

CIT COVID RISK ASSESSMENT – Mainstream Primary Academies

Covid 19 Risk Assessment to support the return of all pupils in September 2020

Objective: To ensure safety of staff and pupils

Date completed: 5th July 2020

Reviewed by Director of Education

Government guidance source:

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

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

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

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



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

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

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

Key for RAG Rating:

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

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

Guidance Requirements	Hazards	How might people be harmed	Controls/measures in place	Actions needed	Status
Prevention					
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school					
Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>)	COVID brought into school	COVID spread Bubbles closed	Signage in school reception <u>All visitors to the reception area will be required to wear a face covering. Visitors will not be able to enter this area unless they have a medical exemption regarding the use of a face covering.</u> Letter(s) to all stakeholders to include: <ul style="list-style-type: none"> • Attendance expectations (all children expected to attend unless shielding under new August regulations) 		

			<ul style="list-style-type: none"> • Uniform expectations (children to wear uniform as normal – clean more regularly) • Curriculum adaptations • Transport expectations (walk and cycle where possible, maintain distance if transported, let school know of use of taxis etc) • Staggering for dropping off and picking up • Parental/Carer visits to the school by appointment only. <p>If parents need to speak to a member of staff then they should send an email to the school 'enquiries' address and this will be passed onto the teacher. The teacher can then either call the parent at the nearest available opportunity or send an email reply which is to be sent to the office and forwarded onto the parent using the 'enquiries ' email account. Alternately parents can contact the school office and ask for the telephone meeting with the member of staff. This can be booked into diaries (SMT) or the staff member can call back when possible.</p> <p>Agree frequency of communication with DoE Site manager/admin to liaise with visitors and/or contractors Social Media to be used to reinforce message and communicate to harder to reach families First day response phone calls to check why children are off and take relevant action within school should potential covid case be apparent Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms. Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms</p>		
2. Clean hands thoroughly more often than usual.					

Is school ensuring that that sufficient handwashing facilities are available? Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments	Covid spread within school	Cross contamination	Hand sanitisers are in place across the school for pupils and staff. Additional hand sanitisers are present for areas where potential sink issues following contact (near playgrounds/on playground...) Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use Partition in middle of class 8 and 9 to separate areas for handwashing for each class.		
Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly? [Review the guidance on hand cleaning]	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival Paper towels available to ensure hands are dried thoroughly. Class charters drawn up to encourage and remind children of expectations		
Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment Visuals in class to support pupils understanding along with posters around school PE staff have access to hand sanitiser. This will be present throughout the session. Children will sanitise their hands prior to the after school club and again at the end of the session before leaving the school site. Class charters drawn up to encourage and remind children of expectations		
Are procedures in place to ensure that all adults and children are encouraged not	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment		

to touch their mouth, eyes and nose			Posters and lessons are in place to reinforce the need for this and children are encouraged to point out when procedures are not followed or teacher/other pupils touch faces Class charters drawn up to encourage and remind children of expectations		
Has the school ensured that help is available for children who have trouble cleaning their hands independently	Covid spread within school	Cross contamination	Staff support pupils where needed Supervision of handwashing is in place for younger children or those who are unable to follow handwashing requirements		
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.					
Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this Visuals in class to support pupils understanding Tissues available within class bubbles to ensure pupils and staff have access to these where needed. Class charters drawn up to encourage and remind children of expectations		
Are procedures in place to ensure that bins for tissues are emptied throughout the day	Covid spread within school	Cross contamination	Bins are emptied twice a day – lunch time and after school All bins have lids in order to ensure that tissues etc remain within and do not have to be picked up by others		
Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Covid spread within school	Cross contamination	All classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to ensure ventilation. At least one window will remain open at all times. Teachers will 'purge' their classrooms whilst children are out during breaktimes and lunchtimes by opening all windows Air conditioning not to be used nor are fans that circulate air		
Are procedures in place to risk assess the need to positively handle pupils who	Staff having to positively handle thus rendering social distancing redundant	Cross infection	Staff aware of updated behaviour appendix and contents of behaviour policy A risk assessment has been undertaken to show the level at which the school is able to positively handle if needed		

