

Portico Academy Trust							
Number: COV001		School: Porters Grange Primary School					
Activity: COVID Risk Assessment		Date: 30 th November 2020	Review: December 2020				
No.	Hazard Description	Persons Affected	Risk Consequence (Resulting harm)	Current Controls	Severity 1-5	Likelihood 1-5	Risk Rating
1	Prepare site to reopen	Staff	Incorrectly prepare could result in a spike of infections at the school for staff and or pupils resulting in the school closing down	Clean Green to complete deep cleaning schedule during the summer holidays around school Identification of surfaces/equipment that will require increased levels of cleaning Ensure all hot water is working and hand washing stations are in good working order. Contact suppliers and services to resume contracts e.g. grounds maintenance whilst maintaining social distancing Ensure sufficient stock of cleaning and janitorial materials, increase the amount of soap normally ordered plus sanitising gel where possible Schools to liaise with catering manager to ensure sufficient staffing and stock of food in the kitchen will be available– To provide a hot meal or school packed lunches as advised by the Trust. Agree new lunchtime system for serving food to enable social distancing. Is a review of additional site cover hours needed if the school day is staggered? – No the staggered times fall within normal hours. Ensure all staff are fully aware of the changes/new measures introduced. - Review policies and update induction/staff handbook document where changes have been made. - Detailed staff briefing carried out to ensure all staff are fully aware of changes that have been made, ensure there is a system in place to induct staff at a later date who are not available during induction days. Where possible any unnecessary furniture has been removed from classrooms and offices	4	1	L

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				Classrooms have been set up to ensure they are all forward facing Equipment that will be difficult to keep clean e.g. soft toys, furnishings and other hard to clean toys will small and intricate pieces will not be readily available to children. Where this is necessary it will be quarantined after use. Continue to avoid contact with furnishings where possible as they will be difficult to regularly clean e.g. carpet time Ensure equipment kept in classrooms is not being used by multiple groups, otherwise it should be cleaned in between use Ensure an appropriate number of staff is available to work with the number of pupils attending school ensuring sufficient supervision is in place depending on the age and needs of the pupil.			

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2	Access/egress to site	Staff, parents, pupils, visitors	Risk of Covid-19 contamination or spread from external sources into the school	The following practices have been adopted: (Temperature testing will not be taking place before entry to the building) • Stop all non-essential visitors and monitor those in attendance such as social workers, students and volunteers • People will be asked not to enter the site if they have COVID symptoms, have been asked/ are required to self-isolate. • Hand sanitizer to be made available in the front office for visitors to use on entry • Ask visitors to scan the QR code on arrival with the NHS COVID 19 app. • Allow plenty of space (two metres) between people waiting to enter site • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks etc. • Require all visitors to follow the procedures outlined in this risk assessment. The person greeting the visitors is responsible to communicate the procedures to the visitors. • Staggered start and finish times to reduce congestion and contact at all times • Monitor site access points to enable social distancing – a one-way system through the site has been introduced, in through the Bridge entrance and out at Lancaster Gardens. Timings have been worked so the groups arriving alternate on each side of the building allowing more time for parents to exit the site. Children will go straight to classes rather than the usual playtime. • Require all workers to wash or clean their hands before entering or leaving site – regular reminders in staff briefings. • All parents have been asked to wear face coverings at drop off and collection times. All staff either on duty or seeing children out to parents are also required to wear them at these times.	4	1	L

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3	Movement around site	Staff, pupils	Cross over and bunching could cause social distancing to fail and cross contamination between classes resulting in more potential cases	External classroom doors are used where possible throughout the day to restrict the number of children in corridors. One way systems setup for lunchtime to avoid cross over of pupils and staff. Staggered break and lunch times will reduce potential of bubbles meeting further. Most first aid to be carried out in classes/on the playground. Music lessons to be in class restricting more movement. Library also not used by children, books to be taken to each classroom. Designated toilets to be used for each year group. One child at a time allowed to use the toilet. Staff toilets to be restricted to a few in each toilet. Signage alerting all staff, pupils/pupils to the need for high standards of hygiene displayed around the site, especially in toilets, classrooms and offices. All safety protocols are clearly displayed (ideally laminated) in all areas of the school used by pupils/pupils and staff. - Signage is appropriate for the audience e.g. parents, staff or pupils - Clear signposting for adults and children on social distancing rules in classrooms/corridors/halls/office spaces Spray paint lines marking 2m distances are in place externally where parents and children wait to access classrooms. Staff will be on duty to supervise playgrounds, corridors and the rest of the site to ensure social distancing is being maintained	4	1	L

