COVID-19 Reoccupation Health and Safety Inspections and Risk Assessments for Schools and Educational Settings

# Introduction

The following inspections and risk assessments are intending to support all London Borough of Hounslow schools and educational settings in the management of risk whilst planning for and during reoccupation following the COVID-19 lockdown. These resources have been created by the council’s Health & Safety Team, in collaboration with colleagues in Children’s Services, and in line with the latest advice, at the time of review, from the government, NHS, Public Health England and the DfE.

# How to complete the inspections and risk assessments

Completion of the risk management tools over the proceeding pages should be self-explanatory, but please follow the guidance below to assist you. One very important thing to remember when using these resources is that the situation regarding COVID-19 is changing daily and government advice is being regularly updated. Therefore, your completed inspections and risk assessment will need to be frequently reviewed and updated to reflect these changes.

## 1 – Completing the COVID-19 Inspection Form

The Inspection form should be completed prior to general reoccupation to ensure essential preventative measures are put in place and to aid in the completion of the reoccupation risk assessment.

The inspection form will ask you to consider:

* Employees, social distancing and the impact of returning to work
* Travel, Access & Egress
* Cleaning and Hygiene Practices
* Building Safety

The completed inspection form will allow you to identify gaps where additional measures may be required.

The checklist is made up of a series of questions for which you will be asked to pick from a choice of Yes, No, or N/A answers.

If you are able to answer 'Yes' to any of the questions, this means that you have already successfully implemented the necessary preventative measures, and no further action remains other than to ensure that staff are instructed and trained in following them and to monitor their continued use.

If you answer, 'No' to any of the questions, this means that there is potentially a gap in your preventative measures and therefore a risk to the safety of your staff, pupils and visitors. You will therefore need to implement the missing preventative measures and enter the actions you will need to take onto the form and the timescales in which to achieve them. If you are in any doubt about what actions to take to achieve the desired outcomes, please seek advice from your specialist council colleagues, e.g. your Health and Safety Adviser, Education Advisers, the Public Health Team or the Facilities Management Team, as most appropriate to the topic.

As a general guide, the following groups should be contacted for the following reasons:

* Health and Safety Team: health and safety solutions
* Public Health Team: health, hygiene, medical advice, PPE requirements, supply and distribution
* Facilities Management: maintenance and servicing requirements, cleaning services

Very occasionally you may answer 'N/A' to some of the questions. Please be sure that you are correct in this assertion. If in any doubt, please discuss with the above colleagues.

The checklist is not exhaustive, and the final section of the inspection form is blank, allowing you to add questions or topics that you feel are missing or specific to your provision.

## 2 –Completing the COVID-19 Risk Assessment

When completing the risk assessment, please follow the steps outlined below:

**Step 1:** **Identify the Hazards**

The risk assessment template has been pre-populated with hazards that will hopefully cover most of the relevant topics.

However, you should ensure that the risk assessment is tailored to your situation and carefully consider if further hazards need to be added.

When attempting to identify hazards, it should be broken down into the workplace environment, on-site and off–site work activities. It may be necessary to carry out a review of the workplace and/or observe the task in order to identify where and how hazards arise in practice and how harm can occur. Staff representatives will also help identify problem areas.

When identifying hazards, the following should be considered:

* Routine and non-routine activities of all persons having access to the workplace (including staff, contractors, visitors, pupils etc.)
* Human behaviour, capabilities and other human factors
* Identified hazards originating outside of the workplace, which may adversely affect the health and safety of staff and /or service users
* Infrastructure, equipment and materials at the workplace, whether provided by the employer or others
* Changes or modifications, including temporary changes, to activities, equipment or materials. These should be assessed prior to their introduction
* Any applicable existing, new or updated legal obligations
* The design of work areas, processes, installations and operating procedures, including their adaptation to human capabilities

**Step 2:** **Decide who is at Risk**

For each hazard, you will need to be clear about who might be harmed as it will help to identify the best way of managing the risk. This doesn’t mean listing everyone by name, but rather identifying groups of people and any people who may be particularly at risk; e.g. young persons, new and expectant mothers.

**Step 3:** **Implement preventative Measures**

The risk assessment template has been prepopulated with broad preventative measures, as recommended by government guidance and the council’s health and safety advisory service.

You will need to consider these preventative measures carefully and amend them so that they are specific to your setting and provide the additional detail necessary to outline exactly what you will be doing to achieve the recommended outcomes.

You should amend the form by removing information that is not relevant to your setting and adding information where you feel there are gaps (please share with the Health and Safety Team, your additions so that we can improved future versions). If you cannot adhere to the recommended preventative measures, you should develop alternative solutions. If you cannot adhere to the recommended preventative measures and you are unable to find alternatives, this will impact the level of risk to which your staff and clients are exposed and therefore, the level of service you are able to provide and ultimately whether you are able to provide it at all.

When considering what control measures are required consider controls in the following order.

|  |  |
| --- | --- |
| 1. Elimination
 | Get rid of the hazard altogether  |
| 1. Substitution
 | Use something less hazardous, which would still do the job |
| 1. Enclosure
 | Enclose/section off the work to eliminate or control the risk |
| 1. Guarding
 | Segregation of the user from the hazard |
| 1. Safe system of work
 | A system which reduces the risk to an acceptable level |
| 1. Written procedures
 | Written safe system of work, known/understood by those affected |
| 1. Supervision
 | Put in place adequate supervision Consider new/young staff  |
| 1. Information/training
 | Guidance notes, instruction, notices, signs, training courses |
| 1. Personal protective Equipment (PPE)
 | Goggles, gloves, helmets, safety shoes  |

Note: Item (a) is the most effective, and item (i) the least. PPE should be used in conjunction with other control measures. It protects the individual and its effectiveness is very dependent on factors such as correct use, therefore guidance, training and supervision will be very important.