made have uncontrolled behaviour on a regular basis			(Team Teach Training up to date, regularity of need for specific pupils etc) The risk assessment been communicated with range of stakeholders including child and parents/carers Appropriate has support been sought from LA/support services All possible interventions have been considered including reduced timetables School understands the exclusion policy and only uses exclusion to find solutions or to mitigate unfair risk to other pupils/staff or the specified pupil Class charters drawn up to encourage and remind children of expectations		
Has school given consideration to propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Covid spread within school	Cross contamination	Classroom doors are propped open when occupied and then closed when not to meet fire safety regulations All other doors are open where they do not compromise fire safety		
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products					
Has school discussed with cleaning contractors or staff the additional cleaning requirements and agreed additional hours to allow for this	Covid remaining on surfaces and spreading by touch	Cross infection	Appropriate cleaning rotas are in place, coordinated by site manager/headteacher with adjusted hours implemented to take into account contact with staff/pupils Additional contract cleaner employed to ensure sufficient capacity in the team where required. MSAs used to support additional cleaning where possible e.g toilets. Appropriate PPE and uniform provided so that there is no cross-contamination between roles.		
Is school following the COVID-19: cleaning of non-healthcare settings guidance	Covid remaining on surfaces and spreading by touch	Cross infection	School are following this guidance		
Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors,	Covid remaining on surfaces and spreading by touch	Cross infection	Systems in place to reduce the use of shared resources: Toys/resources that are shared can only be done so within groups and will be cleaned between use		

sinks, toilets, light switches, bannisters, being cleaned more regularly than normal			<p>Large outdoor apparatus (trim trails...) to be out of use as cleaning cannot be maintained</p> <p>Resources that are shared between bubbles to be cleaned meticulously before and after use e.g laptops and Ipads</p> <p>Pupils will have own specific resources including pens, pencils, rulers etc</p> <p>Reading books to be used within class bubble so that they can be taken home but are not transferred between bubbles. If books are being moved to another class bubble then they are to be quarantined for 72 hours before this happens.</p> <p>Toilets to be cleaned following lunch break and after school</p> <p>Cleaning schedule to ensure increased cleaning of commonly touched items – doors, handles, resources in communal staff areas...</p> <p>Each classroom provided with clothes, spray, disinfectant fluid (Milton) and antibacterial wipes etc. All staff within the bubble are expected to support with the cleaning of surfaces and equipment regularly. All staff have completed online COSHH training. Staff to report to Julie Haddock should they need further cleaning materials or if they run out.</p> <p>PE staff will ensure equipment is kept separate. Each bubble for after school club will have their own set of equipment, which will be thoroughly cleaned after each session.</p>		
Have arrangements for hot school meals been put into place and how will hygiene be effectively implemented?	Staff and pupils in contact with hot meals cutlery/plates/utensils etc	Transmission of covid from surfaces	<p>School kitchen to be assessed against the standards here: guidance for food businesses on coronavirus (COVID-19).</p> <p>Estates manager to consider this with school kitchen managers</p> <p>Where hot meals are delivered:</p> <p>Hot boxes to be wiped with anti-bac upon arrival</p> <p>Children to attend hot meals as on staggered basis as specified in section 5</p>		
5. Minimise contact between individuals and maintain social distancing wherever possible.					

<p>Have classes been designated as separate bubble or less?</p> <p>Does the director of education know if this bubble is over 30 due to class size?</p>	<p>Larger bubbles meaning more children missing education should the bubble need to close</p>	<p>Cross infection</p>	<p>Yes – all classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to Air condition not to be used</p> <p>Within phonics teaching a year group bubble will have to be used. The classes will adopt a 'bubble within a bubble' approach where distinct separation between children in different bubbles within groups will be maintained and thorough cleaning will take place before and after sessions. Children will bring their own equipment where possible.</p> <p>After school clubs will be run on a bubble basis, using the current class bubbles within school. Each bubble (KS2) will be able to access an after school club this academic year. They will only attend with their bubble and will not be offered another session. Staff members will be allocated to run after school clubs based on the 'bubble' that they have been teaching that day. Staff will still keep 2m distance as with PE sessions. After school clubs will be cancelled should it be raining/ the weather not suitable for these to take place outside. Clubs will not take place until further notice (at least whilst Lincolnshire is in Tier 4).</p>		
<p>Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?</p>	<p>Children and staff passing covid within bubble</p>	<p>Cross infection</p>	<p>All tables within Infants and Juniors (Years 1-6) to face forwards Gaps to be as large as is possible between each desk Desks to have a maximum of two pupils (forward facing) Pupils to sit next to each other facing forwards Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff</p> <p>Carpet areas can be used but children need to ensure that children are encourage to face the front and are spread out (use markers etc to support with this). Systems such as 'talking partners' ARE NOT to be used as children will face one other.</p>		