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4	Poor hygiene	Staff, parents, pupils	Could result in a rapid spread of virus on surfaces between pupils and staff resulting in whole classes having to self-isolate	Everyone on site will wash their hands thoroughly and regularly. - Use soap and water for at least 20 seconds. - Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS All staff and children are told to avoid touching their face/eyes/nose/mouth with unwashed hands and to cover their cough or sneeze with a tissue then throw it in the bin. The hand washing facilities are regularly cleaned and soap and sanitiser levels are checked. Facilities staff carryout enhanced cleaning regimes for toilet facilities, in particular door handles, locks and the toilet flush. The number of people using toilet facilities at any one time is restricted, both staff and children. Suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal. Stock levels of general consumables are good and will be maintained at all times, (soap, hand sanitiser and paper towels, etc.) these are securely stored. Adequate supplies (toilet paper, tissues etc.) are available to each class. Each class to be issued with cleaning materials to ensure wipe/spray down occurs during the day. Supplies are maintained.	4	1	L

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5	Canteen - exposure from large numbers of persons	Staff, pupils	Without separation the school could mix with other classes meaning a potential increase of risk of spreading the virus	Lunch times will be staggered to reduce congestion and contact at all times The children are all to eat in their classrooms. Every child will wash hands thoroughly before eating. Tables will be wiped thoroughly before children eat. Pupils have a choice of bringing packed lunches or having a hot school dinner prepared on site. All children are asked to bring refillable drinking bottles from home. Hot meals are collected from the canteen by pupils and then taken to classrooms to be consumed with their class. Cutlery will be taken to each room at the start of the lunch time. Pupils will sit facing forwards at their desks whilst eating. Drinking water is provided with enhanced cleaning measures of the tap mechanism. Each child has been asked to bring in a water bottle with their name on. These are then refilled. (Spares are held in school and will be given if necessary but not shared.) All rubbish is put straight in the bin by each child and not left for someone else to clear up. Black bin bags are provided in each room. Tables will be cleaned between each use if groups need to use the same tables. (This should not be necessary). All areas used for eating are thoroughly cleaned at the end of each setting.	4	1	L

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6	Use of changing facilities and showers	Pupils	Without larger spaces or minimising the amount of people within a small space social distancing cannot be observed with the potential of Covid spread higher	There are no specific changing facilities for children or staff on our site. Children are asked to change for PE following the normal arrangements in classes.	4	1	L
7	Teacher and support staff shortage	Staff, parents, pupils	Without sufficient cover classes won't be able to take place resulting in higher class numbers or students being sent home	All staff are available to attend from September. If teachers need to be at home they will be asked to teach remotely, providing they are well enough, while the support staff work with the children in the classroom. Cover arrangements are in place for teachers who are unwell, using staff already working in the year group bubble initially. Where none are available, SLT, who are not linked to particular year group bubbles, will cover. They will then avoid entering other bubbles. Intervention staff limit the number of bubbles they work with and are not in more than one each day. SLT avoid spending time with more than one bubble each day where possible. Interventions and phonic teaching are happening using MS Teams so that staff do not need to move between bubbles during any given day. Prioritisation of children during any staff shortages will be as follows: Keyworker/vulnerable children, followed by the youngest first.	4	1	L
8	Cleaning team shortage	Staff, parents, pupils	Without sufficient cover, classes won't be able to take place due to the cleansing needs of the classroom on a daily basis, this could also result in higher class numbers and closure or students being sent home	Discuss with cleaning contractor to cover arrangements in good time Portico to ensure that regular meetings are carried out with area supervisor and senior managers to ensure levels of staffing are sufficient Where needed cleaners to be pulled from other sites to assist in the cleaning effort	4	1	L

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9	Cleaning priorities	Staff, parents, pupils	Insufficient approved chemical to clean the school by the cleaning contractor at the start/end of day could have catastrophic consequences on the spread of COVID within the school, resulting in closed classrooms or schools in the extreme cases	Meet with cleaning supervisors regularly to review cleaning arrangements and make necessary changes Increase focus cleaning on touch points and tables (redirect from other jobs if necessary). The use of staff rooms, shower and toilet facilities has been reviewed. Breaks will be staggered. The staffroom is large enough for social distancing and the furniture has been set out to accommodate this. Staff have been allocated rooms to eat their lunch in to minimise numbers. They have also been given guidance on keeping it clean. Staff have been allocated certain toilets to use to avoid too many using one space. Staff have been informed of disinfection procedures throughout the school e.g. staffrooms and classroom. They should contact the appropriate member of site staff for additional guidance where needed	4	1	L