**Step 4:** **Identify Existing or Proposed Preventative Measures**

If the preventative measures listed are already in place at your school or setting, please enter an ‘E’, into the ‘EXISTING/ PRPOSED’ column. If any of the preventative measures listed are not already in place, and you intend and are able to implement them, please enter ‘P’ into the ‘EXISTING/ PRPOSED’ column and add a target date for completion into the proposed timescale column. Transfer the action required onto your COVID-19 [Workplace Health & Safety Inspection Action Summary](#_Toc38883147) to ensure you have a working action place in place that is regularly progressed.

**Step 5:** **Evaluate the level of risk**

Risk is a combination of two things:

The level of harm that might be caused to a person if they were exposed to a hazard and the likelihood of that person being exposed to the hazard.

To determine the overall level of risk, the possible outcome or **severity** of harm and the **likelihood** that harm will occur, must be determined. Only tasks that’s present a significant risk need to be evaluated.

**Possible Outcome/Severity**

For each hazard (with your control measures in place) you will need to estimate how harmful the hazard could be and assign a severity of harm rating as detailed below.

|  |  |
| --- | --- |
| Negligible  | No treatment required |
| Minor  | e.g. On site first aid treatment required, nuisance irritation; minor symptoms, sent home, observation |
| Moderate | e.g. further medical advice sought, isolation required |
| Major  | e.g. requiring hospitalisation  |
| Extreme  | e.g. Fatality/disability |

You will then need to enter this into the ‘Possible Outcome/Severity’ column of your risk assessment, using the drop-down choices.

**Likelihood**

For each hazard, (consider existing controls), you need to determine how likely it is that the harm will occur and assign one of the following levels:

|  |  |
| --- | --- |
| Very Unlikely | So unlikely that probability is close to zero  |
| Unlikely | Could happen at some time |
| Possible | Will probably happen at some time  |
| Likely | Will definitely happen at some time |
| Very likely | Will happen, imminent |

You will then need to enter this into the ‘Likelihood’ column of your risk assessment, using the drop-down choices.

**Level of Risk**

Once you have estimated a severity rating and decided how likely it is that the hazard will occur, the hazard can be assigned a risk level.

POSSIBLE OUTCOME/SEVERITY x LIKELIHOOD = RISK LEVEL

The Council’s risk matrix (below) is a simple method for estimating risk levels, which uses the above formula and will help assessors in their decision making. To estimate the level of risk, read across the top of the matrix to your chosen severity rating and then down the left-hand side to your chosen likelihood rating. The level of risk is displayed as a number in the cell where they meet (for a quantitative rating) and displayed as a combination of low, medium or high (for a qualitative rating). For example, where the likelihood is ‘possible’ and the worst likely outcome is ‘major’; the hazard will present a risk rating of 12, which is a ‘moderate’ risk. A RAG rating has also been applied for better visual identification of the levels.

The numbered rating is a much more accurate means of determining risk than the ‘finger in the air’ approach of just choosing between low, medium or high, without any scientific foundation. It shows more clearly how much more work needs to be done to reduce the risk further and the ‘levels within levels’ are a great aid in prioritising your actions. However, the use of low, medium and high and the RAG rating is less complicated and more accessible to a wider audience. The matrix allows the best of both worlds.

You do not have to enter the numbers onto your risk assessment, but you can if you wish. It is acceptable to enter the descriptions instead, providing you still use the number rating shown in the matrix as the basis for the development of your preventative measures and the further reduction of risk. Ensure the matrix is made available to staff, so they can see the basis of your decision making.

|  |
| --- |
| **Possible Outcome/Severity** |
| **Likelihood** | **Risk****Matrix** |  | **Negligible****1** | **Minor****2** | **Moderate** **3** | **Major** **4** | **Extreme****5** |
| **Very Unlikely** | **1** | **1****(Low)** | **2****(Low)** | **3****(Low)** | **4****(Low)** | **5****(Low)** |
| **Unlikely**  | **2** | **2****(Low)** | **4****(Low)** | **6****(Medium)** | **8****(Medium)** | **10****(Medium)** |
| **Possible** | **3** | **3****(Low)** | **6****(Medium)** | **9****(Medium)** | **12****(Medium)** | **15****(High)** |
| **Likely** | **4** | **4****(Low)** | **8****(Medium)** | **12****(Medium)** | **16****(High)** | **20****(High)** |
| **Very Likely** | **5** | **5****(Low)** | **10****(Medium)** | **15****(High)** | **20****(High)** | **25****(High)** |

**Is the level of risk tolerable?**

The level of risk should be evaluated with your preventative measures in place to determine if they are suitable and sufficient to reduce, or keep, the level of risk at a tolerable level and ultimately ensure that the activity is safe to continue. If your judgement is that the preventative measures are not enough, then further preventative measures will need to be decided upon and implemented. These will need to be added to your action plan and when complete, you will then need to re-evaluate the level of risk to show that the actions have had the desired effect. Other factors, which have an impact on the likelihood of harm occurring, should also be considered, for example, unsafe acts, frequency and duration of exposure to the hazard, and failure of machinery/services.