			<p>Staff to maintain 2 metre distance at the front of the room when possible and to minimise face to face work with children when aiding with learning</p> <p>Class charters drawn up to encourage and remind children of expectations</p>		
<p>Has the timetable been refreshed to consider the following:</p> <ul style="list-style-type: none"> decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building stagger assembly groups stagger break times (including lunch), so that all children are not moving around the school at the same time stagger drop-off and collection times plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<p>Large groups of adults/staff /pupils passing one covid when within the same social space</p>	<p>Cross infection</p>	<p>Full curriculum to be delivered using the cleaning protocols already outlined for shared resources</p> <p>Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. These teacher will be supported by TA/other adult who will aid children whilst teacher delivers lesson with 2 meters distance from the front of the class</p> <p>Senior staff to take support groups within specific bubbles and to maintain 2 meters distance whilst doing so</p> <p>Assemblies to be virtual using Teams until such point as government guidance changes</p> <p>Break times to be staggered such that bubbles do not mix. Where are is large enough the playgrounds/fields can be zoned so that more than one group can be out at once.</p> <p>Staff barrier will be between the groups</p> <p>Lunch time to be staggered with zoned areas for each bubble. All tables and chairs to be cleaned between use by different bubbles</p> <p>Main hall to be used for hot dinners. This will be split into four separate zones for four classes per sitting. Each zone will have an entrance and an exit point as we are able to use the external fire doors</p> <p>An adult from the bubble will bring the children down to the main hall. TA breaks will need to be considered to facilitate this. Children MUST NOT be unaccompanied at ANY point in corridors</p> <p>MSAs to supervise the same zone each day with 2 MSAs per zone in case of illness and for support</p> <p>All children in zone (bubble) to wait until lunches have been eaten within their bubble before being taken out to designated playground by MSA. Coats can be collected on</p>		

			<p>the way and care should be taken within corridors to maintain social distancing.</p> <p>DHT to supervise hot lunches daily to ensure protocols and procedures are adhered to</p> <p>Packed lunches to be eaten within the bubble's classroom and supervised by a member of staff from within the bubble.</p> <p>Drop off and pick up times to be staggered with one way systems etc as appropriate. All children to receive full teaching hours</p> <p>Movement around school to be done by rota</p> <p>Toilet blocks to be assigned to specific bubbles (there will now be more than one bubble in each block) – teachers to encourage toilet use prior to and after staggered breaks/lunches</p> <p>Class charters drawn up to encourage and remind children of expectations</p> <p>After school clubs will run as per PPA/PE sessions. Staff will maintain a 2m distance from children at all times. Medical needs will be covered using JH who will be on site during the after school club. Any major medical issues will be reported to parents and they will be called to collect their children immediately if required. Clubs will not take place until further notice (at least whilst Lincolnshire is in Tier 4).</p>		
Has school considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel)	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>School to considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel)</p> <p>School to maintain protocols with private transport (taxis...) to ensure that they have completed risk assessments and will notify school should staff have symptoms</p> <p>Pupils to enter by outside doors directly into classes where possible</p>		

			<p>Staff to use their external doors upon entry and exit where possible to ease congestion at main entrance. Staff to wait until other member of staff has entered using the main reception. One person to be in the foyer at any one time.</p> <p>As after school clubs will be run a bubble basis, children will leave the site at the end of the session through the main school gates. Parents will collect their children from the small playground/tennis court. This will be after 4pm and so flow and traffic on site will be lesser than at the end of the school day. Staff will be made aware of children leaving site at this time and will be responsible for leaving the site safely whilst travelling across the car park. Clubs will not take place until further notice (at least whilst Lincolnshire is in Tier 4).</p>		
Have protocols for the use of the staffroom been put into place in order to minimise contact with those from other bubbles and transmission via use of shared facilities (kettles, microwaves....)	Staff who have contact within the area or use shared resources by touching surfaces	Cross infection	<p>Staff will abide by the following protocols:</p> <p>Timings for use of the staffroom will be staggered by bubble</p> <p>Where 2 bubbles have the same time the staff from different bubbles will maintain 2m social distancing at all times</p> <p>Staff will wipe down any shared facilities after use – draws, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc</p> <p>Increased cleaning is in place with all handles etc cleaned on a daily basis</p> <p>Studio to be used as an additional staffroom so that there is enough room in both rooms for 2m social distancing. Both staff rooms to be used on a rota basis. No more than 8 members of staff are to be in the staffroom at any one time.</p>		
Has the school created a separate risk assessments for wrap around care which has been approved by the Director of Education?	Bubble protocol breached and increased transmission of covid	Cross bubble infection	<p>School will not open wrap around care within the first two weeks of term</p> <p>In order to open wrap around care the headteacher will present the DoE with a separate risk assessment which considers:</p> <p>Which staff run the sessions and what is the implication for bubbles within school</p>		