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10	Classrooms and teaching	Staff, pupils	Normal class numbers will result in larger potential spread of COVID-19 with social distancing impossible to maintain	Class sizes to be as normal before the pandemic. Children are not asked to maintain 2m distance from each other, but staff will keep 1m+ from children where possible. Staff have been issued cleaning equipment in order to sanitise their rooms during the school day. A full room clean as well as sanitisation is carried out by the cleaning contractor during their designated cleaning times The outside spaces will be used for PE and other suitable lessons. The same staff are kept with year group bubbles. PPA staff will move between groups but will maintain a social distance of at least 1m+. Intervention staff will only work face to face with one, year group bubble each day. Keep the same pupils and staff in the same classroom each day Year 2-6 pupils to use the same desk and stationery each day. Resources and stationary for the younger children is organised in sets for each group. This is cleaned regularly. Timetables are organised so any movement is staggered. Outside routes to be used where appropriate. Children are placed in year group bubbles. The children are only ever either in their classes or with their year groups and will not mix with any other bubbles.	4	1	L

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11	Playground – mixing of pupils	Pupils	In normal situations pupils will intermix on numerous occasions throughout the time spent outside, making the amount of other pupils and staff they are in contact with far greater, which may result in a larger spread of the virus	Each year group uses an allocated playground and only one year group at a time to remove contact between groups. Staff on duty are extra vigilant of the pupils in their care and ensure that crossing of groups is prohibited in all cases.	4	1	L
12	Playground equipment – use of	Pupils	Equipment is attractive to the pupils who love to use it many times throughout play times, in order to use this equipment touch is required to climb, crawl etc. resulting in contact with plastic, wood leaving a print on the unit. This has the potential to increase the spread of the virus	Fixed playground equipment is used by children in one year group each week. This is organised on a rota. The children wash their hands on the way out to the playground and on their return to class. The fixed equipment is not used on a Friday, ensuring there is 72 hours between different bubbles of children using the equipment. Signage is displayed reminding children which year group is using it and to remind of a ‘No Frame Friday’. Each group will be allocated some smaller playground resources which will be cleaned regularly and not shared between bubbles.	4	1	L

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13	Working from home	Staff		Distance learning is to be carried out using Seesaw as the main platform. We will not be using the system for the direct teaching of lessons; instead it is a portal to allow us to post work and for children to submit responses. MS Teams will be used for live lessons. The children will access this through a link on Seesaw. For safeguarding reasons, there is a single staff log in which means that no communications with a child are private. Every teacher has full access to any comments left for a child. Children only have access to their own work and not the work of others. As a result, they are not allowed to leave comments or send messages to any other child using the platform. This eliminates the risk of the platform being used for the purposes of bullying. Children have not been provided with individual Office 365 logins as we still need to understand the Apps that would be available to them and any associated safeguarding risks. A risk assessment has been carried out by all staff who are classed as clinically extremely vulnerable or clinically vulnerable which then provides clarity around the risks of them returning to work. Following the risk assessment staff have been allocated appropriate roles. Where teachers have to self-isolate they are asked to teach via MS Teams. Support staff are based in the classroom supporting and facilitating the lessons. If the teacher is too unwell then cover will be provided. (See section 7)	4	1	L

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14	SEND pupils	Staff, pupils		All SEND children should be in school. Induction/reintegration needs were determined for each child, agreed with parents and actioned. Ensure care plans are updated as needed where applicable ICE 'in case of emergency' mobile numbers for parents and carers were re-checked and updated after the summer break. ICE database is readily accessible to all staff All staff care plans were reviewed and updated where applicable. Ensure all new children who need care plans have them in place.	4	1	L
15	Transport into school	Staff, parents, pupils	Increased risk from other people on public transport spreading the disease	Staff to be reminded regularly about the heightened risk when using fuel stations before attending work. Using gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid19. None of our children travel to school by organised transport. Some families need to use public transport. Families with logistical issues have and will be worked with on an individual basis to try to support and meet their needs in getting their children to school safely. All children have to wash their hands on arrival. Staff and pupils are encouraged not to use public transport where possible. If they do need to then they must wear a face covering or face mask. Start and finish times have been staggered across a 30minute period. The trust is now involved in the Cycle to Work Scheme which enables staff to obtain bikes for a reduced rate, employees should speak to their relevant office manager/trust HR manager regarding this	4	1	L

