




NSAT Risk Assessment for Re-Opening after a Temporary Closure

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																																													
Hub School/ Establishment	EASTWOOD COMMUNITY SCHOOL	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">POTENTIAL OUTCOME</td> <td colspan="3" style="text-align: center;">LIKELIHOOD</td> </tr> <tr> <td style="width: 15%;">Catastrophic</td> <td style="width: 35%;">Fatal injury/permanent disability</td> <td style="width: 15%;">Highly likely</td> <td style="width: 15%;">More likely to occur</td> <td colspan="2" rowspan="5" style="text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence</td> <td>Likely</td> <td></td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable Over 7 Day Injury</td> <td>Possible</td> <td></td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> <td>Unlikely</td> <td></td> </tr> <tr> <td>Insignificant</td> <td>Minor injury</td> <td>Remote</td> <td>Less likely to occur</td> </tr> </table>						POTENTIAL OUTCOME			LIKELIHOOD			Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur			Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence	Likely		Moderate	RIDDOR reportable Over 7 Day Injury	Possible		Minor	Minor injury (requiring first aid)	Unlikely		Insignificant	Minor injury	Remote	Less likely to occur																																												
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Date of assessment	21 May 2020. Updated 10.06.2020 Updated 09.07.2020 Updated 11.09.2020 Updated 18.09.2020 Updated 27.10.2020																																																																														
Name of Senior Leader carrying out assessment	SUZANNE CARTER																																																																														
Senior Leader's Signature	Date																																																																														

Area of Concern	Persons at risk	Existing control measures	Additional Control Measures	Risk rating after existing & additional control measures (High / Medium / Low)
Policies and Procedures	Staff and pupils both in attendance at school and at home	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including but not limited to the following: <ul style="list-style-type: none"> - Health and Safety Policy - Individual pupil risk assessments - First Aid Policy - Updated Emergency Evacuation Procedures – update for social distancing - Child protection – plus Covid appendix - Current Trust Mental Health and Wellbeing support - Intimate care – update policy in line with DfE guidance • All staff have regard to all relevant guidance and legislation including, but not limited to the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; - Health protection in schools and other childcare facilities – Public Health England, 2017; - Covid-19: Guidance for Educational Settings, DfE and PHE, 2020 • The school keeps up to date with advice issued by, but not limited to the following: <ul style="list-style-type: none"> - DfE - PHE - NHS - CLEAPS - Department of Health and Social Care - School's local Health Protection Team (HPT) - NSAT 	<p>First aid - with additional training for suspected Covid 19 and use of PPE.</p> <p>NSAT no specific training package available – ECS staff to produce bespoke training using School Bus model first aid policy Training to be delivered w/c 8th or 15th depending on staff in school.</p> <p>Trust Infographic issued, conversations with families / individuals, posters around site see map</p> <p>Bubble members to only use toilets in bubble bases</p> <p>Fire evacuation procedures to be shared at staff training in September and staff made aware at end of summer term via newsletter. New fire wardens appointed for each bubble.</p>	<p>Medium</p>

		<ul style="list-style-type: none"> • All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens. • Plan of which rooms being used, plan of access around school and staff rotas for additional supervision • Plan for use of toilets - 1 toilet cubicle to be allocated to each class bubble, clearly signed to avoid cross-contamination. Specific staff toilets allocated. Sanitizer sprays and cloths available for staff to use in all toilet spaces should these be required in emergencies when cleaners cannot attend. • Changes made to staff room allocations: Recep & Nursery staff to use main staff room and staff toilet in 3/4 from wc 21.9.2020, ensuring no contacts made on way through 3/4 base. 3/4 team to use disabled toilet and recipe room / SEND pod in base from w/c 21.9.2020 • Further changes made to EYFS / 3/4 staff rooms. Photocopier moved so access from cross-bubbles not needed. N staff to continue using PPA room, R staff to continue using staff room.. • Updated DfE / Gov guidance re: safe opening of schools resulting in new policies / procedures being implemented in school: wearing of masks / visors, ventilation, remote learning & visitor declarations. 	<p>Alternative arrangements in place for pupils with EHCP plans & Ras who's needs can't be safely met in regular classroom environments</p> <p>New letter to parents issued from CEO 08.07.20 and from HT with school-specific instructions on 15th/16th July via personal collection (translated where required)</p> <p>Staff letter covering policy & procedure, rooms in use etc issued 13.07.20</p> <p>HSE 'inspection' phone call received and answered. Report submitted to HSE in 7-10 days. Follow-up call will be received if concerns / areas to explore further.</p> <p>New letter to parents issued by CEO & on website 04.09.2020 Letter to parents issued by school alongside multiple texts throughout first week of school</p>	
Premises	Staff and pupils in	<ul style="list-style-type: none"> • Site Manager to check all exterior windows, doors, locks and other access points to ascertain security. 	LA/DfE guidance on re-opening school sites	