To make it easier to determine the urgency of the action, we need to allocate an action level to each level of risk. To make things more straight-forward, the levels of risk can be categorised as either low, moderate or high and are described in figure 1 below. A RAG rating, as shown in the risk matrix and figure 1, can also be applied to make the process more intuitive.

Dependant on the level of risk, further control measures may be needed to further reduce the risk to an acceptable level. The Health and Safety Team can be contacted for advice and guidance to assist in the identification of suitable controls. As a guide, the following actions should be taken for each level of risk.

|  |  |
| --- | --- |
| **Risk Level**  | **Management actions required at each risk level** |
| **High****(15-25)** | * Urgent action/senior management attention is required to eliminate or reduce risk.
* Report to relevant management committee.
* Work should not be started or continued until the risk has been reduced.
* If it is not possible to reduce the risk, even with unlimited resources, activities must remain prohibited.
 |
| **Moderate****(6-12)** | * Aim to reduce the risk to ‘low’ if reasonably practicable to do so. If not practicable, try to reduce the risk to a lower scale of ‘Moderate’
* There is a greater likelihood that detailed local safe working procedures will need to be written to make existing control measures more robust for moderate risks. E.g. advanced or increased frequency of training, increased supervisions
* If a control measure cannot be financed immediately it may be possible to plan for its implementation over a longer period, while other limited risk reduction measures are put in its place as an interim course of action.
 |
| **Low****(6-10)** | * No additional controls are required, but monitoring is required to ensure that the controls are maintained, and the risk does not increase
* Manage situation with routine procedures.
* Implement additional controls only if easy to implement and inexpensive
* Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden.
 |

Figure 1.

## 3 – Action Plan

Use your Health and Safety Inspection Action Plan Summary to record all outstanding preventative measure that you still need to implement. Regularly review and indicate when complete.

## 4 – Communication

Communication is key and there’s a lot of change that your staff, parents and pupils will need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you’re putting your staff’s and pupil’s safety at the heart of this decision.

## 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your activities. Frequently review you risk assessment to take account of these and amend as necessary. A library of useful links is provided below.

# COVID-19 Health & Safety Inspection Checklist

The current COVID-19 ‘coronavirus’ outbreak poses a serious risk to individuals and organisations. This inspection checklist assists in identifying the control measures to reduce the risk of workplace infections prior to reoccupation and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

|  |
| --- |
| **School:**  Lindon Bennett |
| **Site Address: Main Street, Hanworth TW13 6ST** |
| **Inspection Undertaken by: Clare Longhurst** |
| **Report to: Governing Body** |

|  |  |  |  |
| --- | --- | --- | --- |
| No of issues not closed out from previous inspection | N/A | No of issues that are repeated from previous report | N/A |

|  |
| --- |
| **Findings of Inspection** |
| The level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required) |

|  |
| --- |
| **A: Employees – Consider what impact returning to work would have on your employees, parents and pupils and how to keep them safe.** |
| **No** | **Issues** | **Y/N/****NA** | **Rating****R/A/G** | **Comments** |
| 1. | Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile? | Yes | Green |       |
| 2. | Are you tracking people who have been identified as high risk/are shielding? | Yes | Green |       |
| 3. | Where practicable have staff been allowed to continue to work from home/remotely? | Yes | Green |       |
| 4. | Can all staff maintain the government guidelines for social distancing ([The latest Social Distancing Guidelines available here](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). These could include but are not limited to the following: | Yes | Green | Guidance recently clarified to confirm that there is no need to maintain a 2 metre distance within bubbles.3 zones with Bubbles of 4 or 5 children |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4a | Are you able to segregate staff and pupil activities to promote 2 meters distance? | Yes | Green | Guidance recently clarified to confirm that there is no need to maintain a 2 metre distance within bubbles.It will be promoted to the best of our ability with the childrenSmall closed bubblesHigh levels of hygiene |
| 4b | Are you able to limit the amount of contact staff and pupils have with each other to 15 minutes or less? | No | Amber | Staff to be aware of keeping their distance when they canSmall closed bubblesHigh levels of hygiene |
| 4c | Are you able to implement a one-way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance? | Yes | Green | One-way/one direction in some areas, where possible, designated routes in other areas; laminated signageOnly leaving their classroom to access outdoor areas and toilets (within designated area)Small closed bubblesHigh levels of hygiene  |
| 5. | Have staff, parents and pupils been trained / notified before returning to work on any new procedures? | Yes | Green | Pupils to the best of their ability |
| 6. | Have staff, parents and pupils been instructed on how to hand wash effectively, for the suggested duration of 20 seconds and maintain good hygiene practices? | Yes | Green | All in place prior to lockdown, but have been remindedAdditional signage addedHandwashing at the start of the day and when coming back in from outsideIncluded on H&S INSET dayPupils to the best of their ability |
| 7. | Have staff, parents and pupils been instructed on social distance where practicable while at school, including school grounds? | Yes | Green | All in place prior to lockdown, and have been remindedPupils to the best of their ability |
| 8. | Have staff, parents and pupils been instructed on what to do if they are experiencing COVID-19 symptoms? | Yes | Green | All in place prior to lockdown, and have been remindedPupils to the best of their ability |
| 9. | Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff and parents? | Yes | Green | Where relevant |

