a day. Weekly call with the SENCO to review provision and offer in school place</li> </ul> <p><b>SEND pupils, who haven't returned have been contacted by MT/ NH to be offered a reintegration plan for their return on march 8th</b></p>			

[illegible]

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Review first aid needs assessment and update to ensure sufficient equipment and PPE supplies are available for first aiders and staff caring for a child with symptoms of Coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>Refer to suggested SMBC first aid needs assessment and update where required including increasing PPE in first aid boxes.</li> </ul>  <p>FirstAidNeedsAssessmentApril 2020.doc</p> <p>Masks, aprons and gloves are available. Visors delivered and face masks available -</p> <p>All break out spaces have PPE equipment as prescribed, including fluid resistant surgical masks, visors, thermometers, gloves, aprons, wipes in each breakout room</p> <p>First aiders reminded of the need to wear gloves and mask if having to administer to first aid as an emergency outside of their bubble</p> <p>First aider for the year group to wear mask and gloves when tending to pupils not in their 'class bubble' from March 8th</p>	LOW	SV/DS	22.05.20
Process in place for removing face covering once children arrive at school	<ul style="list-style-type: none"> <li>Pupils giving information to remove face covering once they arrive at school.</li> </ul>	LOW	DG	July 20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>Letter issued by DG on 10<sup>th</sup> July and 15<sup>th</sup> July gives schools current stance on not wearing face coverings in schools- clearly communicated to parents</p> <p>Some pupils choosing to wear face coverings to walk to school, following LA guidance issued in Sept 20 and then remove prior to entering the school</p> <ul style="list-style-type: none"> <li>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> <li>The plastic bag should be sealed and schools/settings may wish to have a supply of sealable plastic food bags to hand if children/young people need them for any non-disposable face coverings.</li> </ul> <p>School to have a stock of sealable bags to store any face coverings which are brought into school</p> <p>Some pupils choosing to wear face coverings to walk to school, following LA guidance issued in Sept 20 and then remove prior to entering the school</p>			Ongoing



Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>Parents advised once again in letter to wear face masks for drop off and pick up of pupils</p> <p>Parents reminded in letter of 24<sup>th</sup> February</p>			

## Response to any infection



## 7) Engage with the NHS Test and Trace process

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure all staff, parents/carers understand the NHS Test and Trace system	<ul style="list-style-type: none"> <li>- Emails sent to staff and letters sent to parents/carers on the test and trace process, staff immediately contacting the school when test results are known.</li> <li>- Headteacher and SLT aware of the <a href="#">testing to support educational setting</a> flowchart.</li> </ul> <p>Reissue updated guidance for parents and staff on what to do if symptoms are shown- VH to update flowchart (see link below) Placed on school website for Sept 2020 <a href="#">Preparing for reopening\Flowchart of what to do if someone becomes unwell - updated for Sept.docx</a> <a href="#">Preparing for reopening\Wider reopening\SMBCPHProcessMapForManagingCovid19Outbreaks20200702.pdf</a></p> <p>Letter from DG Aut 2 reminded parents to contact the school immediately</p> <p>Reminders issued to parents in January 2021 letter</p>	LOW	VH       DG	July 20   Sept 20    Ongoing
Understand how to contact the local Public Health England health protection team	<ul style="list-style-type: none"> <li>• Headteacher and SLT giving contact details for Public Health department at Solihull Council: <b>0121 704 6892</b> or email <a href="mailto:contacttracing@solihull.gov.uk">contacttracing@solihull.gov.uk</a>.</li> </ul>	LOW	DG	July 2020

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	 <p>Managing a potential Covid 19 o</p> <p><b>Updated flow chart for Spring term 21</b></p>  <p>SMBCPHUpdatedTe stingFlowchartScho</p>			