	attendance at school.	<ul style="list-style-type: none"> • Site Manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • Site Manager to check all security systems for integrity and that they are in working order. • Business Manager to inform the Department for Education of the opening arrangements. • Any hazards found during checks on the premises are reported to the HT and SBM as soon as possible and issues are resolved prior to school reopening. • The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The Headteacher to identify which areas of the school may be used for school activity and communicates this to staff and pupils accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The Site Manager and SBM arranges for any changes to the premises to be made in line with social distancing measures. • Signage • Staffroom, cups utensils etc 	<p>Discuss @ LGB mtg 01.06.20 in light of local intel re: confirmed cases & lack of social distancing in place over Eid weekend See map</p> <p>Signs on doors – no entry – to ‘mothballed’ areas of school</p> <p>Signage for handwashing, 2m distancing, Covid risk level etc.. displayed around site</p> <p>Staff instructed to bring own cutlery & crockery into school to use</p> <p>ADDITIONAL INFORMATION & RISK MITIGATION ADDED 10.06.20</p> <ul style="list-style-type: none"> • Social distancing non-compliance letters of guidance issued to any staff members breaking lockdown • Assurances sought from ALL parents saying yes that the whole family have been social distancing • No spike in cases reported since 01.06.20 • 14 days since Eid – less likelihood of large social gatherings since then • Open for Y6 ONLY w/c 15th June to test and learn before 	<p>Medium (TBC)</p> <p>see also infection control & social distancing section</p>
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			<p>opening to Year 1 or Reception</p> <ul style="list-style-type: none"> • Staff based in Y6 bubble = vulnerability checked & all happy to be child-facing • Better understanding of community context having spoken with Inspector Khan (Keighley Police), Javed Bashir (LA) and gathered local intelligence from families in the community. • New bubbles will open on a Monday, all children to attend every day if agree to return. • Risk assessment conversations with potentially higher risk staff to take place <p>One way system initiated on site for drop-offs/collections. 3 entrances used at staggered times (See parent's letter) Staff on duty inside bases to direct pupils, on yard at entry/exit points and on neighbouring streets as required to direct parents to correct entrances. Signage on gates showing who can enter and when from that access point.</p> <p>New entrance gate initiated for year 1 follow overcrowding & concerns around Covid test centre located next to R/N entrance. Year 1 now enter &</p>	
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			exit through side gate and rear car park from 09.09.2020.	
Gas / Electrical Supply, Heating, Ventilation and Water Systems	Staff and pupils in attendance at school	<ul style="list-style-type: none"> Site Manager checks that all mandatory inspections are up to date and if required arrange an inspection as soon as possible. Relevant staff (Admin team) check that all phone and broadband connectivity is in working order. Relevant staff adjust any thermostats to heat internal spaces and water ensuring a suitable stable temperature is reached before the school reopens. Caretaker All water systems are thoroughly flushed e.g. toilets, taps. All equipment that uses water is run through a cycle e.g. dishwashers and washing machines, to flush limescale and bacteria build up. 	<p>LA/DfE guidance on re-opening school sites adhered</p> <p>CW reports water flushed & safe. PFS to check / adjust as required</p> <p>Routine maintenance undertaken in 6 week holidays. 2 week 'mothball' period for entire school and further clean in 3 days prior to school reopening 3rd Sept.</p>	Low
Lifts and automatic doors	Staff and pupils in attendance at school	<ul style="list-style-type: none"> Site Manager to check that lifts and automatic doors are in working order. Site Manager ensures that any mandatory inspections for lifts and automatic doors are up to date and arranges any required inspections as soon as possible. Social distancing applies, one person to use the lift at any time. If additional support required face masks can be worn. 	No children / adults require use of lift at present.	Low
Fire Safety and Evacuation Routes	Staff and pupils in attendance at school	<ul style="list-style-type: none"> Site Manager to check the alarm system to ensure it is in working order. All fire extinguishers to be checked, replace where required. Headteacher and SBM ensure that the fire risk assessment is up to date and apply any changes needed for people movement or access e.g. if part of the school remains temporarily closed. Fire Evacuation policy appendix: <i>New fire wardens and deputies for each base to be appointed where existing ones are not in that base or in school at the moment. SLT responsible for base to know who these are.</i> 	<p>Fire test conducted weekly throughout lockdown</p> <p>Appendix to be added. In event of real fire – risk to life outweighs risk of virus contraction.</p> <p>Evac to Vic Park if numbers require additional space for social distancing</p>	Low