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16	Fire safety	Staff, pupils	As the building is still active, the alarm may be set off. Regular line ups will not conform to new regulations on social distancing and could spread the disease between classes	Fire Evacuation and Fire Drill procedures have been reviewed. Review of Assembly Points has resulted in moving from one to two. Each Assembly Point has a designated incident controller who will report to the site incident controller. Radios will be used. There is access between the two Assembly Points without re-entering the building. Both Assembly Points have direct access off site. Each staff member in charge of a class is responsible for ensuring all of the children in their care exit safely. Music tuition and interventions are now taking place and it is the teacher associated with these extra lessons who is responsible for making sure the children exit safely. Fire evacuation has been carried out, so all staff and children are confident in the new arrangements. Doors to remain open within the site where possible, however, we will not disregard Fire Regulatory Order 2005 and prop fire doors open.	4	1	L
17	Contractors and maintenance	Staff, pupils, contractor	Unsolicited visits could increase the risk of passing on Covid-19 around the school	Only approved maintenance individuals are authorised onsite from either the PPM schedule or reactive works from the Trust or school All contractors to understand and abide by the school's procedures on hygiene and work being carried out during their time at the school Where possible all work to be carried out, out of hours	4	1	L

18	Communal and shared spaces or resources		Dining halls are not being used at present. Children are eating in their classrooms. Sports activities are carried out where possible in the playground on a rota system so only one group at a time uses each playground. Sports equipment has been allocated to each group and is cleaned thoroughly after use. If due to weather the outside areas cannot be used, PE lessons will continue in the hall within a class group only. Other shared spaces such as the library and the music room are not being used at present for classes. The computing suite is used by one, year group bubble each day. It is then cleaned thoroughly at the end of the day. Class groups take staggered breaks between lessons, these breaks take place on the playground and only one, year group bubble are present at a time. Equipment will be specifically for each bubble and also cleaned regularly. Wet playtimes will take place in classrooms. Staff have been allocated rooms to eat their lunch so that there are only small groups spending periods of time together. The staff are organised so that the year group bubble stays together and they share the space with one other year group. The same groupings are kept consistent each day to enable interactions to be tracked in the case of a confirmed case. Staff will go home to have PPA. They will communicate with their year group colleagues via Teams to ensure communication is strong. Breaks and lunchtimes are also staggered so the number of staff using shared facilities has been limited. Shared equipment has been allocated for periods of time to each year group bubble. This will then be cleaned and stored for 72hrs before being returned to a central store or given to another bubble. The music curriculum has been adjusted so that singing and chanting do not need to be part of lessons for the first half term. Instruments are to be allocated to each bubble, cleaned regularly and stored for 72 hrs before being put away or given to another bubble. Wind or brass instruments will not be used at present. Early Years classes and Year 1 are singing nursery rhymes which is an important part of their development. The children all sit facing forward and the room is well ventilated. The singing is for very short periods and is only within the bubble.	4	1	L
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				Peripatetic music lessons take place in the music room which is large well and ventilated. The children have their own allocated instrument; none are shared. The music lessons are for short periods between 10 and 20 minutes. Between lessons any touch points are cleaned by each peripatetic music teacher. The children make their own way to the lessons while the teacher stays in the music room. The children set up their own instruments under the guidance of the teacher, the teacher does not touch the child's instrument. Play therapy has resumed. It takes place in the library which is large and can is well ventilated. The equipment is either specific to individual children, quarantined for 72 hours or thoroughly cleaned between uses. The play therapist keeps a social distance when possible during sessions. Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal Large gatherings such as assemblies are not taking place. Alternatives using MS Teams are used. Breakfast club is operating. Children are organised into year group bubbles sat at different places in the hall. These groups are 2m apart. The groups are consistent.			