## 8) Manage confirmed cases of coronavirus (COVID-19) (COVID-19) amongst the school community

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure immediate action is taking when aware that someone who has attended the school has tested positive for coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>- Report cases using the online reporting system: <a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l</a> Or by telephone: <b>0344 225 3560 (opt 0 opt 2)</b></li> <li>- Inform the school improvement team.</li> <li>- For advice and support contact the Public Health department at Solihull Council: <b>0121 704 6892</b> or email <a href="mailto:contacttracing@solihull.gov.uk">contacttracing@solihull.gov.uk</a>.</li> <li>- Information emailed to office staff and SLT of the local health protection team contact details.</li> <li>- <b>VH/ SV reissued guidance w/b 7<sup>th</sup> Sept</b></li> <li>- School office staff have a process to follow if contacted by the NHS Test and Trace team.</li> <li>- Implement actions instructed by the local health protection team following their investigation.</li> </ul> <p>Use template letters issued by LA through the infection prevention control document issued on 13<sup>th</sup> July in Headlines</p>	LOW	DG/ VH	07/09/20  Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>Office staff issued with clear flowchart- excel spreadsheet created to track any cases/ symptoms</p> <p>New Covid reporting excel spreadsheet issued by LA to report cases from March 8th</p>			

### 9) Contain any outbreak by following local health protection team advice

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure process in place to work with the local health protection team to contain any outbreak	- Headteacher and other SLT aware that two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) (COVID-19) is	LOW	DG/ VH	Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p><i>suspected, maybe classed as having an outbreak.</i></p> <ul style="list-style-type: none"> <li>- <i>Headteacher and other SLT to work with the local health protection team on measures required to contain any outbreak.</i></li> </ul> <p>Use documents and guidance issued by LA through the infection prevention control document issued on 13<sup>th</sup> July in Headlines</p> <p>Continuation of review of guidance issued through Headlines and also DFE</p>			
Ensure contingency plans have been updated for update	<ul style="list-style-type: none"> <li>- <i>Remote education plans in place in case of a local outbreak and the school has to close.</i></li> </ul> <p>PW briefing staff on 20<sup>th</sup> July during INSET day for contingency plans for remote education</p> <p>Year groups to ensure these are completed and ready to go. Hard copies of packs will also be available if required.</p> <p><b>Crib sheet created and reissued by PW- Sept 20</b></p> <p><b>Remote Learning Policy devised and shared with staff, parents by VH Oct 2020</b></p> <p>Review of remote learning provision ongoing- meeting on 4<sup>th</sup> Nov to review and extend provision</p> <p>Review of remote learning policy and provision in place for January 2021- VH to update policy and</p>	LOW	<p>PW &amp; phase leaders</p> <p>VH/ PW/ DG</p>	<p>20.07.20</p> <p>09/09/20 04/11/20</p>

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>ensure all details are published on the school website</p> <p>Remote learning policy clearly states actions for bubbles needing to isolate and has been communicated to parents</p>			

## Other Considerations

### 10) School Workforce

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Government advice to be followed for staff identified as vulnerable or living with someone who is vulnerable	<ul style="list-style-type: none"> <li>- Complete return to work checklist for all staff returning to work.</li> <li>- Completed by DG/VH</li> </ul>	LOW		



Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>- Staff who are classed as <u>clinically vulnerable or extremely clinically vulnerable</u> to complete the individual employee risk assessment before returning to school which is available on the <u>School's Extranet</u>.</li> <li>- Headteacher or other designated SLT staff to have 1:1's with all staff to discuss arrangements for reopening the school to all children from September.</li> <li>- Assess whether any roles can still be completed from working at home. <b>DG completed relevant risk assessment for identified staff in preparation for 8th</b></li> </ul> <p>Vulnerable children of all age groups with education health and care (EHC) plans to be reviewed and if suitable to attend school. This is reviewed weekly by PK/DG/MT and LA return completed each Wednesday. MT contact EHCP parent's weekly</p> <ul style="list-style-type: none"> <li>- MT updated risk assessments for pupils with EHC plans- all except one child in nursery attending from the 29<sup>th</sup> June</li> <li>- From 2<sup>nd</sup> September, all pupils with EHC plans will return- updated risk assessments annotated by MT</li> </ul>		<p>DG/MT/PK</p> <p>MT</p> <p>MT/ DG</p>	<p><b>Weekly</b></p> <p><b>Ongoing</b> <b>w/b 18.05.20</b></p>


Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>- Children, young people and staff classed as extremely clinically vulnerable continue to shield. Identified members of this group do not attend school From 2<sup>nd</sup> September, pupil in Reception to have an individual risk assessment as was in the shielding category- completed by MT on 9<sup>th</sup> July</li> <li>- Children, young people and staff clinically vulnerable, including those who are pregnant and other vulnerable groups seek medical advice. DG to liaise directly with staff in this category</li> <li>- From 29<sup>th</sup> June, member of staff clinically vulnerable returned to work on reduced days with a reviewed risk assessment. This will be updated for Sept- VH</li> <li>- VH completed 28 week risk assessment on identified member of staff Oct 2020</li> <li>- A child/young person or staff member living in a household with someone who is extremely clinically vulnerable to return only if stringent control measures can be put in place to maintain social distancing. DG liaised directly with parents DG contacted parent on 25<sup>th</sup> May to discuss measures for sister if wishing to return</li> </ul>		DG  DG/VH      MT	19/07/20



Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>From 2<sup>nd</sup> September, pupil in Reception to have an individual risk assessment as was in the shielding category- completed by MT on 9<sup>th</sup> July</p> <ul style="list-style-type: none"> <li>- School following any updated guidance for clinically vulnerable pupils- adaption to drop off times for identified child to continue during 2<sup>nd</sup> lockdown</li> </ul> <p>All individual risk assessment for identified pupils, as well as any staff, have been completed by January 2021. These will be reviewed and updated</p> <p><b>Any relevant risk assessments reviewed and updated</b></p>			

## 11) Building management

Risk controls to be put in place	How will this be achieved	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation completed as part of building inspection routine.	<ul style="list-style-type: none"> <li>A workplace inspection was carried out by Site Manager and Governor/Andy Mills using the following SMBC workplace inspection template:    Health and safety workplace inspectio </li> <li>The Site Manager carries out site inspections using the template below.    Site Manager Activity Schedules.docx </li> <li>School has reviewed its water hygiene arrangements with SMBC Property Services to assess whether to disinfect water systems in advance of reopening. Not needed as JC has a weekly flushing system for all outlets that is documented and checked by SV.</li> <li>Additional site inspection to be undertaken by SV/ JC/ AM in Autumn 2</li> </ul>	LOW	SV/JC/AM	20.05.2020
			JC	Completed weekly
			JC	Completed weekly

Risk controls to be put in place	How will this be achieved	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	 <p>Property Services ManagingSchools</p> <ul style="list-style-type: none"> <li>Regular checks undertaken by JC</li> <li>School will be open the 1<sup>st</sup> and last week of the 6 weeks holiday, so all regular checks will continue to take place.</li> <li>Ongoing by JC through Autumn term</li> <li>Ongoing for the Spring term- SV/JC</li> </ul>			
Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.	<ul style="list-style-type: none"> <li>Contact SMBC Property Services (or other designated provider) to see if a competent person is able to complete the building and compliance checks.</li> <li>Seek support from other schools.</li> <li>Contact LA services.</li> </ul>	LOW	SV	
Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).	<ul style="list-style-type: none"> <li>Review school's Emergency Evacuation Plans and PEEPs taking into account any changes to building layout, one way systems, groups (bubbles) that have been created etc...</li> </ul> <p>SV reviewed and no ongoing PEEP's to be actioned</p> <p>SV to review for September</p>	LOW	SV	28.05.20

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Consider any additional support or training needs for staff and children including re-induction to the childcare setting.	<ul style="list-style-type: none"> <li>Survey to identify children or staff that may need extra support.</li> <li>Support for younger children who may be anxious about coming.</li> <li>Support for staff returning to work.</li> <li>Complete return to work checklist for all staff returning to work.</li> </ul> <p>DG and inclusion team to action- pupils identified on the 20/05/20 and plans in place</p> <p>DG to liaise with individual staff as required</p> <p>Inclusion team to review and identify pupils, who have not yet returned, who may benefit from support in Sept- provisional list to be prepped by MT/PK by July</p> <p><b>Ongoing review of identified pupils who may have need throughout Aut 1- referral system</b></p> <p>VH and CSAWs in weekly contact with identified families who are choosing not to return- review by CSAWs and letters issued by VH</p> <p><b>Families have been identified by MT/ NH/ PK and measures in place in the lead up to 8<sup>th</sup> March to offer support</b></p>	LOW	DG/MT/PK	20.05.20
		VH/ SV	08.07.20	

