

CIT COVID RISK ASSESSMENT - Mainstream Primary Academies

Covid 19 Risk Assessment to support the return of all pupils

Objective: To ensure safety of staff and pupils

Date completed: 5th July 2020

Dates reviewed: 15th July 2020; 2nd September 2020; 4th September 2020; 7th September 2020; 8th September 2020; 12th September 2020; 29th September 2020; 6th October 2020; 8th October 2020; 8th December 2020; 8th January 2021; 11th January 2021; 1st March 2021; 29th April 2021

Reviewed by Director of Education

Government guidance source:

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

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

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace



- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable'

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

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

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

Key for RAG Rating:

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

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

Guidance Requirements	Hazards	How might people be harmed	Controls/measures in place	Actions needed	Status
Prevention					
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school					
Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any	COVID brought into school	COVID spread Bubbles closed	Signage in school reception. Letter(s) to all stakeholders to include: * Attendance expectations. All children expected to attend unless shielding under new February regulations.	- First day phone calls always happen. - Letter to all stakeholders on 01.03.21.	

symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)			<ul style="list-style-type: none"> * Uniform expectations. Children to wear uniform as normal and clean more regularly. * Transport expectations – walk and cycle where possible. * Parental / carer visits to schools by appointment only. * Newsletters sent to parents weekly with any updates. <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 a potential covid case be apparent.</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	<p>Hand sanitisers are in place in all classrooms and all shared areas.</p> <p>Additional hand sanitisers are present for areas where potential sink issues following contact (near playgrounds/on playground...)</p> <p>Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use.</p>	<ul style="list-style-type: none"> - hand sanitisers in place, 2 downstairs and 1 upstairs. - hand sanitisers in all classrooms. - midday staff to have own hand sanitiser. - good stock of soap in school, site manager to keep a weekly check on levels used. 	
Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly? [Review the guidance on hand cleaning]	Covid spread within school	Cross contamination	<p>In place and factored into the routine of the day with staff supporting pupils where needed.</p> <p>Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival.</p> <p>Paper towels available to ensure hands are dried thoroughly.</p> <p>Hand driers all in working condition.</p>	<ul style="list-style-type: none"> - hand sanitisers and handwashing facilities in all classrooms. - midday staff to have own hand sanitiser. 	

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 – catch it, bin it, kill it.	- 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	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.	
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. Windows open in shared spaces at all times. Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to ensure ventilation.	- windows open for extra ventilation. - fan system switched off.	

			Air condition not to be used nor are fans that circulate air.		
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	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.	<ul style="list-style-type: none"> - updated behaviour policy shared with staff during INSET day, 01.09.20. - school behaviour policy reviewed in February 2021 and shared with all staff. - risk assessments in place for high risk EHCP children. - 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.	<ul style="list-style-type: none"> - 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 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 consider contact with staff/pupils. Lunchtime staff member to work additional hours to clean toilets after lunch and empty bins where needed.	<ul style="list-style-type: none"> - 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 is 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, crayons, glue, 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...	<ul style="list-style-type: none"> - children to continue to bring in own stationery. - 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. 	
Have arrangements for hot school meals been put into place and how will hygiene be effectively implemented?	Staff and pupils in contact with hot meals cutlery/plates/utensils etc	Transmission of covid from surfaces	<p>School kitchen to be assessed against the standards here: guidance for food businesses on coronavirus (COVID-19). Estates manager to consider this with school kitchen managers</p> <p>Children to attend hot meals as on staggered basis as specified in section 5</p>	<ul style="list-style-type: none"> - school chef working with Andy Evans to complete RA in meeting on 17.07.20. - staggered lunch servings to be in place from 08.03.21. 	
5. Minimise contact between individuals and maintain social distancing wherever possible.					
<p>Have classes been designated as separate bubble or less?</p> <p>Does the director of education know if this bubble is over 30 due to class size?</p>	Larger bubbles meaning more children missing education should the bubble need to close	Cross infection	<p>Yes – all classrooms used have suitable ventilation/windows which can be opened.</p> <p>Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to open these.</p> <p>Air condition not to be used.</p>	<ul style="list-style-type: none"> - all classes have 30 or less children. - we have 3 bubbles in school, 1 for every year group. 	

