

FULL Re-Opening Risk Assessment: Southwold Primary School

COVID19: Re-opening Risk Assessment and Action Plan

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This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19

Steps of Full Re-opening Preparation:



Risk Level:



A 'system of controls', which build on the hierarchy of protective measures in place currently, must be implemented. These are grouped into prevention and response. All elements of the system of controls are essential but the way in which they are implemented is at the discretion of schools themselves.

Prevention:

- Minimise contact with those who are unwell
- Clean hands thoroughly more often than usual
- Practice good respiratory hygiene
- Enhanced cleaning
- Minimise contact between individuals and maintain social distancing wherever possible
- Wear appropriate personal protective equipment (PPE) only when necessary

Response:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of COVID-19 amongst the school community
- Contain any outbreak by following Local Health Protection Team advice

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions	Risk Level Post-Action
School Site					
Building and Safety checks	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <p>Water treatments Fire alarm testing Repairs PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections</p> <p>Evacuation routes are confirmed, and signage accurately reflects these.</p>	<p>Gaps in service checks and statutory testing due to summer holiday</p>		<p>Fire Safety check and practice to be undertaken in first two weeks to ensure social distance compliance (GCM and BS).</p> <p>Re-share fire evacuation with all staff and children and complete training during Inset (GCM).</p> <p>Key PEEP staff identified (see HT local logistic planning).</p> <p>Testing and statutory compliance activities. (GCM and BS). Statutory assessment is up to date.</p> <p>Site manager weekly checks for water, fire alarms, site security, ventilation. Quality assurance check by BS ahead of September restart.</p>	
Safe Site Access	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p> <p>Consideration given to the arrangements for any deliveries.</p> <p>Stagger drop-off and collection times to avoid congestion.</p> <p>Plan parents' drop-off and pick-up protocols including only one adult on site to drop off and pick up pupils.</p> <p>Visitors strictly limited and on approval of head teacher only (with exception of planned agency staff, planned volunteers, planned external professionals supporting pupils). Where visitors to the site can come outside of school hours, they should. A record should be kept of all visitors.</p> <p>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p>	<p>Bottlenecks likely at entrance to school.</p> <p>Social distancing unlikely to be maintained.</p> <p>Available capacity of the school is reduced when social distancing guidelines are applied.</p> <p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.</p>		<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place (HT / Site Manager).</p> <p>Staggered start times to enable safe access (see HT local logistic planning).</p> <p>Office manager managing access to main office.</p> <p>Parental communication and expectation (see HT local logistic planning). Parent communication in advance of restart (EHT).</p> <p>Playground markers in place (HT / Site Managers).</p> <p>Visitor's approved for site access to follow entry protocols – symptom check, hand washing (Admin Leads / HT).</p> <p>Safeguarding and logistics training to take place for volunteers (DHTs).</p> <p>Contractor management (BS).</p>	
Transport	<p>Know how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</p> <ul style="list-style-type: none"> - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children 	<p>Arrival and departure from school results in increased impact on transport services.</p> <p>Children and parents in overcrowded closed spaces.</p>		<p>Parental communication and expectation (see HT local logistic planning). Parent communication in advance of restart (EHT).</p> <p>Staggered start times to enable safe access (see HT local logistic planning).</p> <p>Plan parents' drop-off and pick-up protocols including only one adult on site to drop off and pick up pupils. Parent communication in advance of restart (EHT).</p>	