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure any updates to procedures have been communicated early with contractors and suppliers Examples include cleaning, catering, food supplies and hygiene suppliers.	<ul style="list-style-type: none"> <li>Share visitor protocol through emails and briefings</li> <li>Contractors and visitors where appropriate only allowed on site after school hours. If this cannot be achieved specific method of work created.</li> <li>Contractors have sent their COVID-19 secure risk assessment and methods of work which have been approved by the Headteacher/SLT.</li> </ul> <p>Ongoing and reviewed by SV</p>	LOW	SV	
Communicate to parents/carers the measures in place to reduce the risk of transmission of the virus	<ul style="list-style-type: none"> <li>Update school website, emails, letters sent to parents of measures in place.</li> </ul> <p>Regular updates Half termly updates issued to parents- via email/ website and facebook</p> <ul style="list-style-type: none"> <li>Headteacher/SLT to speak to any parents/carer who have concerns and if it cannot be resolved follow the complaints procedure.</li> </ul> <p>Ongoing Ongoing each half term minimal- weekly updates on the school website Parent letter issued on 23<sup>rd</sup> February reminding of procedures for reopening</p>	LOW	DM SLT	Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	2 <sup>nd</sup> letter issued to parents on 5 <sup>th</sup> March with changes being made to bubbles in preparation for opening on 8 <sup>th</sup> March			
Share arrangements with staff, governors and trade unions bodies	<ul style="list-style-type: none"> <li>Briefings, shared drive,</li> <li>Spreadsheet created to capture questions, any actioned reviewed and measure put in place to resolve.</li> </ul> <p>Regular communication with staff Weekly updates for Governors (see schedule from NT)</p> <p>Risk assessment updated on school website each time reviewed- DM updates Risk assessment disseminated to Gov's after each update</p> <p>Risk assessment updated on the school website after each review</p> <p>Risk assessment shared with Governors by 5<sup>th</sup> March and on school website for reopening on 8<sup>th</sup> March</p>	LOW	DG  DM/ SV	Ongoing
Ensure arrangements are regularly monitored and reviewed	<ul style="list-style-type: none"> <li>Employees to raise concerns to Headteacher/SLT through team meetings (standard item on agenda), emails and incident reporting procedure.</li> </ul>	LOW	DG	Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>Beginning of weekly staff meeting, via Zoom dedicated to updates and questions relating to Covid</p> <ul style="list-style-type: none"> <li>Weekly floor walks completed by Headteacher/SLT to ensure measures are being followed. Completed daily by DG/ VH/ NH Continued to be completed daily, with ST as addition to pm learning walks</li> <li>Any actioned identified are reviewed in SLT meeting and where appropriate shared with governors Regular communication with staff Weekly updates for Governors (see schedule from NT)</li> </ul>			

### 13) Curriculum Specific

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Primary schools	<ul style="list-style-type: none"> <li>Follow CLEAPSS <a href="#">P104 organising and managing hands on activities in science, DT &amp; Arts</a> guidance</li> <li>Shared with staff w/b 13<sup>th</sup> July</li> </ul> <p>Opportunities and avenues to raise worries regularly offered to staff- opportunities to share are weekly staff meetings</p> <p><b>Daily walks undertaken and daily SLT informal catch up sessions</b></p>	LOW	DG/ VH	15.07.20
Systems of controls in place for physical education, sport and physical activity.	<ul style="list-style-type: none"> <li>Where possible outside sport will take place and large indoor space will be used if this is not possible.</li> </ul> <p>Outdoor areas allocated for physical activity delivered by KK &amp; DM</p> <p>All staff directed to deliver PE outdoors where possible</p> <p>Sept onwards, all year groups took part in intra house school competition offered in bubble year groups- co-ordinated by NH/DM</p> <p>Bubble extra-curricular provision to be offered to all year groups in Autumn 2- every year group offered an ECC</p> <p><b>All PE lessons to be delivered in class bubbles and extra-curricular provision to</b></p>	LOW	NH/KK/DM ST	



Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p><b>be organised into classes- see timetable from NH</b></p> <ul style="list-style-type: none"> <li>Follow AfPE guidance for <a href="#">physical activity in schools</a></li> <li>Follow government guidance on the <a href="#">phased return of sport and recreation</a></li> </ul>			
Swimming	<ul style="list-style-type: none"> <li>Indoor swimming lessons are not currently permitted and will keep updated on the government advice.</li> <li>Once permitted use <a href="#">Swim England guidance</a> to develop plans to commence swimming activities</li> </ul> <p>No swimming planned for Autumn term</p> <p>Swimming sessions offered for Autumn 2, but after risk assessment, school will not be offering these at NSSC until Spring term 2021</p> <p>No indoor swimming sessions planned for pupils from SWPA in the Spring term</p> <p><b>Swimming sessions to be reviewed once contacted by local swimming pool- however consideration to be given as to how swimming sessions take place in the new 'class bubbles'</b></p>	LOW		

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Education visits	<ul style="list-style-type: none"> <li>Follow <a href="#">Travel guidance for educational settings</a> government guidance</li> <li>No domestic (UK) overnight and overseas educational visits until permitted to do so.</li> <li>Trip risk assessment completed to include COVID-19 secure measures in place at the destination</li> <li>Educational Visit Coordinator (EVC) has researched and aware of what Covid-19 protective measure are required for trips: <a href="#">health and safety guidance on educational visits</a></li> <li>Continue to follow schools educational visits procedure.</li> </ul> <p>No trips to take place in Autumn 1- reviewed for Autumn 2.</p> <p>NH issued guidance to staff on 15<sup>th</sup> July re protective measures</p> <p>External visitors to the school will attend in Aut 2- NH to review risk assessments accordingly</p> <p>No trips or visitors to the school during 2<sup>nd</sup> period of lockdown in January</p>	LOW	NH/ DG	

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	No visits to take place from 8 <sup>th</sup> March reopening in line with DFE guidance			

#### 14) Lateral Flow Testing for staff

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Share arrangements with staff & Governors	<ul style="list-style-type: none"> <li>Briefings given to all staff week of 25<sup>th</sup> January via Zoom</li> <li>DG issued flow chart for all staff</li> <li>Slides shared with all staff</li> <li>VH distributed key documentation, including hard copies of documents</li> <li>DG update Governors week of 1<sup>st</sup> Feb in terms of any impact on running of school due to staff tests</li> </ul>	LOW	DG/ VH	25/01021

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>Update to be given weekly to CofG by DG on impact of school if needed</li> <li>School Covid risk assessment has been updated accordingly</li> <li>Staff briefing revisited on 24/02/21</li> </ul>			
Closure of bubble- minimise impact on staffing/ pupils education	<ul style="list-style-type: none"> <li>Review of staffing signed up to take part in regular testing- DG/VH</li> <li>Review of PPA/ cover timetable to ensure minimal impact on pupils in school</li> <li>DG issued update for staff on necessity to ensure social distancing to minimise number of close contacts- 29<sup>th</sup> Jan</li> <li>Staff briefing revisited on 24/02/21</li> </ul>		DG/ VH	Ongoing
Storage of tests & unauthorised access to testing kits	<ul style="list-style-type: none"> <li>Tests are stored and locked in DH office</li> <li>Distributed by VH only- only authorised access permitted to the storage area</li> <li>All kits signed for and accounted for by VH as Covid Co-ordinator- assign specific barcode to staff</li> <li>Deputy office to be locked when not in use</li> </ul>			
Staff conducting tests accurately	<ul style="list-style-type: none"> <li>Training given from VH on Wednesday 27<sup>th</sup> to all staff</li> <li>Slides available for staff to refer to</li> </ul>		VH/ DG	Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>• Training video shared with staff to show correct way to conduct test</li> <li>• Leaflet, with instructions given to staff</li> <li>• Offer of questions to VH/DG if staff unsure</li> <li>• VH to offer review of testing at end of first week to</li> <li>• DG briefed staff on 27<sup>th</sup> Jan about appropriate use of tests and reminded they are for SWPA staff only</li> <li>• Lateral flow tests only for asymptomatic staff- staff with symptoms to follow existing procedure</li> </ul>			
Staff reporting results accurately and in a timely manner	<ul style="list-style-type: none"> <li>• Clear direction given to staff on times and days of week to report results by</li> <li>• Reminders given by VH regularly</li> <li>• Covid Coordinator (VH) &amp; Admin assistant (MK) to lead on the recording of staff result</li> <li>• Reminders issued to staff as required in relation to testing time</li> <li>• VH to reissue guidance in light of March 8<sup>th</sup> reopening</li> <li>• Data protection- only necessary information will be collected from staff, logged in a secure area of the school system with only key personnel having access</li> </ul>		VH/ MK	Ongoing