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 Y1 & Y2 to be arranged to ensure children are not sat face to face.</p> <p>Pupils to sit next to each other, not opposite one another.</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>	- additional resources moved to ensure as much space as possible for table arrangements.	
<p>Has the timetable been refreshed to consider the following:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • consider which lessons or classroom activities could take place outdoors • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • stagger assembly groups • stagger break times (including lunch), so that all children are not moving around the school at the same time • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	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.</p> <p>These teachers 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>Break times to be staggered such that bubbles do not mix. Where there is large enough the playgrounds/fields can be zoned so that more than one group can be out at once.</p> <p>Lunches to be served in hall in a staggered bubble timetable. All surfaces to be cleaned after use.</p> <p>Drop off and pick up times to have separate entrances for each bubble, with one-way systems etc as appropriate.</p> <p>All bubbles have own external doors to use to reduce touch point cross-contamination and no crossover of bubbles in corridors inside.</p> <p>Toilet blocks to be assigned to specific pupil bubbles.</p> <p>Teachers to encourage toilet use prior to and after staggered breaks/lunches.</p> <p>Staff have own designated toilets for each bubble.</p>	<p>- staff organisation timetable in place.</p> <p>- rooms arranged so staff moving between groups remain 2m away from children.</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>	

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	Drop off and pick up times to have separate entrances for each bubble, with one-way systems etc as appropriate. Parents advised to walk to school. If cars are used, to park at the bottom of the hill and walk to designated bubble gate. No children use taxi's for school.	- entrance points for children signposted for parents. - all classes have their own exit points to ensure no crossover in corridors.	
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. 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	- staff have allocated time to use the staff room over lunchtime. - occasional use to make drinks during the day is permitted.	
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	Risk assessment completed for wrap around care. Staff have completed appropriate COVID-19 related training to open the facility. Children will be kept in separate bubbles – the same ones as school bubbles.	- no after school clubs during term 4. - Brightstars opening on 08.03.21.	
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	The headteacher has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils This has been communicated effectively to staff and pupils	- children to maintain social distancing during all fire drills. - all rooms have own fire exits.	
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	All proposed extra-curricular activities will be assessed by the headteacher and will only go ahead if: They are limited to pupils from one bubble. Staffing of the club does not compromise bubble integrity.	- no after school clubs in term 4. - 2m distance between adult and children in catch up groups.	

			The club can take place without impinging upon the timetabling which has been adapted to ensure staggers etc minimise social contact.		
6. Where necessary, wear appropriate PPE.					
Are protocols in place should pupils arrive at school wearing face masks?	Pupils who touch facemasks or remove them incorrectly and transmit virus as a result	Pupils and staff in contact with facemask wearer	School communicates that pupils will not be able to wear masks at school. Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil. Following removal staff insist that pupil washes hands SLT contact parents/carers do discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor.	- PPE information shared in stakeholder letter 01.03.21.	
Where necessary, wear appropriate personal protective equipment (PPE)	Risk of transmission	Lack of PPE means that transmission is more likely	Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Usual PPE to be worn except: Where pupils specific RA highlights use of PPE. Gloves to be worn when emptying bins. Face mask, gloves and apron when supporting a child with symptoms.	- PPE continue to be used when providing intimate care. - site manager to monitor stock levels regularly.	
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.	
Staff to wear face masks in communal areas.	Risk of transmission	Transmission between bubbles	Staff to wear a face mask: - During drop off and collection times. - When walking in corridors and around school. - When meeting with parents or other visitors. Face mask protocol: - Wash hands / use hand sanitiser before putting on mask, and after removing mask.	- staff to have own face masks. - additional medical face masks available in school. - hand sanitiser available in all areas.	

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, and a copy emailed to all after every update. - staff given opportunity to respond.	
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 10 days. 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. 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.	- SLT aware of actions.	
Has the headteacher and the DSL liaised with the Trust to determine what additional support is available for pupils/staff who	Mental wellbeing is compromised	Pupil and staff may not be able to attend school	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 administrator (DSL) have access to the HR team.	- Croner support information shared on all weekly bulletins. - staff well-being board in staff room.	

