

## CIT COVID RISK ASSESSMENT – Mainstream Primary Academies

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

Objective: To ensure safety of staff and pupils

Date completed: 5<sup>th</sup> July 2020

Reviewed by Director of Education

Government guidance source:

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

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

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

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



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

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

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

### Key for RAG Rating:

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

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

Guidance Requirements	Hazards	How might people be harmed	Controls/measures in place	Actions needed	Status
<b>Prevention</b>					
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school					
Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <b>COVID-19: guidance for households</b> )	COVID brought into school	COVID spread Bubbles closed	Signage in school reception Letter(s) to all stakeholders to include: <ul style="list-style-type: none"> <li>• Attendance expectations (all children expected to attend unless shielding under new August regulations)</li> <li>• Uniform expectations (children to wear uniform as normal – clean more regularly)</li> <li>• Curriculum adaptations</li> </ul>	<ul style="list-style-type: none"> <li>- Updated signs in foyer by 17.07.20</li> <li>- First day phone calls always happen</li> <li>- Letter to all stakeholders on 17.07.20</li> <li>- 1 child in taxi – company already aware to notify us if displaying symptoms</li> </ul>	

with possible coronavirus infection)			<ul style="list-style-type: none"> <li>Transport expectations (walk and cycle where possible, maintain distance if transported, let school know of use of taxis etc)</li> <li>Staggering for dropping off and picking up</li> <li>Parental/Carer visits to the school (appointment only first two weeks)</li> </ul> <p>Agree frequency of communication with DoE</p> <p>Site manager/admin to liaise with visitors and/or contractors</p> <p>Social Media to be used to reinforce message and communicate to harder to reach families</p> <p>First day response phone calls to check why children are off and take relevant action within school should potential covid case be apparent</p> <p>Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms</p>	- DoE on site every week	
2. Clean hands thoroughly more often than usual.					
Is school ensuring that that sufficient handwashing facilities are available? Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments	Covid spread within school	Cross contamination	Hand sanitisers are in place (additional units deliver July 2020). Additional hand sanitisers are present for areas where potential sink issues following contact (near playgrounds/on playground...) Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use	<ul style="list-style-type: none"> <li>- hand sanitisers in place, 2 downstairs and 1 upstairs</li> <li>- hand sanitisers in all classrooms</li> <li>- midday staff to have own hand sanitiser</li> <li>- good stock of soap in school, site manager to keep a weekly check on levels used</li> </ul>	
Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival	<ul style="list-style-type: none"> <li>- hand sanitisers and handwashing facilities in all classrooms</li> <li>- midday staff to have own hand sanitiser</li> </ul>	

dry thoroughly? [Review the guidance on hand cleaning]			Paper towels available to ensure hands are dried thoroughly.		
Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment Visuals in class to support pupils understanding along with posters around school	- children wash hands in between each activity, and when coming inside from being outside - videos shared about handwashing	
Are procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment Posters and lessons are in place to reinforce the need for this and children are encouraged to point out when procedures are not followed or teacher/other pupils touch faces	- posters displayed - videos shared with children	
Has the school ensured that help is available for children who have trouble cleaning their hands independently	Covid spread within school	Cross contamination	Staff support pupils where needed  Supervision of handwashing is in place for younger children or those who are unable to follow handwashing requirements	- staff have access to PPE if they need to support children - staff supervise children washing hands	
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.					
Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this Visuals in class to support pupils understanding Tissues available within class bubbles to ensure pupils and staff have access to these where needed.	- update posters in all classrooms - tissues and cleaning products in all rooms. Site manager to check stock of these regularly	
Are procedures in place to ensure that bins for tissues are emptied throughout the day	Covid spread within school	Cross contamination	Bins are emptied twice a day – lunch time and after school All bins have lids in order to ensure that tissues etc remain within and do not have to be picked up by others	- lidded bins in place - site staff empty bins after school - lunchtime staff to empty bins after lunch (additional hours to be worked)	

Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Covid spread within school	Cross contamination	All classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to ensure ventilation Air condition not to be used nor are fans that circulate air	- all doors open during the day - windows open for extra ventilation - fan system switched off	
Are procedures in place to risk assess the need to positively handle pupils who made have uncontrolled behaviour on a regular basis	Staff having to positively handle thus rendering social distancing redundant	Cross infection	Staff aware of updated behaviour appendix and contents of behaviour policy A risk assessment been undertaken to show the level at which the school is able to positively handle if needed (Team Teach Training up to date, regularity of need for specific pupils etc) The risk assessment been communicated with range of stakeholders including child and parents/carers Appropriate has support been sought from LA/support services All possible interventions have been considered including reduced timetables School understands the exclusion policy and only uses exclusion to find solutions or to mitigate unfair risk to other pupils/staff or the specified pupil	- updated behaviour policy shared with staff during INSET day, 01.09.20 - risk assessments in place for high risk EHCP children - additional team teach training for 3 members of staff on 02.09.20 - timetables agreed with staff	
Has school given consideration to propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Covid spread within school	Cross contamination	Classroom doors are propped open when occupied and then closed when not to meet fire safety regulations All other doors are open where they do not compromise fire safety	- internal doors open during the day - door handles cleaned every day	
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products					
Has school discussed with cleaning contractors or staff the additional cleaning requirements and agreed additional hours to allow for this	Covid remaining on surfaces and spreading by touch	Cross infection	Appropriate cleaning rotas are in place, coordinated by site manager/headteacher with adjusted hours implemented to take into account contact with staff/pupils Additional contract cleaner employed to ensure sufficient capacity in the team where required	- cleaning regime agreed with site manager - site manager to check cleaning quality daily - COSHH training completed by all staff	

Is school following the COVID-19: cleaning of non-healthcare settings guidance	Covid remaining on surfaces and spreading by touch	Cross infection	School are following this guidance	- COSHH training completed by all staff	
Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal	Covid remaining on surfaces and spreading by touch	Cross infection	Systems in place to reduce the use of shared resources: Toys/resources that are shared can only be done so within groups and will be cleaned between use Large outdoor apparatus (trim trails...) to be out of use as cleaning cannot be maintained Resources that are shared between bubbles to be cleaned before use Pupils will have own specific resources including pens, pencils, rulers etc Reading books to be used within class bubble so that they can be taken home but are not transferred between bubbles Toilets to be cleaned following lunch break and after school Cleaning schedule to ensure increased cleaning of commonly touched items – doors, handles, resources in communal staff areas...	- children to continue to bring in own stationery - children have own tray for school resources - trim trail not in use - lunchtime staff to clean toilets after lunch (additional hours worked) - EYFS outside area to be reduced, and used on a rota system - additional cleaner in post from 01.09.20	
Have arrangements for hot school meals been put into place and how will hygiene be effectively implemented?	Staff and pupils in contact with hot meals cutlery/plates/utensils etc	Transmission of covid from surfaces	School kitchen to be assessed against the standards here: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> . Estates manager to consider this with school kitchen managers  Children to attend hot meals as on staggered basis as specified in section 5	- school chef working with Andy Evans to complete RA in meeting on 17.07.20 - staggered lunch servings to be in place from 03.09.20	
5. Minimise contact between individuals and maintain social distancing wherever possible.					
Have classes been designated as separate bubble or less?  Does the director of education know if this bubble	Larger bubbles meaning more children missing education should the bubble need to close	Cross infection	Yes – all classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to Air condition not to be used	- all classes have 30 or less children	