			<p>Whether the pupils attending can be put into small groups which cross a maximum of two bubbles</p> <p>If the cleaning arrangements for the care meet the standards achieved within the rest of the school</p> <p>How resources will be cleaned following use</p> <p>If the room used will impact upon the functioning of the school day</p> <p>Any other relevant detail which may impact upon the school day, staffing or pupil cross contamination</p>		
How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles	Pupils and staff if social distancing is compromised during fire drills	Transmission of covid between bubbles	<p>The <u>headteacher</u> has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils</p> <p>This has been communicated effectively to staff and pupils</p> <p>All staff will sign in and out of the staff online register. Office staff will print off a 'staff evacuation list' in case of fire. This can then be checked off by the Fire Warden during evacuation.</p> <p>Class 9 (RB) to exit via their external door and to walk through the KS1 playground. There are to go across the car park and go onto the field via the dropped curve. This avoids this class using the corridor as part of their evacuation route.</p> <p>Class charters drawn up to encourage and remind children of expectations</p>		
Extra-curricular activities including catch up groups	Pupils and staff if social distancing or bubble integrity is compromised during clubs	Transmission of covid between bubbles	<p>All proposed extra-curricular activities will be assessed by the headteacher and will only go ahead if:</p> <p>They are limited to pupils from one bubble</p> <p>Staffing of the club does not compromise bubble integrity</p> <p>The club can take place without impinging upon the timetabling which has been adapted to ensure staggers etc. and minimise social contact.</p> <p>The only exception to this is with 11+ club where the staff member running this club will be from a different bubble.</p> <p>This club will take place in the studio hall to ensure space and the staff member will take steps to ensure stringent 2m distancing. They will ensure that all children are aware of</p>		

			this and will remain at the front of the group at all times. Children attending will only be from one 'bubble' and this will alternate each half term. All windows in the studio hall will remain open for ventilation. Pupils will be dismissed out of the studio door and the teacher will remain at a distance. Parents will be able to communicate with teacher via phone or email only, not after sessions.		
6. Where necessary, wear appropriate PPE.					
Are protocols in place should pupils arrive at school wearing face masks?	Pupils who touch facemasks or remove them incorrectly and transmit virus as a result	Pupils and staff in contact with facemask wearer	School communicates that pupils will not be able to wear masks at school Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil Following removal staff insist that pupil washes hands SLT contact parents/carers do discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor...		
Where necessary, wear appropriate personal protective equipment (PPE)	Risk of transmission	Lack of PPE means that transmission is more likely	Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Usual PPE to be worn except: Where pupils specific RA highlights use of PPE Gloves to be worn when emptying bins Face mask, gloves and apron when supporting a child with symptoms		
Is PPE available to members of staff who require it to carry out cleaning safely	Lack of PPE	Staff catch Coronavirus due to lack of PPE	School has enough stock of PPE to deal with both daily needs and suspected cases School is able to order PPE as supplies decrease School is able to create arrangements within Trust should supplies arrive late		
7. Communication					
Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and	Too many social interactions	Limiting of cross infection and clear ability to	Headteacher has systems in place to communicate with staff in order that they all understand their role within the risk assessment Covid Notice Board gives access to all information		