		<ul style="list-style-type: none"> • All existing fire escape routes to be accessible. In the event of a fire, where the only available safe route is through a different bubble, staff to use that option. • Staff to try as much as possible to evacuate groups to the muster points while observing 2m distancing but, if/where this is not possible, the risk to life is to be prioritised. • Year 6 bubble to use MUGA muster point • Yr 1/R bubble to use Yr R muster point. • Different bubbles from each year group to stand separately as much as possible • In the event of a serious risk, groups to evacuate to Victoria Park • Fire wardens in each base to take responsibility for ensuring doors and windows are closed prior to evacuation, as long as this does not present a risk to life. • Admin in office to take staff and pupil registers to bubble teachers / SLT members to do head counts • All those on the yard at muster points to observe 2m distancing as much as is safely possible. • Victoria park field to be used as an alternative safe space for fire evacuation if required. • Headteacher and SBM to identify how social distancing measures are to be observed at evacuation points and communicates this to all staff and pupils. • Please see guidance https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf. 	<p>Guidance doc to be followed</p> <p>Fire evacuation procedures to be shared at staff training in September and staff made aware at end of summer term via newsletter.</p> <p>New fire wardens appointed for each September bubble.</p> <p>Fire evac TEST to be conducted towards end of Autumn 2 term to avoid unnecessary stress to returning children and staff. Test evac will take place in as socially distanced a way as possible whilst ensuring expedient. NB – Time log for evac will be longer than typical / in the event of a real fire for this reason.</p>	
First Aid	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • PPE (including gloves, aprons, face masks, screen) to be provided, replenish stock as required – • Room next to HT’s office is the isolation room and will be staffed when required. • Children who are isolated in the isolation room remain there with window open & door closed until an adult comes to collect them. 	<p>School stock of PPE, distributed proportionately into different bases. First aider in base to monitor stock levels, designated SLT member to deliver to bubble if supplies required.</p>	Medium

		<ul style="list-style-type: none"> • Train First Aiders on how to manage suspected cases (students / staff) with Covid-19 & use of PPE as required • Disposal of waste twice daily (lunch time and end of the day). Clinical bin to be provided. (Normal bins for tissues to have lids re DfE Primary Guidance) • Enhanced cleaning of first aid areas on a daily basis, including the cleaning of touch points after each use. • Hand sanitizer, tissues etc to be put in all classrooms and offices where soap, water and paper towels are unavailable. 	<p>Brief staff on First Aid procedures if someone develops symptoms. See policies & procedures section for details.</p> <p>Bins with lids to be purchased</p> <p>Sturdy visors to be ordered for 2 staff working with high-risk EHCP pupils in pre-school</p> <p>All staff now attended refresher first aid training Additional bins with lids purchased</p> <p>Stocks of PPE / Cleaning materials restocked w/c 14.9.2020</p> <p>Enhanced cleaning Friday afternoon – additional staff to clean & sanitize all tables, chairs, surfaces and contact points in addition to usual cleaning after school.</p>	
Cleaning	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Deep clean to be completed prior to opening. • Site Manager to arrange enhanced cleaning to be undertaken where required. • Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas – door handles, bannisters, taps. • Doors to be left propped open to reduce contact points. Member of staff propping open to be responsible for closing again at end of day. • Where necessary, the number of rooms used by staff during working hours is limited to avoid the spread of the infection and minimise the costs of cleaning. 	<p>Cleaning and hygiene guidance (above) Enhanced clean during ½ term break – 3 full days whole school whole cleaning team</p> <p>Cleaning team split into 2 – midday team and after school team Only essential rooms to be open and used; other areas to have ‘no entry’ signs and remain ‘mothballed’ until needed</p>	Medium