Hygiene and Protection					
<p>Managing staff and pupil hygiene safely</p>	<p>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</p> <p>Posters in each class that reinforce the need to wash hands regularly and frequently.</p> <p>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</p>	<p>Possible contagion.</p> <p>Staff knowledge of guidance.</p> <p>Timetabling expectation.</p> <p>Low stock levels.</p> <p>Quality assurance of cleaning plan.</p> <p>Medical rooms are not adequately equipped or configured to maintain infection control.</p>		<p>Revisit expectations in staff briefing twice weekly (HT).</p> <p>Stock checks once each day of all classroom and communal areas undertaken by site managers / reprographics including soap, sanitiser, tissues, disposable hand towels, sanitising wipes for equipment.</p> <p>Hand sanitiser access in front office and on each corridor for staff in addition to classrooms and shared spaces (Reprographics Lead).</p> <p>Display agreed posters in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets (Reprographics Lead).</p> <p>Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative (DHTs).</p>	
<p>PPE</p>	<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</p> <p>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</p>	<p>PPE requirements not understood and appropriate supplies not in place.</p> <p>Long-term approach to obtaining adequate PPE supplies at risk.</p>		<p>Reprographics leads to undertake storage of and checks of specific PPE equipment at least weekly.</p> <p>Identified pupils already receiving intimate care to have personalised return to school risk assessment plans (DHTs).</p> <p>A designated room for pupils or staff who become unwell onsite (see HT local logistic planning).</p> <p>Emergency cleaning by site managers who will need to take reasonable precautions for safety when an accident involving body fluids occurs.</p> <p>Training in the use of PPE used in the course of duties.</p>	
<p>General First Aid</p>	<p>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p> <p>Hygiene boxes in all rooms including gloves, masks and sanitary wipes.</p> <p>Pupils and staff who wear face masks to school should remove them safely when they arrive at school and disposed of safely.</p> <p>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</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.'</p>	<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.</p> <p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19.</p> <p>Staff knowledge of revised symptoms list.</p>		<p>A member of staff who becomes ill and shows symptoms will be expected to book a test as soon as possible,</p> <p>If a child falls ill in school they will be immediately isolated and cared for by one member of staff and then sent home.</p> <p>A designated room for pupils or staff who become unwell onsite (see HT local logistic planning).</p> <p>PPE should be worn by anyone displaying symptoms or staff caring for a pupil with symptoms. Provision of fluid resistant surgical face mask, where a child becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return / social distance of 2m at all times.</p> <p>General first aid will be undertaken by identified and trained staff and PPE will be available (masks and gloves) for use during first aid administration. Safe discard of disposable items and cleaning of reusable ones thoroughly.</p>	

<p>Response to suspected case of COVID19</p>	<p>Approach to symptoms presenting in school</p> <p>If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>This sets out that they must:</p> <ul style="list-style-type: none"> • self-isolate for at least 10 days • arrange to have a test to see if they have coronavirus (COVID-19) <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19). Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE.</p> <p>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p>	<p>Knowledge of system in place when a member of staff or a pupil falls ill.</p> <p>Knowledge of symptoms and response system when symptoms are identified.</p> <p>Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 hour paediatric first aid course Level 3 qualified person available at all times.</p> <p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.</p> <p>Staff knowledge of revised symptoms list.</p>		<p>A member of staff who becomes ill and shows symptoms - new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be expected to book a test as soon as possible, Home testing kits available for extenuating circumstances provided by the school (where booking a test is not possible) Self-isolation for 10 days or until result of test is known.</p> <p>If a child falls ill in school they will be immediately isolated and cared for by one member of staff and then sent home immediately. A designated room for pupils or staff who become unwell onsite (see HT local logistic planning). If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Parents will be expected to book a test as soon as possible, Self-isolation for 10 days or until result of test is known.</p> <p>PPE should be worn by anyone displaying symptoms or staff caring for a pupil with symptoms. Provision of fluid resistant surgical face mask, where a child becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return / social distance of 2m at all times. General first aid will be undertaken by identified and trained staff and PPE will be available (masks and gloves) for use during first aid administration. Safe discard of disposable items and cleaning of reusable.</p> <p>Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.</p> <p>Once the pupil / staff member has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).</p>	
<p>Response to confirmed case of COVID19</p>		<p>Knowledge of system in place when a positive test is identified.</p> <p>Knowledge of symptoms and response system when symptoms are identified.</p> <p>Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 hour paediatric first aid course Level 3 qualified person available at all times.</p> <p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.</p> <p>Staff knowledge of respon</p>		<p>Contact the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>If, following triage, further expert advice is required the adviser will escalate to the PHE local health protection team (HPT). The advice service work with the school to carry out a rapid risk assessment and identify appropriate next steps. With support from the advice service (or HPT), close contacts will be identified of the symptomatic individual. Contact tracers will inform contacts that they need to self isolate for 14 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely. (DHTs).</p> <p>A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed.</p> <p>Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Training and review for admin leads to ensure accuracy in follow up of symptomatic non attenders (staff and pupil) prior to testing and review (HTs).</p>	