is over 30 due to class size?					
Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?	Children and staff passing covid within bubble	Cross infection	<p>All tables within Infants and Juniors (Years 1-6) to face forwards</p> <p>Gaps to be as large as is possible between each desk</p> <p>Desks to have a maximum of two pupils (forward facing)</p> <p>Pupils to sit next to each other facing forwards</p> <p>Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff</p> <p>Staff to maintain 2 meters distance at the front of the room when possible and to minimise face to face work with children when aiding with learning</p>	<p>- desks to be arranged forward facing by 01.09.20</p> <p>- additional resources moved to ensure as much space as possible for forward facing tables, with 2m distance from the front</p>	
<p>Has the timetable been refreshed to consider the following:</p> <ul style="list-style-type: none"> <li>decide which lessons or activities will be delivered</li> <li>consider which lessons or classroom activities could take place outdoors</li> <li>use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>stagger assembly groups</li> <li>stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>stagger drop-off and collection times</li> </ul>	Large groups of adults/staff /pupils passing one covid when within the same social space	Cross infection	<p>Full curriculum to be delivered using the cleaning protocols already outlined for shared resources</p> <p>Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. These teacher will be supported by TA/other adult who will aid children whilst teacher delivers lesson with 2 meters distance from the front of the class</p> <p>Senior staff to take support groups within specific bubbles and to maintain 2 meters distance whilst doing so</p> <p>Assemblies to be virtual using Teams until such point as government guidance changes</p> <p>Break times to be staggered such that bubbles do not mix. Where are is large enough the playgrounds/fields can be zoned so that more than one group can be out at once. Staff barrier will be between the groups</p> <p>Lunch time to be staggered with zoned areas for each bubble. All tables and chairs to be cleaned between use by different bubbles</p> <p>Drop of and pick up times to be staggered with one way systems etc as appropriate. All children to received full teaching hours</p> <p>Movement around school to be done by rota</p>	<p>- staff organisation timetable in place</p> <p>- rooms arranged so staff moving between groups remain 2m away from children</p> <p>- assemblies conducted through TEAMS or class assemblies</p> <p>- break and lunchtimes the same for all, but different outside spaces used</p> <p>- all classes have their own exit points to ensure no crossover in corridors</p> <p>- all classes have their own toilets to use</p>	



<ul style="list-style-type: none"> <li>plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul>			Toilet blocks to be assigned to specific bubbles (there will now be more than one bubble in each block) – teachers to encourage toilet use prior to and after staggered breaks/lunches		
Has school considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel)	Too many social interactions	Limiting of cross infection and clear ability to track and trace	School to consider how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel) School to maintain protocols with private transport (taxi...) to ensure that they have completed risk assessments and will notify school should staff have symptoms Pupils to enter by outside doors directly into classes where possible	<ul style="list-style-type: none"> <li>- child in taxi to arrive through gate near the main entrance</li> <li>- entrance points for children signposted for parents</li> <li>- external doors used for all</li> </ul>	
Have protocols for the use of the staffroom been put into place in order to minimise contact with those from other bubbles and transmission via use of shared facilities (kettles, microwaves....)	Staff who have contact within the area or use shared resources by touching surfaces	Cross infection	Staff will abide by the following protocols: Timings for use of the staffroom will be staggered by bubble Where 2 bubbles have the same time the staff from different bubbles will maintain 2m social distancing at all times Staff will wipe down any shared facilities after use – draws, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc Increased cleaning is in place with all handles etc cleaned on a daily basis	<ul style="list-style-type: none"> <li>- staff have allocated time to use the staff room over lunchtime</li> <li>- occasional use to make drinks during the day is permitted</li> <li>- cleaning equipment and hand sanitiser kept in the staff to clean after use</li> <li>- additional cleaner in post from 01.09.20</li> </ul>	
Has the school created a separate risk assessments for wrap around care which has been approved by the Director of Education?	Bubble protocol breached and increased transmission of covid	Cross bubble infection	<b>School will not open wrap around care within the first two weeks of term</b> In order to open wrap around care the headteacher will present the DoE with a separate risk assessment which considers: Which staff run the sessions and what is the implication for bubbles within school Whether the pupils attending can be put into small groups which cross a maximum of two bubbles	<ul style="list-style-type: none"> <li>- no after school clubs during term 1</li> <li>- Brightstars to provide RA for approval before reopening</li> </ul>	