		<ul style="list-style-type: none"> • All areas that have been cleaned are checked to ensure they are safe to occupy. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary. • Where practicable/required, PPE is available to members of staff who require it to carry out their role safely e.g. cleaners. • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, table / counter tops, light switches, chairs, keyboards, bannisters and making sure there are adequate disposal arrangements. Aero-dispersal sanitizer • Clear procedures for cleaning toilets and high contact areas throughout day • Clear guidance to staff team (non-cleaners) about what is reasonable to expect them to clean eg if a child is sick and the area needs to be made safe etc... as per usual working practice • Classrooms where positive cases have been identified to be left to self-sanitize for at least 72 hours prior to being accessed by any member of staff, including cleaners. • School to investigate purchase of a 'fogging' machine to sanitize rooms more quickly, easily and effectively. 	<p>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary</p> <p>UPDATED INFO 10.06.20: See separate cleaning schedule & risk assessment document</p> <p>Routine maintenance undertaken in 6 week holidays. 2 week 'mothball' period for entire school and further clean in 3 days prior to school reopening 3rd Sept.</p> <p>Additional stocks of all cleaning / first aid equipment to be sourced.</p> <p>Cleaner rota continues – midday clean (2 cleaners with allocated bubbles to reduce cross contamination) and 2 cleaners at the end of the day. Emergency cleaning materials in each base.</p> <p>Enhanced cleaning Friday afternoon – additional staff to clean & sanitize all tables, chairs, surfaces and contact points in addition to usual cleaning after school.</p> <p>Additional yellow sanitizing buckets & equipment purchased so every room has one / access to one nearby w/c 7.9.2020</p>	
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<p>Infection control and social distancing</p>	<p>Staff and pupils in attendance at school</p>	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. • Visitors to the premises will be discouraged and all non-essential visitors will be cancelled / postponed. OLC used for visitors in exceptional circumstances. • Parents to come to the office by invitation only. • Visual aids are in use to display social distancing measures e.g. 2m marks, arrows etc... • Posters throughout school and outside to reinforce key messages – washing hands and 2m distancing etc... • Hand sanitisers available around school and adequately stocked (NB to be used where hand washing is not available) • Adequate amounts of sanitiser, soap, tissues, bins are available in the relevant areas and are adequately stocked. • Hand and surface wipes, tissues to be placed in every classroom / office. • PPE to be made available to members of staff who require it to carry out their role eg intimate cares, first aid etc... • PPE to be disposed of appropriately after use – as clinical waste • Headteacher and SLT in bases to identify which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control. • Staggered outdoor play for bubbles of children in zones. • Equipment for breaks to be plastic only and easily sanitized in buckets/bins before next use • Lunch served in the classroom bubbles. 1 member from each base to collect lunches for base from kitchen door walking outside and collecting from kitchen door to take back to designated bubble access point. • Class sizes will be limited – max class sizes of 8. Teachers allocated to classrooms. Groups & staff remain in same classroom throughout – no changing of rooms etc... 	<p>Posters are displayed throughout school reminding everyone of infection control procedures and social distancing arrangements e.g. regular hand washing and staying two metres apart where possible.</p> <p><i>PPE policy</i> <i>Social distancing policy/guidance</i> <i>Hygiene procedures</i></p> <p>Floor markings or signs are used, where necessary to indicate any two metre spacing e.g. where queues are likely to form.</p> <p>Everyone is instructed to catch coughs and sneezes in a tissue and dispose of the tissue in a bin.</p> <p>Everyone is instructed to wash their hands with soap on entry to the building. Handwashing also prior to exiting the room / building and on re-entry to the room/building. All children to be supervised washing hands for 20 seconds.</p>	<p>High – due to difficulty maintaining social distancing amongst children</p> <p>Recent notification of confirmed Covid cases amongst immediate community and knowledge of lack of social distancing. Reported to police 2/5/2020 log 1076 and followed up with call 31/5/2020.</p> <p>UPDATED INFORMATION 10.06.2020 MEDIUM See additional information in</p>
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		<ul style="list-style-type: none"> • If new children join provision; fill up gaps in bubbles then remain in those bubbles or start a new bubble with a new teacher • Classes to be led by teachers initially; associate staff to be called in as/when required. TAs to remain in bubbles allocated throughout. • Where staff return from isolation before their pupils return, staff to be allocated to support other bubbles. However, must remain in 1 bubble they are allocated to until the end of the week and have a clear 48hours+ before returning to their 'home' bubble to work with their own pupils. This only to be done where low staffing would otherwise force the closure of a class bubble despite no Covid concerns in that bubble. SLT to undertake a measured risk assessment of each individual situation before advising staff of where they are to be directed to work. • • Staff pupil ratios will be maintained at all times. • No class changes will take place and each classroom bubble will be kept separate from the rest of the school wherever possible. • Pupils will have individual trays/bags to store their personal equipment and books. These will be put away at the end of each day to minimise contamination. • Each base to have its own staff wellbeing / lunch space • Staff to bring own crockery & cutlery • Where pupils and staff cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Staff who display symptoms of Coronavirus are managed in line with government guidance and are sent home as soon as possible; area working in to be sanitized immediately and left 	<p><i>Parents permitted onto site but only into building in exceptional circumstances, having sanitized and</i></p> <p><i>Staff to have lunch on site – no leaving site to shop and return</i></p> <p><i>Bubbles of classes to not come into contact with other bubbles – separate entrances or times where not possible, staff to supervise to/from toilets / breaks, staggered breaks (only 2 classes on ½ allocation of yard at any one time), staggered lunch breaks (as breaks), lunches taken in classrooms etc..</i></p> <p><i>From Nov 2nd, all Nursery = 1 bubble and all Reception = 1 bubble. Rationale = 5x30 hours places been taken up in N. Not possible to socially distance am & pm groups therefore. Staff will continue to sanitize and change equipment over in between am & pm sessions but will be classed as 1 bubble from now on.</i></p> <p><i>Reception class – following issues with RHO pupils making it to the toilet on time having had to go outside to the cloakroom door and the impact this was having on cleaning, wellbeing of pupils and staff as well as detrimental impact on learning time, all reception class will be henceforth 1 bubble. EYFS lead to ensure all staff in affected bubbles are aware.</i></p>	<p>Policies & procedures section</p> <p>See additional</p> <p>Updated info July – 4 confirmed cases in Cark Road area, known to school. All those related contacted by school and individual risk assessments considered. No symptomatic pupils permitted on site; advice given about appropriate isolating / social distancing etc...</p> <p>NATIONAL PICTURE – Bradford is on the 'watch' list for a possible local lockdown. If a local lockdown is initiated, school will revert to offering keyworker / vulnerable provision as at the</p>
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		<p>'mothballed' for at least 48 hours prior to use by another group.</p> <ul style="list-style-type: none"> The Safeguarding team liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. The Safeguarding team liaise with the parents of pupils who have behaviour action plans and discuss any alternative arrangements, where required. Appendix to Behaviour policy: <ul style="list-style-type: none"> No physical restraint to be carried out. Where a child poses a risk to themselves or others, other children and staff to be removed, adult called for immediate collection. Child to be kept safe in the classroom / room where was working unless at risk of physically harming themselves. If child harming themselves, 2 staff wearing PPE to enter room and appropriately restrain the child to move them to a space where they are unable to harm themselves. The above to be shared with parents of all children as appropriate so they are aware. Spitting – where a child spits at or deliberately coughs in the face of a member of staff, the child will be firmly told that is not appropriate behaviour. The staff member will immediately go to the first aid station and sanitize themselves/their clothing as appropriate. Parents to be contacted and told that, if the child deliberately spits or coughs at an adult again, they will not be allowed to come into school because of the significant risk that behaviour poses. 	<p><i>New staff rooms now all bases full.</i> 5/6 = Family centre 1/2 = Library R/FKS = Nursery (while children are p/t) 3/4 = Staff room</p> <p><i>New staff rooms allocated (see above)</i></p> <p>Further changes to staffrooms for EYFS staff: 3/4 to use PPA room (and recipe room for water / fridge) R&N to share main staff room – different 'zones' to be allocated, staff to continue to use own cutlery etc, well ventilated, sanitizing bucket available and staff to be on staggered breaks to limit people in room to no more than 5 at any one time.</p>	<p>beginning of lockdown. Other bubbles will close and reopen when instructed by the Government. Letters will be issued to families explaining the situation.</p> <p>Staff wanting to wear face protection to be issued with transparent visors. No masks to be worn as per PHE doc issued 14.07.2020.</p> <p>Desks in classrooms to be organised in rows wherever possible.</p> <p>Pupils to bring own stationery in non-fabric cases where possible, where not, individual sets to be provided by school.</p>