<p>Pupil Attendance</p>	<p>School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.</p> <p>Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.</p> <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent.</p> <p>Pupils who are generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September.</p>	<p>Consistency in communication with all families across the school.</p> <p>Approach to support for parents where rates of persistent absence.</p>	<p>Robust collection and monitoring of absence data, including tracking return to school dates, is in place (HT).</p> <p>Attendance monitoring and reporting training for admin teams and six weekly attendance meetings with SAO (Admin Leads).</p> <p>Communication with parents and pupils (HT letter).</p> <p>Responsive planning to local need communicated quickly if alert is raised by Local Authority (HT).</p> <p>Where a pupil is unable to attend school because they are shielding or self-isolating, schools must offer them access to remote education. Absence will not be penalised in these circumstances (DHT).</p> <p>Home learning to be provided for pupils in isolation (DHT).</p>	
<p>Staff Attendance</p>	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p> <p>Some people with particular characteristics may be at increased risk from coronavirus. This will be needs assessed collaboratively between individual and HT using an individual risk assessment.</p> <p>Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.</p> <p>Requirement for people returning from some countries to quarantine for 14 days on their return. Staff will need to be available to work in school from the start of the autumn term.</p>	<p>Planning for staff return to work and ensuring and redistribution of responsibilities where necessary.</p> <p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.</p>	<p>HTs to undertake vulnerability risk assessment of staffing with identified arrangements in place where necessary and agreed with that individual member of staff.</p> <p>Staff to identify needs based on category guidance and request meeting with HT if risk might be unknown by school staff.</p> <p>Normal absence procedures are in place in line with the school handbook and should be followed by all staff. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Identification of minimal permissible staffing levels to support opening of the school is known. (HT).</p> <p>Full use is made of testing to inform staff deployment. (HT).</p> <p>Guidance on self-isolation remains unchanged - i.e., 7 days or longer if symptoms persist. Members of the individual's household must self-isolate for 14 days. Full use is made of testing to inform staff deployment (Staff Training).</p>	

- **If you have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started.** You should arrange to have a test to see if you have COVID-19 – go to testing to arrange. Do not go to a GP surgery, pharmacy or hospital. If you develop symptoms you may wish to alert the people **who you do not live with** and that you have had close contact with over the last 48 hours to let them know that you might have COVID-19 but are waiting for a test result. **At this stage, those people should not self-isolate.** Alerting those that you have been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop.
- **If you are not experiencing symptoms but have tested positive for COVID-19, self-isolate for at least 10 days, starting from the day the test was taken.** If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.
- From 28 September, you could be fined if you do not stay at home and self-isolate following a positive test result for COVID-19 or if you are contacted by NHS Test and Trace and instructed to self-isolate. After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.
- **If you live with others, all other household members need to stay at home and not leave the house for 14 days.** The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