			<p>If the cleaning arrangements for the care meet the standards achieved within the rest of the school</p> <p>How resources will be cleaned following use</p> <p>If the room used will impact upon the functioning of the school day</p> <p>Any other relevant detail which may impact upon the school day, staffing or pupil cross contamination</p>		
How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles	Pupils and staff if social distancing is compromised during fire drills	Transmission of covid between bubbles	<p>The <b>headteacher</b> has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils</p> <p>This has been communicated effectively to staff and pupils</p>	<ul style="list-style-type: none"> <li>- children to maintain social distancing during all fire drills</li> <li>- all rooms have own fire exits</li> </ul>	
Extra-curricular activities including catch up groups	Pupils and staff if social distancing or bubble integrity is compromised during clubs	Transmission of covid between bubbles	<p>All proposed extra-curricular activities will be assessed by the headteacher and will only go ahead if:</p> <p>They are limited to pupils from one bubble</p> <p>Staffing of the club does not compromise bubble integrity</p> <p>The club can take place without impinging upon the timetabling which has been adapted to ensure staggers etc minimise social contact</p>	<ul style="list-style-type: none"> <li>- no after school clubs in term 1</li> </ul>	
6. Where necessary, wear appropriate PPE.					
Are protocols in place should pupils arrive at school wearing face masks?	Pupils who touch facemasks or remove them incorrectly and transmit virus as a result	Pupils and staff in contact with facemask wearer	<p>School communicates that pupils will not be able to wear masks at school</p> <p>Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil</p> <p>Following removal staff insist that pupil washes hands</p> <p>SLT contact parents/carers do discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor...</p>	<ul style="list-style-type: none"> <li>- PPE information shared in stakeholder letter 17.07.20</li> </ul>	
Where necessary, wear appropriate personal protective equipment (PPE)	Risk of transmission	Lack of PPE means that transmission is more likely	<p>Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>Usual PPE to be worn except:</p> <p>Where pupils specific RA highlights use of PPE</p>	<ul style="list-style-type: none"> <li>- PPE continue to be used when providing intimate care</li> <li>- site manager to monitor stock levels regularly</li> </ul>	

			Gloves to be worn when emptying bins Face mask, gloves and apron when supporting a child with symptoms		
Is PPE available to members of staff who require it to carry out cleaning safely	Lack of PPE	Staff catch Coronavirus due to lack of PPE	School has enough stock of PPE to deal with both daily needs and suspected cases School is able to order PPE as supplies decrease School is able to create arrangements within Trust should supplies arrive late	- site manager to monitor PPE stock levels	
7. Communication					
Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Headteacher has systems in place to communicate with staff in order that they all understand their role within the risk assessment Covid Notice Board gives access to all information Information is shared both in person (socially distanced via TEAMS) and electronically (CIT training website and email etc)	- RA shared with all staff on 14.07.20 - staff given opportunity to respond - full RA updates on 01.09.20 INSET day - RA displayed near staff room	
Is the protocol in place should to close bubble and inform public health should there be a positive case within school	Covid is present within school	Transmission risk hugely increased	Headteacher and SLT members know that they will take the following action for a positive case:  Close the bubble immediately informing all pupils/parents that they must isolate for 2 weeks Inform the rest of the school community that the bubble has been closed Inform Lincolnshire Public Health and follow any direction Complete LA covid card to ensure all LA protocols have been completed Inform Director of Education immediately  Should pupils/staff have symptoms: Pupil/staff member will be sent home immediately Those supervising pupils will have the specified PPE Parents/Carers of pupils will be asked to get test completed	- SLT aware of actions	

			Should the test be negative then pupil will be allowed to return after symptoms have subsided Should it be positive then the protocols above will be followed		
Has the <b>headteacher</b> and the <b>DSL</b> liaised with the Trust to determine what additional support is available for pupils/staff who are suffering with their mental health once they return to school?	Mental wellbeing is compromised	Pupil and staff may not be able to attend school affecting learning	Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. HT and DSL have access to the HR team HT and DSL know that Futures in Mind can be procured to work through issues or provide supervision virtually	<ul style="list-style-type: none"> <li>- Croner support information shared on all weekly bulletins</li> <li>- staff well being board in staff room</li> <li>- new pastoral TA in post to support children</li> </ul>	
Have the <b>headteacher</b> and the <b>SENCO</b> identified pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available?	Pupil with SEND do not have the level of provision usually in place	Pupil with SEND and class teacher who are leading their bubble	Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision	<ul style="list-style-type: none"> <li>- staff timetable in place</li> <li>- SENDCO to write risk assessments for vulnerable SEND children</li> </ul>	
Has the school got a contingency distance learning plan in place for pupils who are at home due to shielding or as a result of a bubble closing	Pupil who are not able to attend school due to covid risk	Learning will not be sustained if plan is not in place	School has systems in place to communicate with parents/pupils should they be off school School has a distance learning plan in place by the end of September 2020 Director of Education has approved the distanced learning plan	<ul style="list-style-type: none"> <li>- Class Dojo to continue to be used to signpost learning, and for parents to upload portfolios.</li> <li>- oak academy and white rose resources to be used</li> <li>- distance learning plan in place for 01.09.20</li> </ul>	
Has the school considered the role of adults who have been shielding	Staff who are more susceptible to covid	Former shielding staff member	Where possible the school has made arrangements for working from home (admin roles) if possible Where the role has to be completed at school and individual risk assessment for that member of staff is in place and agreed between the school and staff member	<ul style="list-style-type: none"> <li>- no staff reported to be shielding in September</li> </ul>	
Has the school put in procedures to ensure that	Too many social interactions	Limiting of cross	Therapists can visit school but should be recorded in the visitor log (even if contracted)	<ul style="list-style-type: none"> <li>- InVentry to be used for all visitors</li> </ul>	

Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)?		infection and clear ability to track and trace	They can only work with one bubble a day and must be socially distanced during work	<ul style="list-style-type: none"> <li>- protocols shared on arrival by office staff</li> <li>- hand sanitiser in foyer</li> </ul>	
Has the school established a protocol for other visitors (CIT)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>All visitors must book in with the HEAD Teacher prior to a visit</p> <p>All CIT visitors must be entered into the visitor log.</p> <p>Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission.</p> <p>In the case of ST Paul's and Linchfield – Becky King will be able to visit both schools.</p> <p>School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers.</p>	<ul style="list-style-type: none"> <li>- office staff to liaise with KH about any possible visitor bookings</li> <li>- InVentry to log all visitors</li> <li>- protocols shared on arrival by office staff</li> <li>- RA for GE to be agreed with DoE</li> </ul>	
Does the school has a protocol for other visitors including a visitor log?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	<p>Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with</p> <p>All other visitors to be approved by Director of Education</p>	<ul style="list-style-type: none"> <li>- office staff to liaise with KH about any possible visitor bookings</li> <li>- InVentry to log all visitors</li> <li>- protocols shared on arrival by office staff</li> </ul>	
Has the school advised pupils/parents to Walk / cycle / scoot where possible – 1 adult only with children?	Too many social interactions/ condensed traffic leading to groups meeting near school grounds	Transmission on way to/from school	<p>School to encourage all pupils/parents and carers to walk, scoot or cycle to school</p> <p>School has specified that pupils may only be accompanied by one adult on entry to school grounds</p>	<ul style="list-style-type: none"> <li>- school to continue with current protocol of one adult per child</li> </ul>	
Have staff received any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training?	Staff not understanding protocols	All members of school community if protocols not used precisely	<p>All staff have completed CIT training online</p> <p>All staff have attended staff meetings to discuss updated risk assessment</p> <p>All staff have updated timetables</p> <p>All staff understand the protocols for actual or suspected cases</p> <p>All staff have access to the covid notice board</p>	<ul style="list-style-type: none"> <li>- training log up to date</li> <li>- signature sheets in COVID-19 file</li> <li>- staff to receive final copies of rotas and timetables by 17.07.20</li> </ul>	

			Briefing each week or as required deals with any protocol issues	<ul style="list-style-type: none"> <li>- COVID-19 display outside staff room</li> <li>- weekly briefing meeting every Monday morning</li> <li>- weekly bulletin emailed to staff every Friday</li> </ul>	
<p>Has the school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> <p>The school's local health protection team (HPT)</p>	National expectations change and school maintains defunct protocols	All staff and pupils are restricted by protocols or are not working to new protocols thus increasing risk	<p>DoE maintains weekly contact with all heads to update on current advice</p> <p>All HTs maintain risk assessment to take account of any nationally demanded changes</p> <p>Substantial changes are approved by CIT Trustees</p>	<ul style="list-style-type: none"> <li>- KH to see DoE weekly</li> <li>- RA log updated when changes are made</li> </ul>	
Has the school put arrangements in place such that Trainee teachers can fulfil placements	School unable to have succession planning in place	School unable to train own teachers for the future	<p>Trainee teachers to have a 7 day gap between any placements at other school and CIT school.</p> <p>Trainee teacher to be inducted to protocols in the same way as all other staff</p>	- no trainee teachers in school this year	
8. EYFS Arrangements					
Are specific arrangements in place to ensure that the EYFS is able to function to meet the expectations of the Foundation Stage Profile?	EYFS children unable to access learning due to overly structured formal environment	Mental health of EYFS children damaged due to limiting protocols	<p>Physical distancing between groups of children and staff is implemented as far as possible</p> <p>The use of communal spaces is managed to limit the level of mixing between groups</p> <p>The use of private outdoor space is maximised to ensure social distancing measures can be adhered to</p> <p>Sharing of toys and resources between children is reduced</p> <p>Any shared toys or resources that can be easily cleaned, are cleaned between different groups' use</p>	<ul style="list-style-type: none"> <li>- EYFS courtyard resources reduced</li> <li>- space used on a rota basis</li> <li>- resources cleaned between use</li> <li>- hand washing routines consistently rigorous</li> <li>- no items from home to be brought in to school</li> </ul>	

			<p>Unnecessary items are removed from the learning environment to facilitate cleaning</p> <p>Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively</p> <p>A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage</p> <p>Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the <b><u>COSHH Policy</u></b></p> <p>Children are discouraged from bringing items and toys from home unless it is essential. In the event that items are brought from home, they are appropriately cleaned on arrival</p>		
<b>9. Response to Infection</b>					
Engage with the NHS Test and Trace process	Not all potential transmission is identified	All stakeholders within the school	<p>Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with</p> <p>Any breaches of bubbles must be recorded on the COVID Action Log</p> <p>Any pupil or member of staff should be tested if they show symptoms</p> <p>Anyone who has been in school must be reminded that if they test positive school must be informed</p>	<ul style="list-style-type: none"> <li>- InVentry used for all visitors</li> <li>- KH to keep COVID action log up to date</li> <li>- procedures and RA shared on 01.09.20</li> <li>INSET day</li> </ul>	
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Transmission is not limited to school when potential or known case is present	Covid transmission	<p>The guidance:</p> <p><a href="#">‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></p> <p>Will be followed</p>	<ul style="list-style-type: none"> <li>- link sent to staff before 01.09.20</li> </ul>	
Contain any outbreak by following local health protection team advice	School has an outbreak	More than 2 pupils /staff members are affected	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local	<ul style="list-style-type: none"> <li>- contact information kept in school</li> <li>- all guidance followed</li> <li>- COVID log updated with any changes</li> </ul>	

			<p>health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p>	- KH to inform DoE of any possible outbreaks	
10. Other					
Kitchen Risk Assessment in place	High risk for transmission	High risk of spread of COVID	Setting kitchens can continue to operate but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	<ul style="list-style-type: none"> <li>- school chef in meeting with Andy Evans on 17.07.20</li> <li>- RA to be completed by 21.07.20</li> </ul>	
Has school taken appropriate actions to reduce risk if a school trip is deemed safe (local visits to parks etc in the first instance)	Change in daily protocols mean that social distancing or bubble protocol not followed	All members of bubble on trip	All trips to be agreed with Director of Education (if it is a regular trip, this will only need to be signed off once) EXEANT to be completed for each and all trips including details of the staff and pupils who attend, and the evaluation completed afterwards which includes any changes to staffing or pupil. Members of staff WILL NOT be able to take pupils out if they have any outstanding evaluations from Sept 2020.	- all usual RA to be in place for any visits	



Has the school considered the building needs (all buildings have been fully functional but some rooms have not been used in specific schools)	The rooms that have been mothballed may have teething issues on reopening	Children and staff using the room	Check that all rooms that have been out of use are set up for return Ensure that all utilities are working Ensure that the rooms have had all statutory checks completed (water temp, fire call points etc)	- site manager to check rooms are fit for purpose prior to reopening - site manager to continue with statutory checks	
<b><u>Changes or additional points made by specified school (please date):</u></b>					
Staff shared laptops have efficient system in place	Risk of transmission	Cross contamination	Staff will wipe down any shared resources before and after use.	- cleaning equipment to be kept near storage of laptops	
Has the school considered how to protect staff working in other schools	Risk of transmission	Cross contamination	Risk assessments shared between schools. Staff to maintain 2m distance in all schools. Staff to inform us of any confirmed cases in other schools.	- updates received prior to staff coming in to Poplar.	