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		<ul style="list-style-type: none"> • Any parents of children who may behave in this way to be told of this policy prior to returning to school. • Student(s) who display symptoms of Coronavirus will be assessed by a first aider and will wait the isolation room to be collected by their parents. <i>As above</i> • Where a member of staff must accompany or supervise a pupil showing symptoms, infection control procedures and social distancing arrangements are adhered to at all times. <ul style="list-style-type: none"> • PFS – Spray 2m circles on playground / entrance to school • 3 gates to be opened for parents to deliver and collect children direct to/from bubbles. • All school gates to be opened. 5/6 Garden gate, 1/2 car park gate, R,N,PS use PS gate, 3/4 Adventure gate • Y5/6 children to be encouraged to come & go independently to reduce adults on site • Guidance to be issued to parents re: collection and drop off protocols • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are to be cleaned up immediately using PPE at all times. • All staff to be spoken to by a member of the SGT / SLT to discuss if they need to be shielded (see NHS guidance) because they: <ul style="list-style-type: none"> - Have an impaired immune system; - Have a medical condition that means they are more vulnerable to infections or becoming seriously ill die to coronavirus; - Are aged 70 or over; - Are pregnant 	<p><i>Substantial visors to be sourced for 2 staff working with EHCP pupils in pre-school</i></p> <p><i>Visors purchased & issued to all requiring staff w/c 7.9.2020</i></p> <p><i>New signage around site showing directions / one way system & also to phone school to speak to staff installed w/c 7.9.2020</i></p> <p><i>No book bags / rucksacks brought to school & PE kits to be worn on PE days.</i></p> <p><i>Plastic bag stationery bags provided for all pupils in KS2 to facilitate individual equipment useage.</i></p> <p><i>New one way system in place – see letter to parents/staff System updated to factor in dinner money</i></p>	
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		<ul style="list-style-type: none"> • SLT to consider requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. <i>To include the wearing of visors where requested by staff. School to provide these as required.</i> • The Headteacher & SLT to ensure that the school can be adequately and safely staffed when it reopens. • The Headteacher, SENCO & SGT to identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely e.g. the relevant staff are available. <i>Where allocated 1:1 staff are unable to continue working with a child, this to be discussed with parents and alternative arrangements put in place as appropriate.</i> • The Headteacher communicate the Trust well-being plan to help protect wellbeing and mental health, and ensure all staff have access to support when the school reopens (Employee Assistance Programme). • Clear rules for staff and children around social distancing and hygiene. Pupils explicitly taught this. Return to school must be in small groups to ensure time for children to learn rules. • <i>School mobile phone purchased as a 'covid' line. Anyone with test results (children, families or staff) required to send proof of results through to phone via text. Parents required to use this phone throughout Oct half term also.</i> • • <i>Following new Gov guidance around safely opening schools, new procedures implemented for Autumn 2 which include:</i> <ul style="list-style-type: none"> • <i>All visitors to site required to sign a visitor declaration form outlining Covid RA protocols in place & expectations of them while on site</i> 	<p><i>drop (socially distanced) to PFS staff in school kitchen.</i></p> <p><i>Updated letter issued 13.07.20</i></p> <p><i>All staff previously shielding / isolating consulted by SGT members, risk assessment completed for pregnant member of staff, altered duties for vulnerable staff member.</i></p> <p><i>Risk assessment for pregnant member of staff updated w/c 7.9.2020</i></p> <p><i>Flexi=working requests considered and approved July 2020</i></p> <p><i>Alternative arrangements to meet need in place.</i></p> <p><i>Covered as part of recovery curriculum w/c 7th Sept 2020</i></p> <p><i>Social distancing reminders given daily at the gates by staff.</i></p> <p><i>COVID TESTING Centre established in Victoria Hall adjacent</i></p>	
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		<ul style="list-style-type: none"> • All visitors (essential only) to school to wear a face mask or visor (in case of Sp&L/hearing therapists etc... where visual sight of the face and mouth is required) while on the premises • Staff on door / playground duty at the beginning/ end of the day to be advised they may wear a visor if they wish while undertaking these tasks. School to supply where required. • Parents and family members collecting children to be requested to wear a face covering at all times while on the site. Posters to be clearly displayed around the perimeter at all access points and also outward facing on windows / cloakroom doors. • Ventilation – to ensure that windows and doors are open to aid ventilation and air circulation at all times except for safeguarding reasons. To advise parents this may mean children need to wear additional clothing, in particular where they are seated near a window over the winter months. Staff to be aware of this also. • Track & trace app. Gov advice is to download. Guidance to be given to staff about the implications of using the app and having it on while in work. Eg, if phone is in a bag in a shared area (as per acceptable use policy in place in school) then it may track people passing by the phone as possible contacts in the event of a covid positive notification. This would mean members of staff with phones in the shared area may have to isolate even if they have not physically come into any contact with the affected person. Staff to be made clear that, if they have the app on their phones and choose to have it activated while in school, their phone MUST 	<p><i>to Pre-school gate. No notification received from Council. Possible Covid positive members of public entering and exiting via public path our parents use to access school. Concerns from parents and staff about this. SC spoke with centre manager Adam to discuss this. Both parties happy risk managed as well as possible and agreed to keep in regular contact.</i></p> <p><i>Additional concerns raised 09.09.2020 via parents in year. ZK & CB spoke with Adam again. SC to ring Health Protection Team & Council to raise concern and ask to consider re-routing entrance / exit away from public path and vicinity of school following concerns. NB – Council did not notify school of their intention to locate a covid testing centre adjacent to school.</i></p> <p><i>Following multiple emails and site visits, additional barriers installed w/c 12.10.2020 creating a pathway for the general public as well as an entry and exit route for people using the testing centre. Feedback form parents positive & thanking school for sorting this out for them.</i></p>	
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		<p>remain on their person AT ALL TIMES and not be left in shared areas. Staff to be directed to Track & trace app information on Gov.uk</p> <ul style="list-style-type: none"> Lunch arrangements – after October 1/2 term, more food options will be available and these will be served in classrooms. FM (catering company) to produce a risk assessment for this and to ensure staff delivering and serving meals are appropriately trained and supervised initially, as a minimum. Crockery, cutlery etc... to be returned to kitchen for cleaning & sanitizing prior to next use. Kitchen staff to be responsible for ensuring this is Covid compliant. Staff serving to wear masks and gloves while distributing food. Additional home testing kits ordered from DfE, stored in Admin first aid room 		
Safeguarding & Wellbeing	Staff and pupils both at home and in school	<ul style="list-style-type: none"> SLT to be available in each base every day to support staff as required. Key telephone numbers of all available members of the Leadership Team to be provided to staff. Social media wellbeing group to continue to be used as people wish Leadership team weekly wellbeing check-in calls with staff working from home/isolating to continue once reopen. Headteacher and DSLs liaise with the necessary staff and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and / or school reopening. SGT to ensure that adequate pastoral care is in place to support pupils and staff who require it. Healthcare Plans and Individual Risk assessments as required readily accessible for staff – SBM and SLT 	Stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc	Medium

		<ul style="list-style-type: none"> • Staff and pupil bereavement is managed in line with the Trust Bereavement Policy. • Ensure a record is kept of all staff on site on a daily basis. • Follow normal procedures on administration of medication (See Guidance for Safeguarding Children and Young People with Medical Conditions in Schools)All children who can safely self-medicate (while supervised) to do so to reduce close contact of staff as much as possible. Where close contact is necessary, staff to discuss use of PPE (depending on what is being administered) • See FAQs Safeguarding (coronavirus) and Addendum to Child Protection Policy Covid-19 school closure arrangements for Safeguarding & Child Protection at school on website: • https://cyps.northyorks.gov.uk/covid-19. • See Health & Safety Guidance – Full or Partial School Closure https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf. • Staff identified as struggling to be referred to Employee Health & Wellbeing as appropriate. • Wellbeing phone calls to isolating staff to continue. 	<p>All plans shared with staff as appropriate so staff clear on roles & responsibilities</p> <p>Reports from staff of positive impact of Fri pm PPA on wellbeing.</p>	
Communication	Staff and pupils both at home and in school	<ul style="list-style-type: none"> • Up-to-date LA communications based on Government advice. • School's website to be kept up to date with any information regarding reopening e.g. dates and local arrangements. • Staff are informed about the relevant information regarding reopening, including any changes to the workday e.g. staggered lunchtimes and social distancing. CPD & Training for all staff w/c 1st June • Staff are informed of who they can turn to for support (work commitments and workload, health, mental wellbeing) and 	<p>Daily briefings to staff as necessary, particularly as there may be different staff covering.</p> <p>Phase leaders to monitor and communicate with phase teams.</p>	Low