<p>Finance and Admin Logistics</p>	<p>It is expected that most staff will attend school full time.</p> <p>Social Distancing</p> <p>Maintain social distancing wherever possible within social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable) during work, on arrival and departure and ensure handwashing upon arrival and in transition.</p> <p>Movement around building</p> <p>Maintain social distancing wherever possible while people travel through the workplace.</p> <p>Work stations</p> <p>Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people.</p> <p>Common areas</p> <p>Maintain social distancing while using common areas.</p>	<p>Possible contagion.</p> <p>Staff knowledge of guidance.</p> <p>Timetabling expectation.</p> <p>Rigour of handwashing not maintained.</p> <p>Reduced office contact is not maintained by wider staffing teams.</p>		<p>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of telephones, where permitted, and cleaning them between use (GCM / Office Managers)</p> <p>Reducing job and location rotation by working on and across sites (GCM / Office Managers).</p> <p>Use of stairs and not lifts (GCM / Office Managers).</p> <p>Review of layouts and processes to allow people to work further apart from each other or put in place rotational working where this is not possible (GCM / Office Managers).</p> <p>Handwashing procedures are fully understood and consistently applied by all staff (GCM / Office Managers).</p> <p>Staff training ensures clear systems for reducing footfall through office spaces (HT).</p>	
<p>Organisation of classrooms</p>	<p>Reduce the number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>Children to be seated at forward facing desks, sat side by side, with distancing.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p> <p>Systems in place for cleaning equipment and resourcing.</p> <p>Doors should be open, where possible, to increase ventilation.</p>	<p>Contamination from resources / objects in learning environments.</p> <p>Rigour of handwashing not maintained.</p> <p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures.</p> <p>Transmission between home and school from resources.</p>		<p>A comprehensive cleaning plan will be in place quality assured daily by site manager and weekly by Health and Safety lead (GCM and BS).</p> <p>Stock checks once each day of all classroom and communal areas undertaken by site managers including classroom hygiene resource box: hand soap, gloves, aprons, hand sanitiser, tissues, disposal paper towels, sanitising wipes for equipment soap, sanitiser, tissues, disposable hand towels, sanitising wipes for equipment.</p> <p>Weekly site checks of all physical environments by site manager and weekly by Health and Safety lead (GCM and BS).</p> <p>Weekly checks of electronic door closure devices by site manager.</p> <p>Daily cleaning of EYFS outside area by site manager (jet washing).</p> <p>Zoned playground areas for all groups of pupils and play structures out of action (see HT local logistic planning).</p> <p>Sanitiser wipes to be provided for classroom equipment cleaning after use (staff / IT Lead / cleaners).</p> <p>Classroom based resources, such as books and games, can be used and shared within the learning pod; these should be cleaned regularly, along with all frequently (see HT local logistic planning).</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently, meticulously and always between bubbles (see HT local logistic planning).</p>	

<p>Outside of the classroom</p>	<p>Avoid big gatherings, like assemblies.</p> <p>Limit movement around the school. Stagger break and lunch times.</p> <p>Stagger start and finish times, but not reducing teaching time.</p> <p>Plan how shared staff spaces are set up and used to help staff to distance from each other.</p> <p>During physical activity, sports are non-contact and same groupings are kept. Outside sports are prioritised.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable (MFL / Music / PPA considered).</p>	<p>Pupils' behaviour on return to school does not comply with logistics expectations.</p> <p>Pupils may not observe social distancing at break times or lunch times.</p> <p>Adult capacity at key points in the day might be compromised.</p>		<p>Organisation of wider school systems in place (see HT local logistic planning).</p> <p>Review of layout of staff room for staff to be further apart from each other or put in place rotational working where this is not possible (HT).</p> <p>Communication with parents and pupils (HT letter).</p> <p>Appropriate duty rota and levels of supervision in place (DHTs).</p> <p>Amendment to the PE curriculum decided and communicated to staff (James Mulvany).</p> <p>Music and MFL leads will move to classrooms to teach and curriculum will be adapted to minimise risk. Online lessons may be appropriate in some cases and will be identified through individual risk assessment. (Music / MFL / HT).</p>	
<p>Class or group sizes</p>	<p>Keep groups separate (in 'bubbles') and maintain distance between individuals.</p> <p>Class / Year group bubbles in place.</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</p> <p>Stagger break times (including lunch), so that all children are not moving around the school at the same time.</p> <p>Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.</p>	<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures.</p> <p>Queues for toilets and handwashing risk non-compliance with social distancing measures.</p> <p>Rigour of handwashing not maintained.</p>		<p>Classroom size and numbers reviewed, spare chairs removed from desks so they cannot be used. (HT safety check).</p> <p>Handwashing at key transition points timetabled into the day (see HT local logistic planning).</p> <p>Stock checks once each day of all classroom and communal areas undertaken by site managers including soap, sanitiser, tissues, disposable hand towels, sanitising wipes for equipment.</p> <p>Timetables in place for key groups (see HT local logistic planning).</p>	
<p>Educational Visits and Trips / Clubs</p>	<p>Trips carried out in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</p> <p>Make use of outdoor spaces in the local area, where appropriate.</p>	<p>Trips are not risk assessed effectively increasing risk.</p> <p>Clubs are oversubscribed and not socially distanced.</p>		<p>Trips for Autumn 1 not taking place with review before half term (see HT local logistic planning). Swimming to take place in line with leisure company risk assessment.</p> <p>ASC and Breakfast clubs are capped in numbers and year group bubbles maintained (see HT local logistic planning).</p> <p>3.30 – 4.30pm clubs not taking place for the Autumn Term (see HT local logistic planning).</p>	