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>Office briefed on distribution of 2 weekly tests to all families now (from 1<sup>st</sup> March)</li> <li>Staff briefed on possibility of greater impact on bubble closures</li> </ul>			
Stock of tests available	<ul style="list-style-type: none"> <li>VH/MK to monitor stock of tests and reorder as required</li> <li>Staff directed to return unused tests to VH</li> </ul>		VH/MK	Ongoing
Isolation of key staff	<ul style="list-style-type: none"> <li>Guidance issued to staff by DG for w/b 1<sup>st</sup> February on importance of social distancing and remaining in bubbles</li> <li>Regular review of guidance given at beginning of staff briefings</li> <li>Key points on staff working and social distancing shared with staff at briefing for all staff on 24/02/21 in preparation for march 8<sup>th</sup></li> <li>Reorganisation of senior staff working patterns to safeguard number of senior staff in school, as best as possible, to ensure strategic vision remains</li> </ul>		DG	Ongoing
SWPA adequately staffed for pupil's education	<ul style="list-style-type: none"> <li>Review of remote learning weekly by senior staff</li> <li>Creative ways of organising pupils in classrooms (blended learning) should a member of staff need to isolate</li> </ul>		DG/VH	

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>Staff on weekly rota of face to face one week and remote another (where possible to minimise staffing issues if positive test reported)</li> <li>From March 8<sup>th</sup>, pupils to remain in their class bubbles, with assigned teacher and TA to minimise impact of all staff needing to isolate and staffing being an issue</li> </ul>			

### Action Plan

Number	High Medium Low	Action	Target completion date	Assigned to	Date Completed
5- Minimise contact	Medium	<p>Review of Before &amp; After School Provision and Breakfast club to ensure safety between bubbles This will be reviewed after 2 weeks of pupils returning in September</p> <p>Breakfast club reviewed to start in the classrooms from the 9<sup>th</sup> November- 10-minute soft start with toast for pupils in all year groups. DG to communicate to staff at staff meeting on 2<sup>nd</sup> Nov and letter for parents week of the 2<sup>nd</sup> Nov</p>	<p>Aim for w/b 14<sup>th</sup> September</p> <p><b>Reviewed 9<sup>th</sup> September- decision to not reopen at present</b></p>	DG/VH/SV	

			Reviewed 2 <sup>nd</sup> Nov- breakfast club to start week of 9 <sup>th</sup> Nov		
		Review B&A school paid provision for possible opening the week of the 22 <sup>nd</sup> March, once pupils have been back at school for 2 weeks			

Name of School: Smith's Wood Primary Academy	
Signed:	Date: 14.07.20 10/11/20 02/11/20 11/01/21 25/01/21 03/03/21
Headteacher / SLT Member: Danielle Givens	
Review date: Ongoing through September  <b>Lockdown period</b> <b>Reviewed for June 1<sup>st</sup> Opening</b> <b>Reviewed for Sept opening</b> <b>Reviewed 10<sup>th</sup> September 2020</b> <b>Reviewed 2<sup>nd</sup> Nov 2020</b> <b>Reviewed 11<sup>th</sup> January 2021 for 2<sup>nd</sup> lockdown period</b> <i>Reviewed 25<sup>th</sup> January to include lateral flow testing</i> <b>Reviewed 3<sup>rd</sup> March for March 8<sup>th</sup> reopening to all pupils</b>	