are suffering with their mental health once they return to school?		affecting learning	HT and administrator (DSL) know that Futures in Mind can be procured to work through issues or provide supervision virtually.	- pastoral TA in post to support children.	
Have the headteacher and the SENCO identified pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available?	Pupil with SEND do not have the level of provision usually in place	Pupil with SEND and class teacher who are leading their bubble	Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity. Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision.	- staff timetable in place. - SENDCO has written risk assessments for vulnerable SEND children.	
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. Director of Education has approved the distanced learning plan.	- Class Dojo to continue to be used to signpost learning, and for parents to upload portfolios. - oak academy and white rose resources to be used when required. - distance learning plan in place.	
Has the school considered the role of adults who have were 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.	- 2 members of staff shielding, but providing pupil support from home.	
Has the school put in procedures to ensure that Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Therapists can visit school but should be recorded in the visitor log (even if contracted). They can only work with one bubble a day and must be socially distanced during work.	- InVentry to be used for all visitors. - protocols shared on arrival by office staff. - hand sanitiser in foyer.	
Has the school established a protocol for other visitors (CIT)?	Too many social interactions	Limiting of cross infection and clear	All visitors must book in with the Head Teacher prior to a visit. All CIT visitors must be entered into the visitor log.	- office staff to liaise with KH about any possible visitor bookings.	

		ability to track and trace	Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission. School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers.	<ul style="list-style-type: none"> - test and trace QR code on display in the foyer. - InVentry to log all visitors. - protocols shared on arrival by office staff. - RA for GE (other school) has been seen by KH. 	
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	Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with. All other visitors to be approved by Director of Education.	<ul style="list-style-type: none"> - office staff to liaise with KH about any possible visitor bookings. - InVentry to log all visitors. - protocols shared on arrival by office staff. 	
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	School to encourage all pupils/parents and carers to walk, scoot or cycle to school. School has specified that pupils may only be accompanied by one adult on entry to school grounds.	- school to continue with current protocol of one adult per child.	
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> <p>Briefing each week or as required deals with any protocol issues.</p>	<ul style="list-style-type: none"> - training log up to date - signature sheets in COVID-19 file. - COVID-19 display outside staff room. - weekly briefing meeting every Monday morning. - weekly bulletin emailed to staff every Friday. 	
Has the school keeps up-to-date with advice issued by,	National expectations change and school	All staff and pupils are restricted by	DoE maintains weekly contact with all heads to update on current advice.	<ul style="list-style-type: none"> - KH to see DoE weekly. - RA log updated when changes are made. 	

but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE The school's local health protection team (HPT)	maintains defunct protocols	protocols or are not working to new protocols thus increasing risk	All HTs maintain risk assessment to take account of any nationally demanded changes. Substantial changes are approved by CIT Trustees.		
Has the school put arrangements in place such that Trainee teachers can fulfil placements	School unable to have succession planning in place	School unable to train own teachers for the future	Trainee teachers to have a 7 day gap between any placements at other school and CIT school. Trainee teacher to be inducted to protocols in the same way as all other staff.	- 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	Physical distancing between groups of children and staff is implemented as far as possible. The use of communal spaces is managed to limit the level of mixing between groups. The use of private outdoor space is maximised to ensure social distancing measures can be adhered to Sharing of toys and resources between children is reduced. Any shared toys or resources that can be easily cleaned, are cleaned between different groups' use. Unnecessary items are removed from the learning environment to facilitate cleaning. Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively. A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage. Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the <u>COSHH Policy</u> .	- EYFS courtyard resources reduced. - space used on a rota basis. - resources cleaned between use. - hand washing routines consistently rigorous. - no items (other than stationery) from home to be brought in to school.	

			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.		
9. Response to Infection					
Engage with the NHS Test and Trace process	Not all potential transmission is identified	All stakeholders within the school	Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with. Any breaches of bubbles must be recorded on the COVID Action Log. Any pupil or member of staff should be tested if they show symptoms. Anyone who has been in school must be reminded that if they test positive school must be informed.	<ul style="list-style-type: none"> - InVentry used for all visitors. - KH to keep COVID action log up to date. - procedures and RA shared on 01.09.20 INSET day, and shared with all staff following any changes made. 	
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Transmission is not limited to school when potential or known case is present	Covid transmission	The guidance: ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ will be followed.	<ul style="list-style-type: none"> - link sent to staff 	
Contain any outbreak by following local health protection team advice	School has an outbreak	More than 2 pupils /staff members are affected	<p>If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</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>	<ul style="list-style-type: none"> - contact information kept in school. - all guidance followed. - COVID log updated with any changes. - KH to inform DoE of any possible outbreaks. 	