|  |
| --- |
| **B: Travel, Access & Egress – Consider how your employees and pupils will travel to school, travel for work, access and exit work safely.** |
| **No** | **Issues** | **Y/N/****NA** | **Rating****R/A/G** | **Comments** |
| 1. | Are you able to implement enough parking restrictions to maintain social distancing measures? | Yes | Green | Don’t get out your car at the same time as somebody in an adjacent carOne way system for parents dropping off by car |
| 2. | Are staff using their own transport for work activities? | No | Green |       |
|  3. | Are staff, parents and pupils avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc)? | Yes | Amber | Latest guidance on car sharing circulated to all staff and parentsWhere possible. Timings of day adjusted to avoid peak travel times, and school have provided staff with a material facial covering if requested.Staff have been reminded of precautions to be taken when refuelling their cars. |
| 4. | Have you considered staff that are required to car share for their role and whether this could continue? | N/A | Green |  |
|  5. | Has the entry and exits to the building/site been limited to the minimum number of points required? | Yes | Green | Number actually increased to facilitate social distancing and zoning, and avoid bottle necks, and considering direct access to classrooms from outside |
| 6. | Has access to the building/site by visitors and contractors etc. been restricted? | Yes | Green | No non-essential visitors allowed on site.Contractor visits arranged for out of school times.Any visitors asked to confirm that they are symptom free on arrival |
| 7. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building? | Yes | Green |       |
| 8. | Have appropriate hand sanitiser pump action containers been made available in every classroom and on main travel routes through the building including access and egress areas? | Yes | Green |  |
| 9. | Is advisory hand washing signage displayed throughout the building, especially at entrances and exits and were people congregate? | Yes | Green |  |
| 10. | Are the signs displayed reviewed and replaced as necessary? | Yes | Green | Has always been ongoing |

|  |
| --- |
| **C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.** |
| **No** | **Issues** | **Y/N/****NA** | **Rating****R/A/G** | **Comments** |
| 1. | Have you completed a deep clean of the property / site before returning? | Yes | Green | School never actually shut, and enhanced cleaning schedules have been in place throughout and rooms deep cleaned periodically |
| 2 | Is the ongoing cleaning frequency enough and can cleaning be undertaken when the building is occupied? | Yes | Green | Most cleaning will be done before and after the shortened school day, with an onsite cleaner available throughout the day in each zone of the school |
| 3. | Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, classroom equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. | Yes | Green | Cleaner available throughout the day in each zone, and cleaning products freely available in all classrooms to be used by all staff as and when needed.Also part of enhanced cleaning schedule before and after school |
| 4. | Are appropriate cleaning products being used during daily preventative clean regime? | Yes | Green | In line with COVID cleaning in non-healthcare settings. |
| 5 | Have persons undertaking the cleaning been instructed with clear safe usage instructions? | Yes | Green | Standard practice |
| 6 | Can, where practical, curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.  | No | Amber | No curtains anywhere in the building, all blinds professionally installed, so not practical to remove, but they will be kept open. |
| 7 | Can blinds be kept opened and locked if they cannot be removed? | Yes | Amber | All blinds to kept open, unless needed to block the sun.Handles and rods to be removed where possible and only supplied by site staff as needed (for the sun), so that they are aware of where extra cleaning might be needed.Where they cannot be removed, class staff to inform site staff if there has been a need to lower the blind. |
| 8 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier? | Yes | Green |       |
| 9 | Is it practicable to introduce a daily steam cleaning procedure for washrooms/ | No | Green | There will be designated washrooms, so reducing the numbers using any one facility, and they will be cleaned regularly throughout the day, and more thoroughly at the start and end of the day. |
| 10 | Have staff been provided with appropriate cleaning products so that they can frequently clean their workstations during the day? | Yes | Green |  |

|  |
| --- |
| **D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees, pupils and visitors.**Guidance on a suitable inspection can be [found here](https://www.alcumusgroup.com/guidance-health-safety-inspection-checklist). |
| **No** | **Issues** | **Y/N/NA** | **Rating****R/A/G** | **Comments** |
|  | **Has your responsible person carried out checks on your building in the following areas?** |  |  |  |
| 1. | Fire Safety Systems / Emergency Lighting. | Yes | Green | All existing maintenance schedules have remained in place, and any visits are arranged out of school hours |
| 2. | Ventilation / Humidity / Lighting & Heating. | Yes | Green |       |
| 3. | Gas Installations. | Yes | Green |       |
| 4. | Legionella Controls. | Yes | Green |       |
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. | Yes | Green |       |
| 6 | Lift Statutory Inspections. | Yes | Green |       |
| **E: Other Issues** *(please add additional checks as you feel appropriate)* |
| **No** | **Issues** | **Y/N/****NA** | **Rating****R/A/G** | **Comments** |
|       |       | Please Select | Please Select |       |
|       |       | Please Select | Please Select |       |
|       |       | Please Select | Please Select |       |
|       |       | Please Select | Please Select |       |
|       |       | Please Select | Please Select |       |
|       |       | Please Select | Please Select |       |

**Inspection undertaken by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: | C E. Longhurst | Date: | 27/05/2020 |
| Signed: | C E. Longhurst | Date: | 05/06/2020 |
| Signed: | C E. Longhurst | Date: | 29/06/2020 |
| Signed: |  | Date: |       |