Contracted Services				
<p>Catering</p>	<p>Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.</p> <p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups. Hygiene expectations are consistently maintained.</p>	<p>Catering company staff capacity.</p> <p>Managing in school meals and FSM for pupils not attending.</p> <p>Pupils eligible for free school meals do not continue to receive hampers on the days that they are not in school</p>		<p>Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group (see HT local logistic planning).</p> <p>Lunchtime cleaning boxes stationed in hall (site managers).</p> <p>Designated key point of contact for catering team (BS).</p> <p>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. Floor markings are visible where it is necessary to manage any queuing (Site Managers).</p> <p>Tables are laid out and communal cutlery trays are removed (Catering Team).</p> <p>Review of risk assessments for school kitchens in the preparation of cold/hot food which satisfies stringent safety measures and is monitored regularly.</p>
<p>Cleaning</p>	<p>Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Increased cleaning of all high-contact areas such as touched surfaces, bathrooms, door handles, telephones, grab-rails in corridors, stairwells including classrooms, staff rooms, main office.</p>	<p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p>Classroom hygiene resource box: hand soap, gloves, aprons, hand sanitiser, tissues, disposal paper towels, sanitising wipes for equipment. Bins to be emptied twice daily (site manager).</p> <p>Site manager checks to take place daily and complete daily report to BS. Cleaning company to provide updated document of cleaners, areas and focus priorities checked and quality assured by BS and GCM.</p> <p>System of reporting cleaning jobs to site manager reiterated to all staff. Additional cleaning hours commissioned for Friday afternoon each week as an interim measure (GCM).</p> <p>Ensure that bins for tissues are emptied twice a day (site manager).</p> <p>Classrooms and shared areas to be cleaned and quality assured by site manager daily.</p> <p>Site manager training – hygiene resource boxes, quality assurance check list, expected cleaning list (BS).</p>

Mental Health and Communication Strategies					
Social and Emotional Mental Health	There are sufficient numbers of trained staff available to support pupils with mental health issues.	Pupil behaviour and managing transition		Staff inset training (HTs).	
	There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided.	Staff transition back to work / home balance Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures (Onsite senior teams). Key point of contact for all staff (Onsite senior teams). Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups School calendar for the summer term rationalised. 	
Communication	Undertake an online staff meeting to share planning and ensure opportunity for consultation and feedback. Ensure senior colleagues are present around the school.	Staff are not trained in new procedures, leading to risks to health. Staff do not feel safe to return to work.		Revised guidance briefed to all teaching teams / staff prior to reopening Communications with the following groups taking/taken place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Local authority Other partners 	

Guidance Reference

Key Link: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Additional Documents

Catering Risk Assessment	Available on request
Cleaning Company Risk Assessment	Available on request