



COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Queensway Primary School

OWNER: Sonja Smith

DATE: Reviewed and updated 5th March 2021 for full re-opening of schools on 8th March 2021 following period of national lockdown.

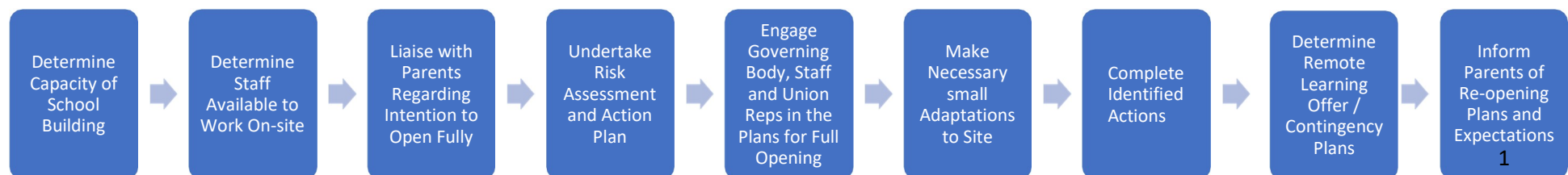
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Full Opening Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Staff unaware of, or do not understand, procedures and measures and therefore risks are not mitigated.	High	Draft risk assessment to be circulated to all staff and Governors for comment via email. Final risk assessment to be published on the school website and reviewed/updated as required.	25/08/20 01/09/20 Updated 05/01/21	Low
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Caretaker lives on site and together with School Business Manager, has ensured that all planned and preventative health & safety maintenance checks have continued in line with Government guidelines. Site has remained open for vulnerable children and children of key workers. Flushing and temperature checks of all hot and cold water systems completed weekly by Caretaker. Caretaker becomes unavailable for work.	High Medium	Carry out a formal / recorded full pre-opening premises inspection. Caretaker will only enter un-occupied areas of school to fulfil his maintenance duties and when necessary, will wear appropriate PPE to avoid cross contamination. Water fountains on site are not to be used by children and are taped off. They should continue to be flushed through daily. Cleaning team and SHJ/KL all able to	Ongoing 28/08/20	Low Low

		Food remains in the freezer.	Medium	lock and unlock premises. Source alternative suitably trained person to cover. Catering staff have checked food in freezer and ensure temperatures still correct.	28/08/20	Low
		Parts of site have been closed for prolonged period	Medium	Carry out a formal / recorded full pre-opening premises inspection. Health and Safety checks are up to date: <ul style="list-style-type: none"> • PAT Testing completed January 21. • Fire drills planned for all groups on return to school • Water testing completed Jan 2021 • Water temperatures tested weekly • Boiler and Gas Safe service completed Jan 2021. 	28/08/20 Updated 05/03/21	Low
	DfE Managing School Premises during the Coronavirus Outbreak				Updated 05/03/21	

	Office spaces re-designed to allow office-based staff to work safely.	Admin offices may not allow for adequate space between staff members.	<p>Medium</p>	<p>The school offices normally accommodate two persons at fitted desks but due to much higher numbers of COVID-19 cases, temporary measures have been put in place to provide additional safety. Rotas put in place where necessary to prevent shared office use. Each office to receive enhanced cleaning between occupation.</p> <p>Strictly no children, parents or carers in office area at any time. Non-office staff restricted from offices.</p> <p>Office workstations/phones/video intercoms to be individually allocated to avoid use by others. If a telephone is needed by others, cordless telephone to be provided which must be sanitised before and after use.</p>	<p>01/09/20 Ongoing</p> <p>Updated 05/11/20 Updated 05/01/21</p>	<p>Low</p>
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				Non-office staff not permitted to enter the office area at any time. Signage produced and displayed. Office staff to ensure doors and windows are open as much as possible for ventilation.	Updated 04/01/21	
		More than 1 parent/visitor congregating in Main Reception lobby prevents social distancing.		Only 1 parent permitted in main Reception lobby at any one time. 2m markers and clear signage in place.	20/05/20	Low
		Inclusion Manager and SEN Teaching Assistant share an office which provides limited scope for social distancing.	Medium	Hatch windows prevents breach of social distancing provided parents/visitors stand behind marker line. Office staff to wear facial mask at hatch.	Updated 5/11/20	
			Medium	Inclusion Manager & SEN TA office workstations (newly installed Oct 2020) provide for 1m+ social distancing Doors and windows	20/05/20 Updated 31/10/20 Updated 05/03/21	Low

	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrances to school. Social distancing unlikely to be maintained.</p>	<p>High</p>	<p>are open as much as possible for ventilation. On standby for absence cover. SEN TA will be allocated to Year 4 classroom bubble.</p> <p>Procedure explained to parents and staff, including emailed videos explaining one-way system, prior to return. Senior Leadership Team and support staff to be on site first week to assist in training/directing parents and carers.</p> <p>Clear signage in place incl 2m markers on floors from entrance gates and all drop off areas.</p> <p>One-way system in place to enter and exit the school (see timetables and rotas). Signage in place.</p> <p>There will be a 15 minute window for all children in Reception to Year 6 to arrive and be</p>	<p>Updated 05/01/21</p> <p>28/05/20</p> <p>Updated 05/03/21</p>	<p>Low</p> <p>Medium</p>
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				<p>collected:</p> <p>Drop off: 8-30-8.45am Collection: 2.50-3.05pm</p> <p>Parents must leave site immediately.</p> <p>Only one parent to drop off or pick up each child.</p> <p>Deliveries to be made outside pupil arrival and collection times where possible.</p> <p>All deliveries to be left in external reception lobby or outside boiler room or external kitchen door. A member of the site team will bring them into school.</p> <p>Deliveries will not be signed for.</p> <p>Only one person at a time can enter the IT Room.</p>	28/05/20	Low
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	<p>Consideration given to premises lettings and approach in place.</p> <p>Consideration given to the arrangements for any deliveries.</p> <p>Use of school's networked photocopier/printer presents a contact point.</p>	<p>N/A – School does not let premises.</p> <p>Delivery drivers coming into contact with staff and/or pupils. Social distancing may not be maintained.</p> <p>Photocopier may be used by different staff and create cross contamination.</p>	<p>Low</p> <p>Medium</p> <p>High</p>	<p>Door to be propped open for easy detection of occupants. Anti-bacterial wipes or spray to be kept alongside photocopier to wipe after use of any parts.</p> <p>Hand sanitiser pump available for staff use only.</p>	<p>Ongoing</p> <p>28/05/20</p>	<p>Low</p> <p>Low</p>
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<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Fire Marshals being reassigned according to available persons and locations.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes could cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>2 PEEPS in place. Buddy system in line with cohort bubbles.</p>	<p>High</p>	<p>Revised Emergency Evacuation procedure shared with all staff.</p> <p>Evacuation procedures shared with children.</p> <p>All classrooms lead to outside space for safe exit in the event of a fire.</p> <p>Fire drills will continue to be practiced ensuring safe evacuation.</p>	<p>02/09/20</p> <p>02/09/20 (first day of term)</p> <p>First drill to be carried out by 2nd week of Term 1</p>	<p>Low</p>
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>	<p>Cleaning regime impacted due to lack of cleaning staff and/or cleaning products as well as staff not being suitably briefed, or risk assessment being shared.</p>	<p>High</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc are all thoroughly cleaned and disinfected regularly.</p> <p>Newly purchased Numatic sanitiser unit to be used regularly where needed.</p>	<p>Ongoing</p> <p>Updated 05/01/21</p>	<p>Medium</p>

Cleaning and waste disposal		Current cleaning takes place before and after school but not in-between.	High	<p>As many doors as possible (with the exception of fire doors) to be propped open to reduce contact points.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by Site Team and cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Deep cleaning to take place at the start/end of school day. Newly purchased Numatic sanitiser unit to be used regularly where needed.</p>	Ongoing	Medium
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Enhanced cleaning regime may not be possible during cleaning staff normal working hours	High	<p>Working hours of cleaning team adjusted and extended to suit new requirements. Appropriate PPE provided.</p> <p>Teaching Assistants to undertake ongoing</p>	01/09/20	Low

				<p>cleaning of surfaces and resources throughout the day.</p> <p>Seek to recruit temporary midday cleaners or outsource to cleaning company if necessary and no alternative.</p>		
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to Reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap or sanitisers for staff and children.</p> <p>No lidded bins</p>	High	<p>Hand sanitiser and tissues available at the school Reception entrance.</p> <p>Cleaning station provided to all classrooms and staffroom which includes trigger spray bottle with anti-bacterial cleaning solution, blue paper towel, hand sanitiser pump, anti-bacterial wipes, refuse sacks and PPE supplies. Checked weekly to ensure adequate supplies.</p> <p>Children to wash hands before entering and on exiting classroom.</p> <p>Hand sanitiser pump</p>	28/05/20	Low
					Updated 05/01/21	