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19	Suspected case whilst working at school	Staff, parents, pupils	Increased risk of infection to the person dealing with the potential Covid case, along with the class in which the Covid case was discovered. Serious cases have led to death	The meeting room (upstairs) is the dedicated space for anyone displaying symptoms. There is a dedicated toilet for this room which will not be used by any other persons on site. PPE is provided for staff dealing with pupils in close proximity with masks, visors, gloves and aprons while treating first aid and for intimate care. This will be stored next to the dedicated room. If a pupil or employee develops a high temperature, a persistent cough or loss of smell or taste while at work, they should: • Present themselves to staff, and be directed to the dedicated COVID room which has been identified as the meeting room, this is where the case will wait until picked up for parent or carer. • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Supervising staff can either be in the room or on the mezzanine with the door open. • The room must be well ventilated with a window open. • When the parent/carers arrives they will exit via the stairway to the main lobby. • Everything will then be thoroughly cleaned, including bannisters and panels on the way in and out of the room. • They must then follow the guidance on testing and self-isolation and not return to work/school until their period of self-isolation has been completed or a negative test result received. Support is provided for First Aid staff as they may be anxious dealing with pupils and parents in close proximity on a daily basis	4	1	L

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20	Reception and shared office spaces	Staff, parents, pupils, visitors	Infection of Covid-19 between people working in a small space with serious cases resulting in death	All office spaces have been reviewed. Desks have been rearranged so that staff are not sitting opposite each other. Main Offices - inform visitors and contractors to maintain social distance and signpost location of handwashing facilities Parents are only allowed into the office by appointment, wearing a face covering, and only if absolutely necessary. Majority of enquiries are dealt with by phone or email. Where parents need to speak face to face, the office staff will meet them outside whenever possible. A locked collection box is placed in the conservatory part of the entrance so that letters and money can be dropped off without having to enter the main building. Staff are asked to avoid entering the main office and instead either email or come to the door and talk from the doorway.	4	1	L

21	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Staff, pupils	Infection of Covid-19 with serious cases resulting in death	To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons or new/expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy/guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (1m+ clearance from persons where possible, with 2m being the aim) Ensure staff understand the NHS Test and Trace process. Staff members and parents/carers understand that they will need to be ready and willing to: • book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) To continue following ongoing government guidance – schools to be provided a small number of home testing kits, the number of these is unconfirmed currently Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required A record will be kept of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups	4	1	L
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				Follow good NHS hygiene measures at all times Avoid all visitors to your home unless they are providing a medical requirement Do not approach delivery staff, allow packages to be left on the doorstep Do not take any antibiotics as they do not work against viruses. Identify any children who are the most vulnerable that have returned to school and discuss with parents the initial steps and agree key actions i.e. risk assessment, reduced timetable. Under no circumstance should the school ask for evidence of a negative test result			
22	Clinically extremely vulnerable attending school	Staff, pupils	Serious effects of Covid-19, which could result in hospitalisation and potential death	Any clinically extremely vulnerable staff or pupils were identified on their return to the school setting and an individual PEEP was developed for the person. With the present Lockdown restrictions, the staff identified as being CEV are staying at home. Where possible, with the use of technology they are continuing to fulfil their roles. The parents of children previously identified as CEV have been asked, in line with the guidance, to speak with their child's GP or specialist clinician to understand whether their child is still classed as CEV. If they are then they should not attend school and arrangements will be made to provide education for them at home through our remote learning procedure.	4	1	L

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23	Induction and training	Staff, pupils	Staff unaware with the new procedures may have an increased risk of spreading the virus between different groups	Ensure all staff and pupils are inducted into the new changes as soon as possible as they are needed to be introduced. Revisit correct use of face coverings with the school community at regular intervals. Pupils are reminded of behaviour policy and expectations of their behaviour to follow social distancing rules while they are at school. This is monitored by SLT and reminders/action taken where necessary. Training needs of all staff is kept under review and appropriate COVID safe training is sourced as needed. We have a duty of care to our employees wellbeing and this extends to their mental health. Staff are free to visit MindED which is free to access, this contains materials on peer support, stress, fear, trauma and bereavement	4	1	L
24	Staff taking leave (annual leave)	Staff, pupils	The increased risk of having to self-isolate for 14 days if an outbreak occurs in either a local area or different country	All leave to be approved by a senior member of staff, with destination requested to ensure staff are abiding by the most recent government advice Where an incident has occurred school leaders will consider, where possible, to temporarily amend working arrangement and enable them to work from home	4	1	L