departure times), including discussing whether training would be helpful		track and trace	<p>Information is shared both in person (socially distanced via TEAMS) and electronically (CIT training website and email etc)</p> <p>INSET day one will be used to provide a whole school briefing for TAs and teachers. Staff will be able to access this via their classroom (teacher) laptop and sit socially distanced. If staff are unable to do this (due to number of staff using laptop) then they can request another school laptop to be used in the classroom to access the session. This will also incorporate and form part of whole school safeguarding training and induction.</p>		
Is the protocol in place should to close bubble and inform public health should there be a positive case within school	Covid is present within school	Transmission risk hugely increased	<p>Headteacher and SLT members know that they will take the following action for a positive case:</p> <p>Close the bubble immediately informing all pupils/parents that they must isolate for 2 weeks</p> <p>Inform the rest of the school community that the bubble has been closed</p> <p>Inform Lincolnshire Public Health and follow any direction</p> <p>Complete LA covid card to ensure all LA protocols have been completed</p> <p>Inform Director of Education immediately</p> <p>Should pupils/staff have symptoms:</p> <p>Pupil/staff member will be sent home immediately</p> <p>Those supervising pupils will have the specified PPE</p> <p>Parents/Carers of pupils will be asked to get test completed</p> <p>Should the test be negative then pupil will be allowed to return after symptoms have subsided</p> <p>Should it be positive then the protocols above will be followed</p>		
Has the headteacher and the DSL liaised with the Trust to determine what additional support is available for pupils/staff who are suffering	Mental wellbeing is compromised	Pupil and staff may not be able to attend school	<p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>HT and DSL have access to the HR team</p>		

with their mental health once they return to school?		affecting learning	HT and DSL know that Futures in Mind can be procured to work through issues or provide supervision virtually		
Have the headteacher and the SENCO identified pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available?	Pupil with SEND do not have the level of provision usually in place	Pupil with SEND and class teacher who are leading their bubble	Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision		
Has the school got a contingency distance learning plan in place for pupils who are at home due to shielding or as a result of a bubble closing	Pupil who are not able to attend school due to covid risk	Learning will not be sustained if plan is not in place	School has systems in place to communicate with parents/pupils should they be off school School has a distance learning plan in place by the end of September 2020 Director of Education has approved the distanced learning plan		
Has the school considered the role of adults who have been shielding	Staff who are more susceptible to covid	Former shielding staff member	Where possible the school has made arrangements for working from home (admin roles) if possible Where the role has to be completed at school an individual risk assessment for that member of staff is in place and agreed between the school and staff member		
Has the school put in procedures to ensure that Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Therapists can visit school but should be recorded in the visitor log (even if contracted) They can only work with one bubble a day and must be socially distanced during work. Where social distancing cannot be maintained, such visitors must wear a face covering. All visitors must wear a face covering when moving around corridors. Risk assessments to be received from all external agencies and reviewed before they enter the school.		
Has the school established a protocol for other visitors (CIT)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	All visitors must book in with the HEAD Teacher prior to a visit All CIT visitors must be entered into the visitor log. Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission.		

			In the case of ST Paul's and Linchfield – Becky King will be able to visit both schools. School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers.		
Does the school have a protocol for other visitors including a visitor log?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with All other visitors to be approved by Director of Education		
Has the school advised pupils/parents to Walk / cycle / scoot where possible – 1 adult only with children?	To many social interactions/ condensed traffic leading to groups meeting near school grounds	Transmission on way to/from school	School to encourage all pupils/parents and carers to walk, scoot or cycle to school School has specified that pupils may only be accompanied by one adult on entry to school grounds		
Have staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training?	Staff not understanding protocols	All members of school community if protocols not used precisely	All staff have completed CIT training online All staff have attended staff meetings to discuss updated risk assessment All staff have updated timetables All staff understand the protocols for actual or suspected cases All staff have access to the covid notice board Briefing each week or as required deals with any protocol issues		
Has the school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE 	National expectations change and school maintains defunct protocols	All staff and pupils are restricted by protocols or are not working to new protocols thus increasing risk	DoE maintains weekly contact with all heads to update on current advice All HTs maintain risk assessment to take account of any nationally demanded changes Substantial changes are approved by CIT Trustees		

The school's local health protection team (HPT					
Has the school put arrangements in place such that Trainee teachers can fulfil placements	School unable to have succession planning in place	School unable to train own teachers for the future	Trainee teachers to have a 7 day gap between any placements at other school and CIT school. Trainee teacher to be inducted to protocols in the same way as all other staff		
8. EYFS Arrangements					
Are specific arrangements in place to ensure that the EYFS is able to function to meet the expectations of the Foundation Stage Profile?	EYFS children unable to access learning due to overly structured formal environment	Mental health of EYFS children damaged due to limiting protocols	Physical distancing between groups of children and staff is implemented as far as possible The use of communal spaces is managed to limit the level of mixing between groups The use of private outdoor space is maximised to ensure social distancing measures can be adhered to Sharing of toys and resources between children is reduced Any shared toys or resources that can be easily cleaned, are cleaned between different groups' use Unnecessary items are removed from the learning environment to facilitate cleaning Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the COSHH Policy Children are discouraged from bringing items and toys from home unless it is essential. In the event that items are brought from home, they are appropriately cleaned on arrival A bespoke timetable is in place for EYFS to show the use of outdoor area and staff breaks/ lunchtimes etc. A separate playground for lunchtimes is provided for EYFS and this is rotated daily with 1 class using the playground and one class using the outdoor area.		

			EYFS will begin on a part-time timetable for the first week to manage transition. It is expected that all children will start full-time on Monday 14 th September.		
9. Response to Infection					
Engage with the NHS Test and Trace process	Not all potential transmission is identified	All stakeholders within the school	Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with Any breaches of bubbles must be recorded on the COVID Action Log Any pupil or member of staff should be tested if they show symptoms Anyone who has been in school must be reminded that if they test positive school must be informed		
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Transmission is not limited to school when potential or known case is present	Covid transmission	The guidance: ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ Will be followed		
Contain any outbreak by following local health protection team advice	School has an outbreak	More than 2 pupils /staff members are affected	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.		

			Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.		
10. Other					
Kitchen Risk Assessment in place	High risk for transmission	High risk of spread of COVID	Setting kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19) .		
Has school taken appropriate actions to reduce risk if a school trip is deemed safe (local visits to parks etc in the first instance)	Change in daily protocols mean that social distancing or bubble protocol not followed	All members of bubble on trip	All trips to be agreed with Director of Education (if it is a regular trip, this will only need to be signed off once) EXEANT to be completed for each and all trips including details of the staff and pupils who attend, and the evaluation completed afterwards which includes any changes to staffing or pupil. Members of staff WILL NOT be able to take pupils out if they have any outstanding evaluations from Sept 2020.		
Has the school considered the building needs (all buildings have been fully functional but some rooms have not been used in specific schools)	The rooms that have been mothballed may have teething issues on reopening	Children and staff using the room	Check that all rooms that have been out of use are set up for return Ensure that all utilities are working Ensure that the rooms have had all statutory checks completed (water temp, fire call points etc)		
<u>Changes or additional points made by specified school (please date):</u>					
Has the school considered how first aid can be administered when the children/ staff are being kept in class bubbles	Lack of staff within bubbles who are adequately trained to deliver first aid. Staff do not have access to appropriate first aid equipment or information within their bubbles.	Children who require first aid	Staff training log reviewed to ensure that we have enough up-to-date first aid trained members of staff. Any training required is to be booked in within first few weeks back in September. We have our own 'in house' qualified first aid trainer. Ensure there is a medical room available for treatment of sick or injured pupils if this cannot be done in classrooms—medical room near office, disabled toilet near office (CF and		

	<p>Staff have to enter other areas of the school unnecessarily to access appropriate first aid equipment or information e.g. medical cupboard and staff room.</p>		<p>LG classes to use male staff toilet if in use) and disabled toilet near school hall.</p> <p>All staff have had basic first aid training so can treat injuries such as nose bleeds, issuing asthma inhalers, assisting pupils needing eye drops etc.</p> <p>Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and have a clear understanding of disposing of discarded materials (such as blood soaked tissues) as per basic first aid training.</p> <p>Hand wash and hand sanitizer will be available in all medical rooms/ classrooms/ first aid kits.</p> <p>All classrooms to be provided with a portable first aid kit (like MSAs) and accident log sheets to use and send home as needed. These are to be stored in staff cupboard or in a tray/ box clearly labelled for all staff in room to use and not accessible by children. Ice packs will be stored in medical room freezer only- if one is required then the member of staff should come down to office and ask JH, CH or SP to get one. This can then be taken back to classroom and disposed of after use.</p> <p>All medical information for that class to be available within classroom rather than staff room. Class staff to know where this is. This is to be stored securely to protect GDPR.</p> <p>'Vomit Kit' to be available in each classroom so staff do not need to come down to office to collect.</p> <p>Ensure that there is a paediatric first aider on site at all times. In the event of an emergency staff should call SMT via internal phones/ walk talkies or by sending a staff member to the office. SMT are to know who is paediatric trained and ensure that they are called to assist with first</p>		
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			aid. Due to severity of this, the 'bubble' protocol would have to be broken for this member of staff ONLY.		
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