## Further Information

<a href="#">Guidance for full opening: schools</a>	• <a href="#">Guidance for full opening: special schools and other specialist settings</a>
<a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a>	• <a href="#">Government guidance, cleaning of non-healthcare settings guidance</a>
• <a href="#">Government guidance, safer travel guidance for passengers</a>	• <a href="#">Planning guide for primary school</a>
• <a href="#">DfE guidance, conducting a SEND risk assessment during the coronavirus (COVID-19) outbreak</a>	• <a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings</a>
• <a href="#">NHS test and trace: how it works</a>	• <a href="#">Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak</a>
• <a href="#">DfE guidance, implementing protective measures:</a>	• <a href="#">Managing school premises during the coronavirus (COVID-19) outbreak</a>
• <a href="#">HSE guidance on First aid and medicals during the coronavirus (COVID-19) outbreak</a>	• <a href="#">National Fire Chief Council School Guidance</a>

For further health and safety advice and assistance, please contact the SMBC Health and Safety Support Team email [healthandsafetysupport@solihull.gov.uk](mailto:healthandsafetysupport@solihull.gov.uk) telephone 0121 704 6328

## Appendix 1 - Holiday or after-school providers checklist

This checklist is useful for organisations or individuals who provide holiday or after-school clubs. It is recommended that this checklist is used in conjunction with the control measures set out in the Health and Safety risk assessment checklist for schools, ensuring that they are applicable to the setting. The measures in the checklist must only be in place once the summer 2020 term has finished.

The checklist can assist premise owners where holiday or after-school clubs are held to ensure the organisation or individual running activities have implemented measures to ensure they are COVID-19 secure. Schools that are used for holiday or after-school clubs can duplicate measures implemented in the Health and Safety checklist for schools where measures are applicable.

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Providers will need to adapt and make site specific, where appropriate)</i>	Assigned to:	Date completed:
Group sizes have considered the latest government guidance	<ul style="list-style-type: none"> <li>- Follow latest <a href="#">government guidance</a> for group sizes.</li> <li>- Group (bubble) sizes will be less than 15.</li> <li>- Groups (bubbles) will be created depending on the ability of children maintaining social distance.</li> <li>- Groups (bubbles) created to keep children 11 years old or older away from younger children.</li> <li>- Decisions on activities in rooms/area will be based on children ability in maintaining social distance.</li> <li>- Speak to premise owners of layout of rooms and adjustments to groups (bubbles) will be made where necessary.</li> <li>- Groups (bubbles) will stay the same for the duration of the course.</li> <li>- There will be no cross over of groups during the day unless arrangements in place to clean rooms/area before the next group (bubble) uses the area.</li> </ul>		
Effective infection protection and controls in place	<ul style="list-style-type: none"> <li>- Hold conversations with premise owner of measures in place to meet sections 1-6 of the Health and Safety risk assessment checklist for school.</li> <li>- Keep a temporary record of children/staff in groups (bubbles), staff rotas for 21 days.</li> </ul>		
Activities have been planned to meet the current government guidance	<ul style="list-style-type: none"> <li>- Check what are activities are permitted as per government rules.</li> <li>- Activities will take place outdoors where possible.</li> <li>- Plans in place for adverse weather.</li> <li>- Measures in place to keep groups (bubbles) apart if activities are indoors.</li> <li>- Activities indoors will be static or with minimal movement.</li> <li>- Spoken to premise owners to ensure building being used has measures in place to be COVID-19 secure.</li> <li>- Arrangements in place with premise owner to clean indoor space.</li> </ul>		