		<p>there are several avenues they can follow e.g. line manager, other senior staff, colleagues. Covered in CPD</p> <ul style="list-style-type: none"> • All staff and pupils are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. • Parents and pupils are contacted via text message, socially distanced home visit or telephone. All parents will be informed about the relevant information regarding reopening e.g. social distancing measures and the days their children will be invited into school. NSAT Infographic to be delivered to homes and on website. Text with direct link sent to all families. • SBM/Finance administrator to communicate with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. • Staff to be informed about the arrangements for meetings that would ordinarily take place in person and how these will be carried out in line with social distancing guidance when school reopens. • All staff members' emergency contact details are up to date, including alternative emergency contact details, where required. • Additional messages out to parents before Oct half term holiday stating Covid phone line to be used in holidays to advise of any positive / symptomatic cases so school can effectively risk assess opening of school over half term in light of this. • Texts issued re: wearing of masks while on site after half term. 	<p>Daily SLT briefings (where needed) to feedback & refine plans as appropriate.</p> <p>Staff training in Sept to be conducted in socially distanced groups and cascaded to bubble teams. Staff meetings to take place if required in bubble teams, following SLT briefing about content.</p> <p>2 new members of staff added to T2P and 1 removed.</p> <p>WhatsApp group still in operation to facilitate ease of communication between staffmembers. Staff reported to staff governor for Sept 20 meeting that 'communication was really good throughout lockdown'.</p> <p>Regular comms with parents and staff via Teachers2Parents</p>	
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ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks so far as is reasonably practicable		Name	Position	Date	Signature	Date
1	<i>Additional signage, posters, markers and screens to be ordered, put up and agreed final one-way system plan</i>	Suzanne Carter Conrad Walker Catherine Hainsworth	Headteacher Caretaker SBM	08.06.20 09.07.20 07.07.2020 27.10.2020		
2	<i>Update Fire RA and Emergency Evac procedures with temporary changes</i>	Conrad Walker Catherine Hainsworth	Caretaker SBM	08.06.20 13.07.20 Ongoing		
3	<i>Cleaning rota to be compiled once numbers known within school – Updated Covid 19 Procedures</i>	Conrad Walker Catherine Hainsworth	Caretaker SBM	04.06.20 15.07.20 Ongoing		
4	<i>Monitor stock (soap, toilet rolls, alcohol gel) and PPE. Additional PPE ordered awaiting delivery.</i>	Conrad Walker Catherine Hainsworth	Caretaker SBM	Ongoing Ongoing Ongoing Ongoing		
5	<i>First Aid: Additional Covid 19 First Aid training to be given prior to 1st June 20.</i>	Helen Cowen	Pastoral Support Worker & Medical Needs coordinator	w/c 8 th and 15 th June Refresher Sept		
6	<i>Once agreed which students in school and rooms being used known agree and arrange layouts for social distancing.</i>	Suzanne Carter Catherine Butler Helene Herrington Naomi Wright	Headteacher Deputy Assistant HT Assistant HT	w/c 8 th June 08.07.20 Updated 7.9.20 Updated 27.10.2020		