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25	Educational visits	Staff, pupils, visitors	Possible for an unannounced 14-day quarantine should travel abroad occur, travelling to a different country may have high infection rate allow the virus to spread further. Classes taken away may need to mix bubbles overnight with no possibility of staggered eating or cleaning regime	No overnight or overseas educational visits shall take place until further notice Any non-overnight domestic educational trip can recommence, however, a risk assessment must be completed on Evolve to demonstrate COVID security during the trip	4	1	L
26	Physical education including external coaching	Staff, pupils, visitors	Normally all pupils interested in an activity would participate, however, this would break the schools bubble conditions with further spread of the virus possible	Pupils are kept in consistent groups, sports equipment is thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (cleaning down of equipment before or after use). There are no external activities at present due to the current restrictions.	4	1	L
27	Contingency planning for outbreaks	Staff, pupils, parents	Under the guidance remote learning is required to be picked up immediately after a lockdown, should necessary procedures not be put in place, this will have a negative and detrimental effect on the students consistent learning	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The schools must abide by what information is released by the local authority within the specified timeframe In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. We have the capacity to ensure that immediate remote education is possible if the local authority put these measures in place	4	1	L

Portico Academy Trust							
Number: COV001		School: Porters Grange Primary School					
Activity: COVID Risk Assessment		Date: 30 th November 2020		Review: December 2020			
No.	Hazard Description	Persons Affected	Risk Consequence (Resulting harm)	Current Controls	Severity 1-5	Likelihood 1-5	Risk Rating
28	Letting the building to external users	Staff, pupils, parents	Use of the building by the wider community outside of school hours could increase the risk of passing on Covid-19 to the staff, pupils and parents	All lettings have been suspended while the current restrictions are in place. Number to the music group let to be limited and must be pre booked. All children arriving must wash/sanitise their hands on entry to the building. Parents will be asked to wait outside of the building and not to enter. Track and Trace information will be recorded in line with guidance. Cleaning regime will be introduced at the end of each group.	4	1	L
Completed by: D Henley				Position: Principal	Updated: 06/11/20		
Authorised by:				Position:	Date:		
Authorised by:				Position:	Date:		

Action Plan

Name of Person Preparing the Plan: D Henley						Date Plan Prepared: 28/08/20		
			Revised Risk Rating			Person responsible	Target date	Completion date
No.	Short-term controls	Long-term controls	Severity 1-5	Likelihood 1-5	Risk Rating			
1a	Site team check equipment such as hot water heaters	Programme of regular checks already in place	4	1	L	G Hudson	01/09/20	01/09/20
1b	Meet with Pabulum re kitchen reopening preparations	Review systems and process on regular basis	4	1	L	D Henley	27/08/20	25/08/20
1d	Behaviour policy addendum sent out to all staff	Monitor effectiveness and change if necessary	4	1	L	M Aggus	26/08/20	26/08/20
1e	Induction meetings to be held	Communicate updates and reminders through regular briefings	4	1	L	D Henley	02/09/20	02/09/20
2	SLT to monitor access/egress to site at peak times	Keep under review and	4	1	L	D Henley	From 03/09/20	On going
3	Signage to be changed/refreshed	Weekly check of signage – address any damaged missing signs	4	1	L	E Kyndt	02/09/20	02/09/20
9	Inform staff of which toilets they have been allocated	Review effectiveness of policy	4	1	L	E Kyndt	02/09/20	03/09/20
12 a	Create appropriate signage.	Weekly check of signage – address any damaged missing signs	4	1	L	E Kyndt	02/09/20	02/09/20
12 b	Ensure all staff and children know and understand the new system/rota	Monitor compliance and review if needed	4	1	I	D Henley	03/09/20	03/09/20
14 a	Individual induction/reintegration arrangements planned and agreed with parents	Monitor effectiveness	4	1	L	T Quinn	02/09/20	02/09/20
14 b	Ensure all new pupils who need care plans have them in place.	Regular review of plans	4	1	L	T Quinn	14/09/20	21/09/20

Name of Person Preparing the Plan: D Henley						Date Plan Prepared: 28/08/20		
			Revised Risk Rating			Person responsible	Target date	Completion date
No.	Short-term controls	Long-term controls	Severity 1-5	Likelihood 1-5	Risk Rating			
16 a	Communicate new muster points to all staff and children	Regular monitoring of drills	4	1	L	D Henley	03/09/20	16/09/20
16 b	Carry out a fire drill	Repeat on regular basis	4	1	L	D Henley	21/09/20	16/09/20
20	Inform parents and visitors of the requirements to wear a face covering.	Monitor necessity and effectiveness. Reminders as necessary	4	1	L	D Henley	03/09/20	03/09/20
22	Ensure PEEP in place for 2 staff and 1 pupil	Review PEEPs to make sure still relevant.	4	1	L	D Henley	18/09/20	18/09/20
23a	Share MindED site with all staff	Signpost support on regular basis through briefings	4	1	L	D Henley	02/09/20	02/09/20
Authorised by:			Position:					Date: