

COVID-19 Risk Management Plan: Full Re-Opening of Schools in September 2020

Site / school name:	SCIENTIA ACADEMY		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Miss Helen Bye	Date of completion:	02/03/2021
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	5

Record of Risk Assessment Reviews

Date of review:	02/03/2021	Reviewed by:	HB, LH	Comments / date of next review:	<ul style="list-style-type: none"> ▪ All in place for wider school opening 08/03/2021
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Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.



	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
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Instructions for Using This Updated Template:
 This document is essentially an update to the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing of Government Guidance on Full Re-Opening of Schools from September 2020. Please click [here](#) to view the full guidance.
 This new template essentially contains all of the sections found in the original version, however, and to take account of the new Government guidance:

- Sections highlighted in yellow will need to be reviewed / updated as necessary by the schools in light of the new Government guidance - please note that there will be some resultant changes to wording / content of the Risk Consideration descriptor in relation to these yellow sections.
- Sections that are “greyed-out” are, in principle, unaffected by the new Government guidance and the management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, you must still consider their adequacy going forward for the purposes of this updated RMP in the event that those arrangements need revising or upscaling to account for the increased school population on full re-opening. Some updating may also be required to take account based on experience and “lessons learned” since partial re-opening in June
- An Appendix (red section) has been incorporated at the end of this document in order to capture brand new issues presented by the new Government Guidance that schools must consider and address with satisfactory management arrangements, further actions and a RAG-Rating. – remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the lowest reasonably practicable level given a schools particular and individual circumstances.
- Please read through the whole of this template including the new Appendix section prior to completing your updated RMP - any questions, please contact Estates.

Social-Distancing & Minimising Contacts	<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>
	<p>Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group); avoiding contact between separate bubbles and maximising social-distancing within bubbles. Some mixing into</p>	<ul style="list-style-type: none"> ▪ Bubbles would be in year group (60 children – except for nursery which will have his own bubble up to 62 children). ▪ All other additional corridors spaces are communal and not fit for social distancing due to traffic and access to facilities and staircases. ▪ Bubbles will be kept separate and will not be mixing throughout the school day. 	<ul style="list-style-type: none"> ▪ Staff will stay at the 2m distance from each other as far as practically possible. ▪ Social distancing markings will remain at 2m intervals with clear marking for pick up/drop off zones, ▪ To reduce the number of additional adults needed to cover PPA and staff absences dividing 	

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	wider groups for specialist teaching, wraparound care and transport may be considered appropriate.	<ul style="list-style-type: none"> ▪ Playtimes and lunchtimes will be staggered and separate in our large grounds. ▪ Breakfast Club will operate in Year group bubbles. ▪ After school club provision will not be available until the guideline changes. ▪ Corridors are one way only. ▪ Staircases will be one way only. ▪ Social distancing between adults will be maintained by reducing access to staff room, staff meetings will be held virtually, no assemblies and no indoor PE. 	walls would need to be opened periodically.	
	Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social-distancing. Ideally, adults should maintain a 2m distance from each other, and from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised.	<ul style="list-style-type: none"> ▪ Classrooms desks would be organised in lines with all children forward facing. ▪ Adults would continue to maintain 2m distance with other adults and with children as far as practically possible. ▪ Teachers and support staff will support children from the side. ▪ In line with previous training conducted on 1st June 2020 and refresher session in September where social distancing cannot be respected in particular while working with pupils staff would need to wear PPE (visors and/or face masks). ▪ Each classrooms provided with cleaning equipment (anti-bac, detergent, gloves, hand-soap) 	<ul style="list-style-type: none"> ▪ Classrooms have been reorganised and will be deep cleaned after a suspected case of CV-19 arises. 	

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	Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.	<ul style="list-style-type: none"> ▪ Shared corridors, library and ICT suite are identified as communal space and will not be used ▪ Large hall adapted to teach 12 pupils for intervention programme for use by vulnerable teaching staff. 	<ul style="list-style-type: none"> ▪ Remind staff are aware 	
	Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop-off and pick-up arrangements.	<ul style="list-style-type: none"> ▪ Drop off times will be staggered starting from 8.00am. ▪ Parking / drive through zone will not be available to Parents/Carers at the end of the day except to those Blue badge holders (7 currently). ▪ Pick up times will be staggered from 3pm. Parents will be expected to wait at designated zones marked at 2m intervals. Children will be dismissed direct to parents in small groups. ▪ No access to school office for parents/carers. ▪ Extra staff will be available to be outside at the gates. 	<ul style="list-style-type: none"> ▪ parents aware of new drop off/pick up and school access arrangements and regularly reminded of arrangements. ▪ Floor markings labelled and refreshed continuously. ▪ Instructions signed to be refreshed and displayed. ▪ Inform staff. 	<ul style="list-style-type: none"> ▪ Only parents with disabled badges would be permitted in the car park.
	Implement people-management at key times of the day to maintain social-distancing and to minimise contacts such as at pupil drop-off, break times, lunchtime and pupil pick-up.	<ul style="list-style-type: none"> ▪ Pupil drop off as outlined above. ▪ Break times/lunchtimes will be staggered in groups. ▪ Children and staff will be remaining in their teaching class group. ▪ Banners outside school gates to remind parents to maintain social distancing and wear face covering. 	<ul style="list-style-type: none"> ▪ Remind staff / pupils of process. ▪ Create rotas and timetables. ▪ Signing in sheets on communal rooms to support test and trace. 	
	Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A 	

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	Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	<ul style="list-style-type: none"> ▪ All communications sent out as soon as arrangements are agreed and/or reinforced following government guidelines. 	<ul style="list-style-type: none"> ▪ Communications to parents is sent out regularly with any new arrangements. 	
	Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).	<ul style="list-style-type: none"> ▪ School has displayed appropriate signs directing staff, parents and children indoor and outdoor and updated with new posters. ▪ Multilingual signage on school website. ▪ Banners displayed on school gates 	<ul style="list-style-type: none"> ▪ To replenish any damaged signs as and when. 	
	It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1 st August 2020 as applicable) including those that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or those who may otherwise be at increased risk from COVID-19. Please contact HR with regard to any specific questions concerning staff in these categories.	<ul style="list-style-type: none"> ▪ All staff will continue to attend school to provide face to face teaching and remote learning in the event of bubble closures. ▪ Risk assessment for critically vulnerable staff is reviewed and assessed regularly. ▪ Individual discussions to take place with staff who are raising concerns. 	<ul style="list-style-type: none"> ▪ all staffing capacity reviewed constantly in line with new guidelines as new guidelines are published. 	
	Display signage prominently at site entrances to encourage social-distancing and minimising contacts (multiple-language signage where necessary).	<ul style="list-style-type: none"> ▪ School produced appropriate signs directing staff, parents and children indoor and outdoor. 	<ul style="list-style-type: none"> ▪ Signs already in place and refreshed regularly. ▪ Increased marking clearly showing pickup areas. 	
	Limit parent vehicular access to car parks to essential car-users only - this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking should be considered on an individual school basis.	<ul style="list-style-type: none"> ▪ Please refer to 'Consider school parking arrangement'. 		<ul style="list-style-type: none"> ▪ Only parents with disabled badges will be permitted into the car park.
	Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access.	<ul style="list-style-type: none"> ▪ Clear signs by the external gates promoting 2m distance requirements. 	<ul style="list-style-type: none"> ▪ Procedures communicated regularly to parents and staff. ▪ Increased marking to follow 2m social distancing. 	<ul style="list-style-type: none"> ▪ SLT to manage movement of pupils when school open.

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		<ul style="list-style-type: none"> ▪ Staff at the gate will ensure this is adhered to and remind parents of maintaining social distancing. 		
	<p>Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social-distancing and minimise contacts - portable coat racks and cycle racks could be relocated.</p>	<ul style="list-style-type: none"> ▪ Toilet facilities and communal areas will be included while organising class groups. ▪ Timetable will be put in place for use of communal areas. ▪ Cleaning to take place frequently. 	<ul style="list-style-type: none"> ▪ Regularly remind staff and children of process. 	<ul style="list-style-type: none"> ▪ Timetables will mitigate risk.
	<p>Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> ▪ One-way system will be implemented. ▪ Drop off and pick-up times will be implemented. ▪ Temporary barriers are used within the school premises when required. 	<ul style="list-style-type: none"> ▪ Continue to remind staff, parents and children of process. 	
	<p>Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> ▪ As above for external and internal one-way system. ▪ Signage/markings in place. ▪ Each year group will have their designated corridors and external doors to use. 	<ul style="list-style-type: none"> ▪ Continue to remind staff, parents and children of process. 	
	<p>Designate one primary entrance to each building (and one, separate, primary exit).</p>	<ul style="list-style-type: none"> ▪ As above for external and internal one-way system. ▪ Signage/markings in place. ▪ Each year group will have their designated corridors and external doors to use. 	<ul style="list-style-type: none"> ▪ Continue to remind staff, parents and children of process. 	
	<p>Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> ▪ As above for external and internal one-way system. ▪ Each year group will have their designated corridors and external doors to use. ▪ Signage/markings in place. 	<ul style="list-style-type: none"> ▪ Remind staff, parents and children of process. 	

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	All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.	<ul style="list-style-type: none"> Pupils and staff will remain in their designated bubble and designated facility to use. 	<ul style="list-style-type: none"> Inform staff and parents. 	
	Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social-distancing and minimise contacts with others - all ad-hoc movement to be managed / supervised / escorted (e.g., toilet breaks).	<ul style="list-style-type: none"> Staggered toilet breaks with an adult supervision. Ad-hoc breaks to be supervised by an adult. Stringent frequent handwashing, sanitiser, wipes available in each classes and communal areas. 	<ul style="list-style-type: none"> Remind staff and pupils of process. 	
	Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.	<ul style="list-style-type: none"> Daily checks to be completed as per usual. If broken/faulty locks to be repaired promptly. More than 2 key holders on site at any one time. 	<ul style="list-style-type: none"> Continue as currently. 	
	Limit use of passenger lifts to essential users and only one at a time.	<ul style="list-style-type: none"> Lift use by staff will be used one at a time. Carry out risk assessments for individual pupils/staff who may require use of lift. 	<ul style="list-style-type: none"> Communicate information to staff. 	
	Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a "give-way system" with provision of safe areas to wait in order to maintain social-distancing and minimise contacts.	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> N/A 	
	Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.	<ul style="list-style-type: none"> See above signage implementation. 		
	Only one adult to accompany children to and from school - place notification signage outside the school entrances.	<ul style="list-style-type: none"> Letters to parents will reiterate only one parent to accompany children to and from school. 	<ul style="list-style-type: none"> Reminder letter to parents to be sent. 	<ul style="list-style-type: none"> Can only advise parents, cannot enforce
	Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up;	<ul style="list-style-type: none"> Staggered timetables for drop off and pick-up times. 	<ul style="list-style-type: none"> Timetables to be shared with staff if any amendments are made. 	

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	stagger breaks times / lunchtimes all to facilitate ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day and / or time extensions to both ends of the school day and not the implementation of rotas.	<ul style="list-style-type: none"> ▪ Individual timetables for all year groups so to reduce contacts across the school day. ▪ Lunchtimes and breaktimes will be staggered. ▪ Large outdoor playground will be utilised. 		
	Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.	<ul style="list-style-type: none"> ▪ Inform staff, parents and children. ▪ Staff by the external gate to reinforce procedure and maintain quick flow of children. 	<ul style="list-style-type: none"> ▪ Inform staff, parents and children of procedure. 	<ul style="list-style-type: none"> ▪ As above. Parents will be encouraged and SLT will be available at drop off and pick-up times.
	Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.	<ul style="list-style-type: none"> ▪ Pupils will follow the one-way system to their classroom. ▪ Staff available on the car park to direct children which way to follow. 	<ul style="list-style-type: none"> ▪ Communicate information to staff, parents and children. 	
	Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ Risk assessment to identify how many staff are required outdoor and indoor to direct pupils to follow one-way system in /out of the school building. 		<ul style="list-style-type: none"> ▪ SLT will facilitate.
	Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene, social-distancing and minimise contacts in-line with guidance issued separately by Estates.	<ul style="list-style-type: none"> ▪ All contractors encouraged to come outside of school hours. Only urgent visitors allowed into the building e.g. social workers and statutory maintenance contractors to attend while in national lockdown or while in high tier restrictions. ▪ Visitors/contractors must wear face covering while on site. ▪ Contractors / visitors to complete test and trace info at the front desk. 	<ul style="list-style-type: none"> ▪ Continued communication with all contractors. ▪ Site manager to engage with any potential visitors. ▪ Unannounced visitors/contractors will be turned away. 	
	With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to	<ul style="list-style-type: none"> ▪ All teaching will be contained in classroom spaces and hall. ▪ No requirement to change escape routes or access to equipment. ▪ Excess furniture is to be stored in cloakrooms within the classroom 	<ul style="list-style-type: none"> ▪ Ensure all adults working in classrooms are aware of the escape route for that space. ▪ One-way system in place for entrance and exit to the building and classrooms will not be in effect 	

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Fire Safety	an escape route is proposed, please agree with Estates.	spaces and will therefore have no impact on access to emergency equipment or escape routes.	in the case of emergency and normal escape routes will be used.	
	All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.	<ul style="list-style-type: none"> All new starters to complete an induction with the site manager regarding current health and safety requirements. Training given on the wear of PPE before staff begin their employment. 	<ul style="list-style-type: none"> Complete inductions and thorough health and safety briefing as and when required. 	<ul style="list-style-type: none"> New starters will receive their induction on the first day if their employment.
	For staff that are to be appointed as a fire marshal must provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority.	<ul style="list-style-type: none"> Fire marshal list to be reviewed in line with staff attendance. Staff training will include key guidance on safety of staff and pupils. Fire evacuation drill to continue to take place once a term. 	<ul style="list-style-type: none"> Remind all staff to complete flick training 	
	For staff or pupils that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social-distancing requirements may not be met, but life safety must be prioritised in the event of a fire. NOTE: <i>It is recommended that those staff for pupils needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance. In the event of direct physical assistance, it must be understood that social-distancing is secondary to the life safety of occupants.</i>	<ul style="list-style-type: none"> PEEP to be updated for staff and students who require assistance in the event of a fire. Staff training to reiterate that social distancing requirements may not be met in the event of an emergency. 	<ul style="list-style-type: none"> Consultation and agreement with staff and parents of pupils to ensure updated PEEP signed off. Staff aware which pupils require assistance in the event of an emergency evacuation. Remind staff of procedures to follow while school undertake a lockdown procedure. 	<ul style="list-style-type: none"> Awaiting confirmation of which pupils will require a PEEP.

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Health & Medical Needs	The requirement to provide suitable, appropriately qualified first aid cover to all staff and pupils has been assessed with suitable first aid and / or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.	<ul style="list-style-type: none"> Suitable first aid and paediatric first aid cover will always be available due to number of staff who are trained. Site manager will ensure first aid stocks are maintained as part of regular processes. 	<ul style="list-style-type: none"> Site manager to continue with normal checks to ensure first aid stocks are enough. 	
	Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.	<ul style="list-style-type: none"> SENDSCO will complete updated risk assessments for all pupils with additional medical needs. Intimate care plans to be updated to include increased use of PPE. 	<ul style="list-style-type: none"> Staff supporting pupils with additional medical needs will require training on updated plans and assessments. 	Awaiting forms to be returned from Parents
Security	Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.	<ul style="list-style-type: none"> Staff will be encouraged to bring limited personal belongings, which will not be permitted in classrooms due to risk of cross contamination. Staff will continue to use lockers provided. High value items will continue to be secured in offices or locked boxes in line with current processes. 		<ul style="list-style-type: none"> Normal security measure all in place.
	For areas of the school which are not fully staffed; consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.	<ul style="list-style-type: none"> Visitors will not be permitted access to the school site without prior agreements. Entry and exit points to the school remain secure due to external gates. Access to the building will remain secure with access by fob only. 	<ul style="list-style-type: none"> All staff will be back 	<ul style="list-style-type: none"> School will be well staffed, access continues to be secure.
Cleaning & Personal	The school has in place suitable cleaning program to consider the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> Additional ongoing cleaning is already taking place, and this will continue. Communal areas such as ICT and library will be out of use for all. 	<ul style="list-style-type: none"> Premises staff availability to be given. All staff aware which communal spaces are out of use. 	

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		<ul style="list-style-type: none"> 4D cinema to be used for SEND pupils. Doors will be left opened (taking into consideration fire doors which would need to remain closed) to reduce the need of constant cleaning. 		
	Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning - NOTE that this guidance will be updated further when new information is released by the Government in late July 2020.	<ul style="list-style-type: none"> ALL cleaning and premises staff already are wearing appropriate PPE based on risk assessments. COSHH cupboard already in operation. 	<ul style="list-style-type: none"> Continue with current cleaning regime since partial school closure. SLT to be aware of further guidance as and when published. 	
	Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles.	<ul style="list-style-type: none"> Staff are operating an early shift 6.30am. Team to enter classrooms before and after normal school hours. Communal areas to be continued to be cleaned throughout the day. Dining room will be cleaned between bubble groups by the lunch time staff. 	<ul style="list-style-type: none"> Additional cleaning of frequently touch points taking place throughout the day. 	
	The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.	<ul style="list-style-type: none"> Ensure enough stock of soaps and sanitizers. Ensure strict process for washing hands throughout the day. 	<ul style="list-style-type: none"> Ensure stock level and order as appropriate. Ensure appropriate soaps in each classroom as all pupils continue to attend school. Inform staff/pupils of procedure to follow for regular hand washing. 	
Property	The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-	<ul style="list-style-type: none"> Statutory maintenance visits continue to take place. Parago is updated as and when visits take place. 	<ul style="list-style-type: none"> To continue as currently. 	

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	opening checklist has been re-visited / completed prior to September re-opening.	<ul style="list-style-type: none"> Daily and weekly checks will continue to take place. 		
	All serious property concerns have been raised with the Estates Team and appropriate steps in place to ensure the safety of all building occupants.	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> N/A 	
Food Service	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus.	<ul style="list-style-type: none"> Catering supplier will continue offering hot dinners, menu will be simplified while school open to children of critical workers and vulnerable families. Meal options taken in the morning with registration. EYFS, KS1 and year 6 will be using the dining room at staggered times in year group bubbles with cleaning in between each sitting. Upper KS2 Lunches will be taken to relevant pupils outside of their classroom to minimise possible cross contamination and respect social distancing using serving trolleys. 	<ul style="list-style-type: none"> Receive H&S practice from Chartwells. Ensure staff/pupils aware of the new system for lunch. Ensure rota to clean classrooms / dining hall after use before pupils go back to their class. Ensure enough serving trolleys available in school. Caterers to continue to provide school hampers to FSM pupils while self-isolating or home learning. 	<ul style="list-style-type: none"> Chartwells RA and use of PPE has been received
	Food serving areas have been reviewed and queuing and seating arranged to support good social-distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Pupils will be seated and called in very small groups to the serving area so that social distancing can be maintained. Use of water fountains will continue to be banned and designated staff member to pour drinks when needed. 	
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	<ul style="list-style-type: none"> Contractor regularly informed of dietary requirements as and when school become aware. Any new dietary requirements will be communicated to the contractor and meetings can be arranged remotely with dietician if child requires special diet. 	<ul style="list-style-type: none"> New menus to be communicated to parents with allergens as and when menu is being changed. Classroom staff aware of pupils' dietary requirement. Pupils to continue wearing their coloured lanyard. 	

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> Chartwells to provide new menus. 		
APPENDIX: NEW RISK CONSIDERATIONS	<p>Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work alongside their wider protective measures, e.g. keeping children within their bubbles or year groups where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p>	<ul style="list-style-type: none"> No After school club provisions until government guidelines allow further relaxation of social distancing and mixing of bubbles. No Breakfast club while in National lockdown or in high tier 5, year group BC from 08/03/2021 No extracurricular clubs until government guidelines allow further relaxation of social distancing and mixing bubbles. 		
	<p>Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised whilst still allowing for a break of a reasonable length during the day.</p>	<ul style="list-style-type: none"> Staff room use to be minimised to a maximum of 4 people at any one time. Second staff room set up (D&T room) for staff on the lower corridor. Nursery has got his own kitchen 	<ul style="list-style-type: none"> Staff to continue using their designated staff room for short breaks. 	
	<p>Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.</p>	<ul style="list-style-type: none"> All windows and doors to continue to be propped open. No air conditioning unit to be used. 4D cinema to be used for SEND pupils only. 	<ul style="list-style-type: none"> Inform staff to keep ventilation by opening doors/windows every hour for 10 minutes. 	
	<p>Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school.</p>	<ul style="list-style-type: none"> Protocols will be issued to new staff and parents. Letters sent to parents encouraging the wear of face covering. Banners displayed at the school gate encouraging everyone to wear face covering. 	<ul style="list-style-type: none"> Letters sent out to parents on a regular basis. 	
	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.</p>	<ul style="list-style-type: none"> Already in place since lockdown began. Posters displayed throughout the school premises. 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Arrangements are in place for staff and pupils to bring in their own frequently used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered.</p>	<ul style="list-style-type: none"> ▪ All pupils will be issued with an individual pack of frequently used resources which will be theirs solely. ▪ If any shared resources to be used (e.g. science/maths equipment) this will be allocated to the year group, then cleaned before another year group uses. ▪ Reading books will be left for 72 hours before being redistributed to other pupils. 	<ul style="list-style-type: none"> ▪ Pupils pack to continue to be put together for new starters and replenished termly. ▪ Letter to parents sent as and when. 	
	<p>Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.</p>	<ul style="list-style-type: none"> ▪ All staff informed of correct procedure when displaying symptoms and when to book a test. ▪ Test and trace details taken upon arrival. ▪ Test and Trace protocol shared with all staff as already included in our staff code of conduct prior to re-opening to more pupils in June 2020. ▪ Office staff and HT/DHT aware of reporting procedures in the event of a positive CV-19. 	<ul style="list-style-type: none"> ▪ Letters sent to parents to remind them of protocols to follow. ▪ New intake will receive information in their welcome pack. 	
	<p>Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace or beyond in the case of a potential wider outbreak.</p>	<ul style="list-style-type: none"> ▪ Arrangements are in place to engage with local health protection and NHS test and trace. ▪ School liaising with local outbreak team in Staffordshire, public health and DfE. 		
	<p>Arrangements are in place for issuing / administering home-testing kits if issuing such kits is deemed appropriate at the time.</p>	<ul style="list-style-type: none"> ▪ Home testing have been received and office staff keep logs of test kits being issued. ▪ Office staff re-order home testing kits as and when running low. ▪ LFD tests distributed to staff 	<ul style="list-style-type: none"> ▪ Home testing kits only issued by SLT. 	

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> ▪ This procedure is already in place and staff have been trained on 1st June 2020 and refreshed in September of the procedures to follow. ▪ PPE equipment is adequate and plenty of stock. ▪ Classroom will be deep cleaned as soon as a suspected case of COVID-19 arises. ▪ Medical room will then be thoroughly cleaned and disinfected before being used again. 	<ul style="list-style-type: none"> ▪ Ensure staff aware of procedures 	
	<p>Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g:</p> <ul style="list-style-type: none"> • Transport groups reflect school groupings. • Organised queuing. • Hand sanitiser on boarding / disembarking. • Cleaning of vehicles. • Social-distancing within vehicles. 	<ul style="list-style-type: none"> ▪ Not applicable <p>No school trips to occur until government guidance are further relaxed.</p>	<ul style="list-style-type: none"> ▪ Not applicable 	
	<p>Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of “Walking Buses” etc.</p>	<ul style="list-style-type: none"> ▪ School is not able to offer a walking bus. ▪ Very few parents use public transport as community lives within walking distance 		
	<p>In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is maintained - this provision must also include, where necessary, a suitable separate “baby room” or suitable partitioned-off area.</p>	<ul style="list-style-type: none"> ▪ Staff have relevant qualifications to work with children of 3- & 4-years old meeting government requirements around pupils/adult ratio 		

Other Risks / Issues for School Leaders to Address:

<p>List identified issues e.g. local community, organisational issues etc.</p>	<ul style="list-style-type: none"> ▪ As a school the BAME community represents 52.8%, this community is at a higher risk of the effects of coronavirus. ▪ There is a potential for a local lockdown. <ul style="list-style-type: none"> ▪ Remote learning is in place in the eventuality of a local lockdown. ▪ Provision to continue providing food hampers to FSM children or vouchers if available. 	<ul style="list-style-type: none"> ▪ Attendance will continue to be monitored and school will be considering remote learning for the families who may not return to school. 	
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Appendix 1 – New Risk Considerations January 2021

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done on a monthly basis from September 2020) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ Consider and complete the five risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Copy and paste this completed Appendix to the end of your current / reviewed Risk Management Plan. ➤ Any questions, please contact Estates. 				
	<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> ▪ School supplies masks for all staff to wear in communal areas and corridors to be worn at their discretions. ▪ Visitors are instructed to wear masks. 	<ul style="list-style-type: none"> ▪ School to keep reminding and replenish stocks. 	

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> ▪ Mandatory for premises staff to wear face masks. ▪ SLT wear face masks on gate duties due to higher contact with parents. ▪ Banners at the school gate reinforcing procedures and expectations. 		
	<p>Suitable arrangements are in place to protect pupils who are considered clinically extremely vulnerable. NOTE: <i>In tier 4 areas, all children still deemed clinically extremely vulnerable are advised not to attend school. In tiers 1 to 3 those who remain in the clinically extremely vulnerable group should continue to attend school unless they are under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</i></p>	<ul style="list-style-type: none"> ▪ Children identified and remote learning provision is in place, laptops will be provided by school where necessary. 	<ul style="list-style-type: none"> ▪ Communicate with any identified families -ongoing. 	
	<p>In Tier 4 areas, and over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.</p>	<ul style="list-style-type: none"> ▪ Staff would work from home if shielding letters are received. ▪ Risk assessment in place to be reviewed for each individual member of staff falling in this category. 	<ul style="list-style-type: none"> ▪ Review risk assessment as and when and have conversation with employee(s). 	
	<p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19. NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ 	

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ PE lessons are only taught outdoors. ▪ Currently no swimming lessons or after school clubs until guidelines are relaxed. 	<ul style="list-style-type: none"> ▪ Continue and review current arrangements 	

Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk item that are well managed with no impact on school opening.	1
Medium	Some minor risk issues identified but management process in place within the school or trust to manage them.	2
High	Significant risk items identified that require rectification, or risk items beyond the school capability to manage.	3

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done as a matter of course on a monthly basis from September 2020; weekly going forward from January 2021) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 and on 7th January 2021. ➤ Accordingly, this appendix replaces the recently issued one entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021” ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Note that sections that are “greyed out” have not changed in this new iteration and can be copied / pasted across from the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” Sections highlighted in yellow have changed somewhat in light of the latest Government guidance - schools will need to review / update these sections appropriately. ➤ Copy and paste this completed 9th January Appendix to the end of your current / reviewed Risk Management Plan. ➤ Delete the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” ➤ Any questions; please contact Estates. 			
<p>Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half-term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:</p> <ul style="list-style-type: none"> ▪ Full opening of nursery provision (wef 18-1-2021). ▪ Face-to-face provision for vulnerable children as priority 1. ▪ Face-to-face provision for critical worker children as priority 2. ▪ Remote learning for all other pupils. ▪ Availability of staff for face-to-face delivery. ▪ Availability of staff for remote learning. 	<p>▪ See separate school assessment.</p> <ul style="list-style-type: none"> • (39%) Current percentage of pupils attending school since the 06th January 2021 fall below the threshold set by the estate team of 43% of our total number of pupils. • School has got a high demand of key workers and vulnerable which we are having to turn away. School will devise a waiting list. There is a high demand for vulnerable children's places due to lack of access to devices from our families. 	<ul style="list-style-type: none"> • Inform staff of new arrangements if number of pupils attending is above 22 as the 2 classes would need to be opened as one large class. • Inform parents that we are now operating a waiting list if new families are deemed to be eligible for a school place under the Dfe guidelines. • Central Team IT to issue the additional laptops (a further 26) when those have been 	

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> ▪ Staff who are absent / shielding. ▪ Timetabling and adjustments to the school day (including rotas where necessary / appropriate). ▪ Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care. ▪ Safeguarding requirements / limitations. ▪ Social distancing and minimising contacts (individuals and groups). ▪ Space availability and utilisation. ▪ Wraparound care provision. ▪ Bubble groups that are, as far as possible: <ul style="list-style-type: none"> ○ Manageable ○ Effective ○ Small (as possible) ○ Consistent ○ Exclusive from other groups ○ Safe ○ Aimed at not exceeding individual room occupancy capacities / figures (May 2020). ▪ HS&W requirements of staff and pupils generally and in the context of COVID-19. ▪ Provision for regular review / update weekly and / or as circumstances change. 	<ul style="list-style-type: none"> ● All factors listed on the left column have been included while reviewing our staffing availability. Staffing attendance remain the same as normal. ● All staff to continue to follow current revised RMP dated 05/01/2021. ● No new timetables since the latest RMP dated 05/01/2021. ● Staffing for SEND provision will continue as current staffing level. 	<p>configured so that laptops can be provided to pupil premium families whose children are not attending school or in the event of a bubble closure.</p> <ul style="list-style-type: none"> ● Regularly review staffing / pupils attendance / bubble size and RMP as necessary/weekly or as circumstances change. ● To be reviewed as and when. 	
	<p>Over and above the risks assessed in the section "Social-Distancing & Minimising Contacts" (see above); suitable arrangements are in place to enable clinically extremely vulnerable pupils to not be in school / can access remote learning.</p>	<ul style="list-style-type: none"> ▪ School has identified families who are currently shielding. ▪ Additional devices have been requested via IT in the meantime school will provide families with a laptop as children not attending until guidance is relaxed. 	<ul style="list-style-type: none"> ● School to liaise with families. 	

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home. NOTE: <i>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</i></p>	<ul style="list-style-type: none"> School has identified which members of staff fall under that category and RAs completed where appropriate. 	<ul style="list-style-type: none"> Continue reviewing risk assessment as and when the need arises. 	<ul style="list-style-type: none">
	<p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19. NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<p>N/A</p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	<p>In terms of COVID-prevention; provide confirmation that essential measures are in place for minimising 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.</p>	<ul style="list-style-type: none"> Please see RMP reviewed on the 05.01.2020 Parents are still asked to complete the COVID -19 notification survey for positive results even if child is not attending school during this national lockdown. 	<ul style="list-style-type: none"> All to follow risk assessment. 	<ul style="list-style-type: none">
	<p>What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups?</p>	<ul style="list-style-type: none"> Registers are displayed in each room for signing in/out. Track and Trace paperwork to be completed for visitors/contractors. 	<ul style="list-style-type: none"> All staff / contractors to follow guidelines. 	<ul style="list-style-type: none">

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> ▪ Please refer to RMP dated 05.01.2021 as wearing of masks is encouraged indoors and required to wear masks at drop off and pick time times. ▪ Special arrangement in place for premises staff and visitors/contractors 	<ul style="list-style-type: none"> ▪ All to follow guidelines 	
	<p>Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions.</p>	<ul style="list-style-type: none"> ▪ No staff have identified themselves as being exempt. ▪ Individuals who identifies as exempt will be accommodated. ▪ Visits to school are very restricted. 	<ul style="list-style-type: none"> ▪ All to follow guidance. 	
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ Please refer to RMP dated 05.01.2021 ▪ All PE lessons are taught outdoor. 	<ul style="list-style-type: none"> ▪ School to review arrangements if guideline changes. 	
	<p>In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1's); provide confirmation of the arrangements</p>	<ul style="list-style-type: none"> ▪ Currently no peripatetic teachers allowed on site. 	<ul style="list-style-type: none"> ▪ School to review arrangements if guideline changes. 	

APPENDIX: NEW RISK CONSIDERATIONS - 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
in place to maintain social-distancing and minimise transmission of COVID-19. NOTE: <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i>			
Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as: <ul style="list-style-type: none"> ▪ Alarm systems ▪ Fire doors ▪ Emergency lighting ▪ Fire drills (socially-distanced) 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module. 	<ul style="list-style-type: none"> ▪ See Parago Compliance Module.

Record of Weekly Risk Management Plan Reviews

Review Date:	12/01/2021	Reviewed by:	HB, LH, MC	Comments / Notes:	<ul style="list-style-type: none"> ▪ Pupil numbers and waiting list to be reviewed daily to ensure capacity not exceeded.
Review Date:	22/02/2021	Reviewed by:	HB, LH, MC	Comments / Notes:	<ul style="list-style-type: none"> ▪ Pupil numbers reviewed and below maximum capacity
Review Date:	29/02/2021	Reviewed by:	HB, LH, MC	Comments / Notes:	<ul style="list-style-type: none"> ▪ Pupil numbers reviewed and below maximum capacity
Review Date:	05/02/2021	Reviewed by:	HB, LH, MC	Comments / Notes:	<ul style="list-style-type: none"> ▪ Pupil numbers reviewed and below maximum capacity
Review Date:	12/02/2021	Reviewed by:	HB, LH, MC	Comments / Notes:	<ul style="list-style-type: none"> ▪ Pupil numbers reviewed and below maximum capacity
Review Date:	26/02/2021	Reviewed by:	HB, LH, MC	Comments / Notes:	<ul style="list-style-type: none"> ▪ Pupil numbers reviewed and below maximum capacity
Review Date:	02/03/2021	Reviewed by:	HB, LH, MC	Comments / Notes:	<ul style="list-style-type: none"> ▪ All preparations made for return to school on 08/03/2021

Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