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks so far as is reasonably practicable		Name	Position	Date	Signature	Date
7	<i>Include in Staff Rota list of areas of possible congestion which need supervision and when, such as entrances and toilets.</i>	Suzanne Carter Catherine Butler Helene Herrington Naomi Wright Catherine Hainsworth	Headteacher Deputy Assistant HT Assistant HT SBM	<i>w/c 1st June 08.07.20 Updated 7.9.20 Updated 27.10.2020</i>		
8	<i>FM Catering to provide packed lunches that are delivered to the class bubbles and numbers of children in each day to be communicated.</i>	Suzanne Carter Catherine Hainsworth	Headteacher SBM	<i>10.07.20 Updated – class service offer in place from 27.10.2020</i>		<i>Contacted 10.06.20 provisional booking for opening 15th</i>

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information

NSAT twice weekly conference calls with CEO & CFO
Regular comms (email / calls) with CoG & CEO
5 x SLT video calls (approx. 12 hours) of discussions and 2 socially distanced in person meetings (6 hours)
LGB meeting 01.06.2020

w/c 08.06.20
Contact with Inspector Khan twice
Contact with Javed Bashir (School Community Dev't office, Bradford Council)
Conversations with Governors, Trust HTs and CEO
LGB meeting 11.06.20

w/c 06.07.20
SLT meeting to agree protocols, 08.07.20 letter to all families from CEO issued
HT shares with CoG
Letter to all staff issued 13.07.20
HT submits RA to NSAT & CEO 14.07.20
Letter to all families issued by hand via collection & translated as appropriate, follow up texts sent before start of term.

w/c/02.09.2020
SLT meeting to refine protocols
Texts & letters to parents pre-start date
CEO letter shared with staff 04.0-9.20
Staff CPD shared with all staff – NSAT sign-in sheets used
Staff Safeguarding training completed on Training days including extra precautions / awareness of Covid-related issues eg mental health & wellbeing, neglect / domestic abuse over lockdown etc...
R/A shared with LGB prior to opening – Govs unanimously agree safe to open school
RA updated & circulated to LGB / Trust

October:
Reminders on Oct whole school newsletter re: Covid protocols – on website also
Various text messages to parents
Memos on weekly diary for staff
Face to face meetings with individual staff members and bubbles to update on changes to protocols.
CEO letter – on website also
R/A updated circulated with SLT & Govs

Scheduled date of next review <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	Are there any changes to the activity since the last review? <i>Clarify that all the controls are still in place and how monitored on a regular basis</i>	Signature of manager	Date of review
<i>After LGB meeting 01.06.2020</i>	<i>As per risk assessment</i>		<i>01.06.2020</i>
<i>w/c 08.06.2020</i>	<i>Additional measures put in place as per risk assessment (see grey UPDATED INFORMATION) in right hand column. Bins with lids purchased</i>		<i>10.06.20</i>
<i>After LGB meeting 15.07.2020</i>			<i>15.07.2020</i>
<i>At LGB meeting 03.09.2020</i>	<i>See comments as above in purple text</i>		<i>03.09.2020</i>
<i>At end of Autumn 1 term</i>	<i>See comments in orange text</i>		<i>27.10.2020</i>