#

# COVID-19 School Reoccupation Risk Assessment

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** |
| --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| **Employee Safety –**  |
| **Maintaining Social Distancing and preventing staff and pupils mixing with other groups** | staff, pupils, parents, visitors & contractors | * The school day will run between 10:00 and 2:00
* Class staff to arrive no earlier than 9:20am and leave promptly at the end of the school day
* All staff to return to their bubbles at the end of the day until the car park is clear, to ensure that safety is maintained.
* Class sizes will be reduced to Bubbles of up to 4 or 5 children each
	+ EYFS – 4 Bubbles
	+ KS 1 – 5 Bubbles
	+ KS 2 – 8 Bubbles
	+ A 9th KS 2 bubbles located within the KS 1 Zone
* They will be staffed by bubbles of 4-7 staff who will work 3 days each on a rota basis – there being 2 to 4 staff on duty in each bubble on any one day, dependent on pupil needs.
* Staff from within in each bubble to be on notice to work additional days if possible
* SLT/MLT from the bubble area to cover if required
* If there isn’t a first aider available within any particular bubble on any particular day, leadership will enter the bubble if needed to provide first aid.
* Staff may be asked to cover more duties or additional days within their bubble class, but this will be negotiated on an individual basis if the need arises
* Pupils will not be able to come in if their bubble cannot be safely staffed
* Children will use the same classroom or area of the building throughout the day.
* Pupils will be based in the same area of the room throughout the day if possible.
* Contact between people will be reduced by ensuring, as far as is reasonably practicable, that children and staff, only mix in small, consistent groups and that these small groups stay away from other people and groups. To achieve this the following controls will be implemented:
	+ The school will be divided into 3 segregated zones with no movement between zones, other than in an emergency.
	+ Staff to redesign rooms, remove excess furniture, Rugs, Mats and non easy clean items
	+ Ensure regular use of outside areas
	+ Each Bubble within each zone to have rotated play sessions using timetabled space
	+ In the event of prolonged inclement weather, consideration will be given to the possibility opening up the hall for playtimes.
	+ Pupils encouraged not to have physical contact with each other during play
	+ No more than 2 or 3 bubbles outside at any one time, depending on the area:
		- Garden Area – 2
		- Town Square -2
		- KS 1 Area – 2
		- Meadow - 3
	+ Staff to maintain social distancing in play areas from each other
	+ Timetables will be altered so that breaktimes can be staggered so that all children are not moving around the school at the same time
	+ There will be no hot meals
	+ Parents have been asked to include ice blocks in their children’s packed lunches.
	+ Packed lunches will be eaten in classrooms or where possible outside
	+ Chartwells to provide packed lunches for children on UFSM who aren’t in receipt of FSM electronic vouchers
	+ Children will have their lunches brought to their classroom.
	+ Breaktimes will be planned so that activities are carried out that allow a degree of interaction but whilst maintaining distancing. This means no ‘free play’, but organised and supervised activities, games etc. only.
	+ Keystages have issued guidance on what should be taught
	+ Outdoor areas will be timetabled and should be accessed as much as possible for lessons.
	+ Using the timetable and the careful selection of classrooms and learning spaces to reduce movement around the building
	+ There will not be any assemblies
	+ Drop-off and collection times will be staggered
	+ Parents’ drop-off and pick-up protocols will be planned to minimise adult to adult contact
	+ Parent cars to be allowed on site, following a one way system to drop children off.
	+ Separate entry points by Bubble Areas
	+ Parents to drop children at staggered times.
	+ Parents have been reminded to avoid the use of public transport where possible.
	+ Guidance on care sharing has been circulated to all
	+ Transport to park and await staff to collect children in agreed order
	+ Groups to access classrooms directly from outside where possible, and each zone to have their own entrance point.
	+ One-way circulation has been implemented where possible, or designated routes identified also accessing outdoor routes.
	+ Children will only use allocated toilets within their designated area, locking doors where more than one access door to minimise use at any one time.
	+ Signs and symbols have been used on walls to mark social distancing, circulation routes, good hygiene practice and the location of hand sanitiser
	+ To alleviate the need for space inside, outside space will be used for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
	+ Outdoor play structures will be cleaned thoroughly by site staff outside of the school day and regularly throughout the day if alerted by class staff that there is a need, or between them being used by different bubbles.
	+ No lessons will take place in any halls or shared indoor areas.
	+ Virtual music lessons to be delivered using Microsoft Teams, as will PE activities .
	+ Individual water trays to be provided where possible
	+ Adding soap to water trays also helps to minimise the risk of any contamination
	+ Essential personnel on site only.
	+ 2 members of the admin team to be on site each day working with the ceiling window open, whilst the rest of the team continue to work remotely.
	+ Meetings to still take place but via Microsoft Teams.
	+ Contractors by arrangement only and outside core school hours
	+ Parents and carers to email or phone with any private or confidential matters.
	+ No other staff (except allocated Bubble Area cleaner or SLT/MLT member) to enter classes whilst staff and pupils on site – Except in an emergency
	+ For KS2 bubble outside balcony space can be used to widen learning area.
	+ No use of Sensory, Soft Play or Hydro pool Areas
	+ Classes to minimise time outside of classrooms/play areas.
	+ No use of school minibus
	+ No off site trips other than to the school Polytunnel (on a rota basis)
	+ Adults to monitor social distancing at all times.
	+ A Staffroom within each zone and reorganised to ensure 2 metre distancing – no sharing of food, cutlery, cups etc.
	+ Staff to work only within their class bubble and specified corridor bubble. No crossing of zones.
	+ Staff and Children to use the toilet within their corridor bubble only
	+ Use of the lift to be avoided if possible, but to be used by no more than 2 people at a time if needed.
* Bubble to phone Reception as soon after 10:00 as possible to register both staff and children as being on site.
* Leadership to sweep their zone at the end of the day to check that everybody has left the site.
* Requests for stationery or printing (for EYFS) to be emailed to office@lindonbennett.hounslow.sch.uk
* Requests for additional equipment to be emailed to either Mark or Clare
* Requests for art resources to go to leadership on duty within your zone on the day.
* Staff encouraged to avoid face to face contact with children if possible when closer than 2 metres and to try and think about side to side contact, or back to back, and for less than 15 minutes.
 | E | Major | Unlikely | Medium |       |       |
| **Spread of coronavirus through Surface contamination**  | staff, pupils, parents, visitors & contractors | * As part of the enhanced cleaning regime during the coronavirus outbreak and reoccupation, surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal. Please see attached cleaning schedule for further details.
* Play equipment is not shared between pupils during sessions and it is appropriately cleaned between groups of children using it. Multiple groups do not use play equipment simultaneously.
* Unnecessary items are removed from classrooms and other learning spaces and stored elsewhere
* Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from use and stored elsewhere.
* Corridor doors within zones will be kept open to prevent the need for door handing and touch plates being handled (they are released automatically in the event of a fire).
* Blinds have been kept opened and handles have been removed where possible.
	+ They will supplied by site staff if the sun is blinding, so they are also aware of the need for additional cleaning.
* Where this hasn’t been possible, class staff need to inform site staff if they have had to make use of their blind.
* Rugs and mats have been removed to make cleaning and disinfection of floors easier.
* Ensuring water trays are deep cleaned (disinfectant and fresh water) after each session ready for the next day
* Site staff have disinfectant spray available to clean bikes/scooters, football etc in outdoor areas as needed, and when requested by class staff.
* Sand trays/mud kitchen have been removed
* Tissues, wipes and screen wipes are available
* Ipads will be sprayed with disinfectant and wiped down between uses
* Individual labelled disinfectant sprays and cloths for each bubble, in the locked class cupboards
* Site staff to be asked if any additional supplies needed.
* There is no need to have snack time, just drinks to be available.
* Children not to share cups – cups should be named and put through the dishwasher at the end of each day.
 | E | Major | Unlikely | Medium |       |       |
| **Maintaining good personal hygiene and handwashing regimes** | staff, pupils, parents, visitors & contractors | * Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels.
* Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water.
* Enough hand washing facilities are available
* Where a sink is not nearby, alcoholic hand sanitiser dispensers are installed in classrooms, communal areas, canteen, entrances and exits. Sanitiser has been sourced that contains at least 60-95% alcohol
* Children and adults are to clean their hands, on arrival at the setting, before and after eating, and after sneezing or coughing
* Everybody to wash hands when coming back inside from outside
* The school has appropriate supplies of soap, alcohol hand sanitiser, disposable towels and cleaning products.
* Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
* All staff and children to wash their clothes on a regular basis. (Uniform and dress code relaxed)
* Help is provided to children who have trouble cleaning their hands independently
* Adults and children to thoroughly clean hands before lunch.
* The school has ample stocks of all cleaning products and PPE.
 | E | Major | Unlikely | Medium |       |       |
| **Maintaining good hygiene standards within the building and grounds.** | staff, pupils, parents, visitors & contractors | * A deep clean of the property / site was carried out before wider reoccupation.
* Appropriately experienced cleaning staff will be employed throughout the school day to ensure that cleaning of the building and specific areas of high use are cleaned at regular intervals, according to [current best practice](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and a documented schedule – see attached
* The following cleaning practices will be followed:
	+ Any locations will be cleaned with the school’s standard detergent and disinfectant supply
	+ Cleaners will wear disposable or washing-up gloves and aprons for cleaning.
	+ Disposable cloths, paper towels or disposable mop heads will be used to clean.
	+ Washable cloths, and washable mop heads will be used to clean.
	+ Following general cleaning they will be washed in a washing machine at at least 60 degrees centigrade with a bleach-based detergent.
	+ If contaminated they will be double bagged and disposed of as described below.
	+ Hard surfaces will be cleaned with warm water and detergent followed by disinfection
	+ The manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants with be adhered to
	+ Particular attention will be paid to frequently touched areas and surfaces, such as toilets, grab-rails in corridors and stairwells and door handles
	+ Cleaners will avoid creating splashes and spray when cleaning.
	+ After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags
	+ When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.
	+ Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
* If someone with suspected coronavirus (COVID-19) has been in the school, as soon as they have vacated, the above principles will be followed and the following additional precautions:
	+ Hard surfaces will be cleaned with warm water and detergent followed by bleach-based disinfection (1000 ppm av.cl.).
	+ If an area has been heavily contaminated, such as with visible bodily fluids, from a person who is ill or showing COVID-19 symptoms, cleaners will also wear protective goggles and a fluid-resistant surgical face mask (FFP2)
	+ After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.
	+ put in a plastic rubbish bag and tied when full.
	+ placed in a second bin bag and tied.
	+ put in a suitable and secure place and marked for storage until the individual’s test results are known.
	+ Waste will be stored safely and kept away from children.
	+ waste will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
	+ if the individual tests negative, waste will be put in with the normal waste
	+ if the individual tests positive, then waste will be stored for at least 72 hours and put in with the normal waste
	+ Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
* Increased touch point cleaning by day cleaning staff.
* Pupils to only use Ipads that have been cleaned between uses
* All equipment to be regularly wiped and cleaned down (incl. playground)
* Using disinfectant spray to clean tables and any resources used throughout the day.
* Boxes of Milton to be available for resources to be soaked in overnight if needed, or items will be put through the dishwasher if safe to do so.
* Individual boxes for storage of individual chewy tubes.
 | E | Major | Unlikely | Medium |       |       |
| **Maintaining good respiratory hygiene and clean air.** | staff, pupils, parents, visitors & contractors | * Children and adults are encouraged not to touch their mouth, eyes and nose
* Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the ‘catch it, bin it, kill it’ approach
* Individual bins are provided to pupils and adults with cold symptoms, that are emptied and appropriately cleaned at regular intervals throughout the day.
* Tissues available in all areas
* Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin.
* Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.
* Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that mechanical ventilation systems are maintained and running effectively to help maintain a flow of fresh air. (The system has been set not to recycle any air.)
* Windows and external doors that open onto safe outdoor areas will also be opened, weather and pupil behaviour permitting, to add natural ventilation.
	+ All windows have catches on them
* Windows will be opened when the school is unlocked each morning (weather permitting)
* Only corridor doors at the end of a zone will be kept shut, others will be open on their fire safe magnetic holds.
* No fans to be used.
* Toilet lids to be shut before flushing where they exist.
* No teeth brushing
 | E | Major | Unlikely | Medium |       |       |
| **Travelling to and from work/school** | staff, pupils, parents, visitors & contractors | * Parents and children have been encouraged to avoid public transport where possible
* Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible.
* Staff, parents and pupils/young people have been advised to wear face coverings/ masks when travelling on public transport and social distancing cannot be maintained. They have been advised not to touch their face whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).
* Staff offered a material face covering if requested (with no guarantees)
* Later start and early finish to enable travel at quieter times in line with revised opening hours.
* Latest guidance on car sharing has been circulated to all
* Arrangements have been made with transport providers to cater for any changes to start and finish times
* Transport providers have shared their COVID-19 safety measures and confirmed their members of staff will not work if they or a member of their household are displaying any symptoms of coronavirus
* We have confirmed, as far as possible, that our transport providers follow hygiene rules and try to keep distance from their passengers
* We have confirmed, as far as possible, that out transport providers are taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, e.g. when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts
* Staff have been reminded how to safely refuel their cars
 | E | Major | Unlikely | Medium |       |       |
| **Protecting staff most at risk of contracting COVID-19** | Shielded and clinically vulnerable members of staff | * Education staff, who have been classified as clinically extremely vulnerable to COVID-19, because they fall into one of the groups below, must be ‘shielded’ and are not to attend site, unless following an individual risk assessment they have chosen to remove themselves from shielding. They must remain working from home.
	1. Solid organ transplant recipients.
	2. People with specific cancers:
		1. people with cancer who are undergoing active chemotherapy
		2. people with lung cancer who are undergoing radical radiotherapy
		3. people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
		4. people having immunotherapy or other continuing antibody treatments for cancer
		5. people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
		6. people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
	3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
	4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
	5. People on immunosuppression therapies enough to significantly increase risk of infection.
	6. Women who are pregnant with significant heart disease, congenital or acquired.
* Education staff who are classified as clinically vulnerable (but not clinically extremely vulnerable), who are at higher risk of severe illness from coronavirus are now encouraged to return to work in some way, following consultation with their doctor and an individual risk assessment.
* If clinically vulnerable (but not clinically extremely vulnerable) individuals choose to take on a role that does not allow for social distancing to be strictly observed, an individual risk assessment will be carried out with the member of staff and it will be discussed with them whether this involves an acceptable level of risk.
* Any member of staff of BAME heritage has been asked if they also consider themselves to be more vulnerable at this time.
	+ They will be treated in the same way as other clinically vulnerable staff.
* All staff to seek medical advice before returning to work
 | E | Extreme | Unlikely | Medium |       |       |
| **Protecting pupils/students most at risk of contracting COVID-19** | Shielded and clinically vulnerable children and Young People | * Children and young people, who have been classified as clinically extremely vulnerable to COVID-19, because they fall into one of the groups below, must be ‘shielded’ and are not to attend school (unless agreed that there are safeguarding issues at MDT level). They are to remain at home and receive remote education.