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Providers will need to adapt and make site specific, where appropriate)</i>	Assigned to:	Date completed:
	<ul style="list-style-type: none"> <li>- <i>For outdoor activities follow government guidance for <a href="#">providers of outdoor facilities on the phased return of sport and recreation</a>.</i></li> </ul>		
Procedures in place to manage the use of toilets	<ul style="list-style-type: none"> <li>- <i>Staggered break times to allow different groups (bubbles) to use toilet blocks and for cleaning to be completed.</i></li> <li>- <i>Different groups (bubbles) use different toilet blocks within the premise.</i></li> <li>- <i>Toilet cleaning procedures agreed with premise owners.</i></li> </ul>		
Appropriate staff: child ratios in place for the setting	<ul style="list-style-type: none"> <li>- <i>Determine staff availability with at least one staff member per group.</i></li> <li>- <i>Where possible staff members will stay with group for the duration of the course.</i></li> <li>- <i>Ensure staff are available to work.</i></li> <li>- <i>Staff ratios have considered pre-employment checks for new staff e.g. DBS, first aiders, Designated Safeguarding Lead (DSL), caretaker and cleaning staff available.</i></li> </ul>		
Reduce the extent to which children are mixing with others	<ul style="list-style-type: none"> <li>- <i>Children will remain in the same groups for the duration of a course.</i></li> <li>- <i>Children will only be able to attend if they are from the local area.</i></li> <li>- <i>Send information to parents about <a href="#">Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19</a>.</i></li> <li>- <i>Arrangements to be in place to keep groups (bubbles) away from other customers that may be using the building.</i></li> </ul>		
Adequate Personal Protective Equipment (PPE) is in place for the care of children where their care already involves the use of PPE due to intimate care needs. Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus (COVID-19) while in school and needs direct personal care (2 metres distance cannot be maintained) until they can return home. Also consider eye protection if risk of splashing to the eyes, for example from coughing, spitting, or vomiting.	<ul style="list-style-type: none"> <li>• <i>Refer to guidance of what PPE is required for intimate care <a href="https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/">https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/</a></i></li> <li>• <i>Ensure appropriate PPE stock is available as per DFE implementing protective measures in education and childcare settings e.g. fluid-resistant surgical face mask, if a distance of 2 metres cannot be maintained, disposable gloves, a disposable apron, eye protection.</i></li> <li>• <i>Source PPE and cleaning products through <a href="#">Crown Commercial Service (CCS) 'Safer Working Supplies' Portal</a> or through other procurement processes.</i></li> </ul>		

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Providers will need to adapt and make site specific, where appropriate)</i>	Assigned to:	Date completed:
Process in place for removing face covering once children arrive at premise	<ul style="list-style-type: none"> <li><i>Parents sent information and instruction to show their children on how to remove face covering once they arrive at the premise.</i></li> </ul>		
Share plans and procedures to premise owners, staff and parents/carers	<ul style="list-style-type: none"> <li><i>Virtual team meetings held with staff to discuss plans and safety measures.</i></li> <li><i>Staff can raise concerns of any measures through a feedback form.</i></li> <li><i>Information pack emailed to staff to explain processes and measures in place.</i></li> <li><i>Virtual meeting held with premise owners to discuss measures in place and if any additional cleaning or measures are required.</i></li> <li><i>Parents/carers commuted through phone calls, letters, emails of procedure and processes in place.</i></li> <li><i>Parents/carers will be encouraged not to use public transport and to limit time spent dropping their child/s off at the premise to avoid large gatherings.</i></li> <li><i>Start and finishing times of clubs will be staggered and outside peak times.</i></li> </ul>		
Ensure immediate action is taking when aware that someone who has attended the club has tested positive for Coronavirus (COVID-19).	<ul style="list-style-type: none"> <li><i>Emails sent to staff and letters sent to parents/carers on the <a href="#">test and trace process</a>, staff/parents immediately contacting the club manager when test results are known.</i></li> <li><i>Club procedure in place of what action to take when staff/children test positive.</i></li> </ul>		
Ensure immediate action is taking when aware that someone who has attended the club has tested positive for Coronavirus (COVID-19).	<ul style="list-style-type: none"> <li><i>Report cases using the online reporting system: <a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I</a> Or by telephone: <b>0344 225 3560 (opt 0 opt 2)</b></i></li> <li><i>Implement actions instructed by the local health protection team following their investigation.</i></li> </ul>		
Ensure process in place to work with the local health protection team to contain any outbreak	<ul style="list-style-type: none"> <li><i>Club manager aware that two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, maybe classed as having an outbreak</i></li> <li><i>Club manager to work with the local health protection team on measures required to contain any outbreak.</i></li> </ul>		

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Providers will need to adapt and make site specific, where appropriate)</i>	Assigned to:	Date completed:
Ensure contingency plans have been updated for update	<ul style="list-style-type: none"> <li>- Plans updated using guidance on local area outbreaks.</li> <li>- Clear identification of roles and responsibilities.</li> </ul>		