			In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.		
10. Other					
Kitchen Risk Assessment in place	High risk for transmission	High risk of spread of COVID	Setting kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19) .	<ul style="list-style-type: none"> - school chef in meeting with Andy Evans on 17.07.20 - RA completed and on the website. 	
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.	<ul style="list-style-type: none"> - 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	<p>Check that all rooms that have been out of use are set up for return.</p> <p>Ensure that all utilities are working.</p> <p>Ensure that the rooms have had all statutory checks completed (water temp, fire call points etc).</p>	<ul style="list-style-type: none"> - site manager to check rooms are fit for purpose prior to reopening. - site manager to continue with statutory checks. 	

Changes or additional points made by specified school (please date):					
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.	
Assemblies enable a community feel	Risk of transmission	Cross contamination	Bubbles to be at least 2m away from one another if have an assembly outside.	- staff to be vigilant with observing behaviours.	
Governors able to support with reading in school	Risk of transmission	Cross contamination	Risk assessment to be emailed to governors for them to read. Governors to read side by side with child, and not face to face. Reading time with a child to be limited to a maximum of 15 minutes.	- signing sheet to agree RA has been read and will be followed kept in school office.	
Test and trace system effective	Risk of transmission	Cross contamination	Test and trace sheets displayed in foyer and at bubble gates. InVentry has additional question for visitors to answer: own symptoms / contact with others / symptoms within household.	- signpost visitors to QR code. - reception staff to be vigilant with signing in.	
Own toilets for different bubbles	Risk of transmission	Cross contamination	EYFS children to use Brightstars toilets at lunchtime to avoid using classroom toilets.	- toilets cleaned after lunchtime. - toilets cleaned after school.	
New bubbles created for lockdown 3.0	Risk of transmission	Cross contamination	EYFS key worker and vulnerable children in a bubble in the studio. Y1 & Y2 key worker and vulnerable children in a bubble in the hall.	- separate doors for drop off and collection. - staff in each bubble on a 3-week rota. - children have individual tables and resources to use, all 2m apart. - bubbles have their own toilets to use.	

CIT requirement – Bubbles in Years 1-6 to ensure that each pupil is seated at a separate desk facing the front of class with 2m gap between pupils	Risk of transmission	Cross contamination	All pupils facing the front – where this is not possible discussion with PH recorded on covid log to ensure additional mitigations are in place. Adjacent classrooms used where number make spacing impossible. Additional staff used to open new bubbles as required.	- ensure that remote learning remains strong if additional staff are needed to open additional bubbles.	
Procedures for breaks and use of facilities are adapted following the reintroduction of lockdown	Risk of transmission	Cross contamination	Facilities including toilets and staff break out space (staffroom) etc are allocated to minimise any contact. Break times have allocated space for bubbles. Team games are not engaged in during PE (team against team involving close contact).	- ensure that reallocation takes place where there are changes in circumstance, pupil numbers or additional bubbles open.	
Staff needing to work in school to deliver remote learning due to internet speed or inappropriate home working conditions	Risk of transmission	Cross contamination	Separate risk assessment followed as sent out by PH.		
Numbers of pupils in school are way in excess of the numbers in first lockdown due to government guidance on critical workers	Risk of transmission	Cross contamination	Those claiming to be critical workers who are not are challenged and directed to address concerns to CIT if they believe they are a critical worker but school does not. Use of communication and social media to constantly remind parents/carers that critical worker pupils should only be in when provision is needed - not a given that pupils should attend.	- constant reminders of guidance for critical workers.	
No teams sports to take place in lessons.	Risk of transmission	Cross contamination	Skills can be taught, but teams games with possible contact must not be played.	- staff to closely supervise the children in lessons.	
No singing inside for Y1 & Y2.	Risk of transmission	Cross contamination	Singing can be taught outside. Children in EYFS can sing inside.	- staff to remain vigilant.	
Lateral flow tests for staff opting in to the testing.	Identification of possible COVID	Cross contamination	Staff to collect LFT from office and sign for these. Tests to be completed every Monday & Thursday. Staff to upload result on Gov.uk website and the school 'forms' for results. Positive result to be shared with KH as soon as possible – phone call.	- KH to keep overview of results logged.	

Volunteers in school	Identification of possible COVID	Cross contamination	Volunteers to collect LFT tests from office and sign for these. Test to be completed day before coming into school. Volunteer to upload result on Gov.uk website and the school 'forms' for results. Positive result to be shared with KH as soon as possible – phone call.	- KH to keep overview of results logged.	
HT to visit other CIT schools	Identification of possible COVID	Cross contamination	Only visit one other school in any 1 week. LFT to be completed before returning to own school.	- KH to keep overview of results logged.	