1. Solid organ transplant recipients.2. Those with specific cancers: a. people with cancer who are undergoing active chemotherapyb. people with lung cancer who are undergoing radical radiotherapyc. people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatmentd. people having immunotherapy or other continuing antibody treatments for cancere. people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitorsf. people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). 5. People on immunosuppression therapies enough to significantly increase risk of infection.* The parents of clinically vulnerable (but not clinically extremely vulnerable) children, who are at a higher risk of severe illness from coronavirus, are responsible for following medical advice and communicating this advice to schools, whether it be that their child must remain at home or they can attend school and the specific preventative measures that would need to be in place. An individual risk assessment will be carried out for these pupils.
* Clinically vulnerable children will not be allowed to return to school, until the school feels confident that it is able to meet their needs adequately within it’s new ways of working.
 | EE | Extreme | Unlikely | Medium |       |       |
| **Preventing the spread of COVID-19 by those living with shielded or clinically vulnerable people** | Staff, Pupils, Parents, visitors, contractors | * If a child/young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they will be able to attend site, provided that all social distancing and hygiene protective measures are in place.
* If a child/young person lives in a household with someone who is extremely clinically vulnerable, they shall only attend school if they have the capacity to understand and adhere to instructions on social distancing and hygiene otherwise they will instead be supported to learn at home.
* An individual risk assessment for these groups will be carried out to ascertain their suitability to attend school.
 | E | Extreme | Unlikely | Medium |       |       |
| **Use of PPE as a protective measure** | Staff and pupils | * Staff will not need to wear eye protection, face coverings or face masks as a preventative measure, except in situations where they would normally wear such items.
* Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded and supplies are in high demand by those in sectors of the community that really need them).
* Children whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way
* If a child, young person or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask (FFP2) should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (e.g. goggles or a face shield) will also be worn
* All first aid boxes to contain masks and gloves
* Additional spare masks to be kept in classrooms for immediate use in an emergency if needed.
* All intimate care needs to be recorded on the sheets that are up in toileting areas.
* All injuries must be continued to be recorded on Solar and Staff Reporting Folders
* If a child starts to display behaviours that are significantly putting the safety of others at risk, their individual risk assessment will be updated. The use of additional PPE would be considered at this time, and parents have already been informed that it could be that their child is no longer able to attend school at this point in time, the risks cannot be effectively reduced.
 | E | Major | Unlikely | Medium |       |       |
| **Ensuring that plans for the safe return to school are communicated effectively** | Staff, Pupils, Parents, visitors, contractors | * It has been explicitly communicated to staff, children, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))
* Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
* Parents and young people have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact.
* It has been made explicit to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely)
* Parents and children have been encouraged to use suitable education resources to learn about coronavirus safety in a fun and child accessible way.
* Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
* Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
* Contractors and suppliers have been contacted to ensure they can support the school’s plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers
* It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this
* Children will be encouraged to learn and practise good social distancing and hygiene habits through games, songs and repetition.
* Any updates to this risk assessment will be shared with staff either via email or through department meetings, and with parents via email if relevant to them.
 | E | Major | Unlikely | Medium |       |       |
| **Someone becoming unwell at a school or education setting** | Staff, Pupils, Parents, visitors, contractors | * If anyone becomes unwell with a new, continuous cough; a high temperature; - they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) .
	+ For children, the symptoms of vomiting or diarrhoea will also be treated as above.
* If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with appropriate ventilation and adult supervision if required. The room will have a vision panel and a clear line of site to ensure child safeguarding.
* If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people or temporary screens erected.
* If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment.
* PPE will be worn by staff caring for the child while they await collection, if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).
* In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk.
* If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (in which case, testing is available) or the child subsequently tests positive.
* Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
* Staff advised to bring a change of clothes with them to work each day so that they can shower and change if needed.
 | E | Major | Unlikely | Medium |       |       |
| **Confirmed case of coronavirus in a school or education setting** | staff, pupils, parents, visitors & contractors | * Contact with anyone displaying COVID-19 symptoms or individuals who are generally unwell will be avoided by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend site.
* When a child develops symptoms compatible with coronavirus, including symptoms of diarrhoea or sickness, they will be sent home and advised to self-isolate for 14 days (due to the nature of their special needs) and their fellow household members to also self-isolate for 14 days.
* Parents will be requested to obtain a test if possible (due to nature of the child’s needs).
* When a staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days and their fellow household members to self-isolate for 14 days.
* They will also be asked to book a test ASAP.
* All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.
* We accept that not of all our children will be able to be tested.
* If a child or staff member tests negative, they can return to school and their fellow household members can end their self-isolation.
* If a child or staff member tests positive, the contact tracing process will automatically be escalated to local public health experts, who will liaise as necessary directly with the Headteacher.
* As an absolute minimum the rest of their bubble at school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
* As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.
* If necessary, it may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure.
 | E | Major | Unlikely | Medium |       |       |
| **Support for staff well being** | Staff | * Employee Assistance Programme available to all staff and their families
* Occupational Health appointments if available
* Support from Educational Psychologists
* Wellness Action Plans written where needed
* Phased returns to work for all, according to individual risk assessments.
 | E | Major | Unlikely | Medium |  |  |
| **Closure due to Government or Public Health England directive** | staff, pupils, parents, visitors & contractors | * Notify all external users, Therapists, catering firm, contractors etc
* Remote working for all SLT/MLT ,teaching and office staff - laptops can be taken home once signed for with SBM
* Learning will continue through already prepared resource packs or using ideas shared via the school website.
* Additional information can be sent home with agreement of departmental lead.
* Continuation of home learning for pupils not attending school
* Regular telephone/email communication with parents to continue in regards support
* SLT, Family Liaison and Teachers to maintain regular contact with families on a weekly basis as required.
* Head/SBM/Office to have access to Text/Email Service.
* Staff can where possible work from home and continue planning for next term, update resources and annual review reports etc.
* Families of pupils who are entitled to FSM to continue to be supported with FSM Vouchers provided by Sodexo.
* Family Liaison Officer to support the most vulnerable families as required
* Virtual MDT safeguarding meetings to continue
 | P | Major | Possible | Medium |  |  |
| Signed:Name: | C E. LonghurstClare Longhurst | Assessment Date: 29/06/2020 | Further action required:N | Action Review Date(s):N/ANext Review Date:01/09/2020 |
|  |  |  |  |  |

N.B. Please also see the attached:

* “Our New World of Bubbles” to see some of the day to day implementations of the above.
* H&S day for leadership
* H&S day for class staff
* Arrangements for drop offs and pick ups
* Cleaning Schedule
* Keystage Guidance
* Home support guidance
* Evacuation procedures
* Transport RA
* FAQs