				<p>provided for each classroom, in addition to anti-bacterial soap. Pupils may ONLY bring their own hand sanitiser into school if it is known that the school provided sanitiser results in any type of allergic reaction. The pupil's sanitiser must be labelled with the child's name and stored in teacher's cupboard on a high shelf to avoid use by any other child and to meet COSHH safety regulations.</p> <p>Lidded pedal bins in all classrooms with double bags to minimise risk.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</p> <p>Cleaning box in each classroom, checked weekly to ensure adequate supplies.</p>	Ongoing	
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				Weekly stock check and monitoring of all cleaning supplies and PPE by Caretaker/office staff and orders made.	Ongoing	
	Sufficient time is available for the enhanced cleaning regime to take place.	Increased teaching provision will impact on the cleaning regimes of the whole school as more classrooms and areas of the school will be in use. Cleaning hours are limited to contractual hours or agreed overtime.	Medium	All staff mindful that cleaners need access to concentrate on classes, offices and all areas of school and that social distancing needs to be maintained. Staff need to leave site as soon as they can when they are not in meetings, and by 4pm latest.	01/06/20 Ongoing Updated 05/01/21	Low
	Waste disposal process in place for potentially contaminated waste.	Waste contaminates other waste. Waste transmits virus to caretaker or refuse workers.	High	Waste double bagged when appropriate. Waste bags from lidded tissue bins and used PPE double bagged and stored securely and separately from communal waste for 72 hours. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Parents/carers requested to wear masks on school site. Disposable masks to be disposed of at home.	28/05/20 Ongoing Updated 5/11/20	Low

	<p>Process in place for safe removal and/or disposal of facemasks.</p> <p>Safe and appropriate storage of supplies of alcohol gel</p>	<p>Infection risk if masks are brought into school and / or not removed safely.</p> <p>No flammable store available in school.</p>	<p>High</p>	<p>All children dropped off by an adult will be asked to remove mask and take it home if child arrives wearing one.</p> <p>If parent does not comply with instructions and child arrives unaccompanied with a mask, the child will be asked to remove it and place in a plastic bag. Staff must not touch mask and child must immediately wash hands.</p> <p>Alcohol gel stored safely in cleaners cupboards/stores with no heating source and not near heaters or windows.</p>	<p>02/09/20</p> <p>Updated 05/03/21</p>	<p>Low</p>
<p>Classrooms</p>	<p>Classrooms have been re/arranged to allow as much space between staff and children as practical.</p>	<p>Classroom layout does not encourage social distancing and children are forced to face each other regularly.</p>	<p>High</p>	<p>Desks in Years 1-6 are forward facing. Nursery and Reception classrooms organised to encourage social distancing. 1m+ distance between staff and children should be maintained as far as is possible with young children.</p>	<p>28/08/20</p>	<p>Medium</p>

<p>Consideration of ventilation in classrooms.</p> <p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<p>Risk of infection is greater indoors than outdoors.</p> <p>Some classes have more than one entry/exit point. Some classes enter from/exit into the same shared space.</p> <p>Bottlenecks likely at entrance to classrooms. Social distancing among adults unlikely to be maintained.</p> <p>Where classrooms share an external door, social distancing will be even more difficult to maintain.</p>	<p>High</p> <p>High</p>	<p>Non-fire doors (internal and external) and windows to be left open for ventilation whenever possible.</p> <p>Restricted pick up and drop off times and staggered break times will reduce numbers of adults and children using each entrance.</p> <p>Avoid access points converging into one small space where possible. Receptions classes outside area will be divided into by barrier tape so as each class has their own outdoor space.</p> <p>Signage on doors for parents.</p> <p>Site plan produced and shared with parents and staff both in July and ahead of full school re-opening in September.</p>	<p>02/09/20</p> <p>Updated 05/03/21</p>	<p>Medium</p> <p>Medium</p>
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		<p>Resources and other item brought into school by children may be an infection risk.</p> <p>Infection risk from resources shared between 'bubbles'.</p>	<p>High</p>	<p>Children not permitted to bring pencil cases, soft toys, or other items from home.</p> <p>Other resources to be shared only within the bubble and either cleaned in-between or quarantined between uses.</p>	<p>02/09/20</p>	<p>Medium</p>
		<p>Increase risk of infection being brought into school building from home.</p>	<p>Medium</p>	<p>Only essential items allowed in school – bags, PE kits, wipeable lunch boxes, water bottle. No toys or mobile phones. Parents informed through letters home.</p>	<p>02/09/20</p>	<p>Low</p>

	Approach to marking	Possible infection risk from children's workbooks.	Medium	<p>'In the moment marking' requires adults to be closer than 2m but has significant impact on children's progress. Adults to mark to the side as opposed to the front of children and restore 2m distance as soon as possible.</p> <p>Frequent use of hand sanitiser when moving between children.</p> <p>Training for all adults working with children.</p>	02/09/20	Low
	Approach to access to drinking water.	Water fountains pose infection risk.	High	<p>Water fountains taken out of use but to be flushed daily by caretaker to avoid build up of stagnant water.</p> <p>Children required to bring a named bottle of water each day which can be refilled under supervision from indoor water dispensers.</p>	02/09/20	Low

	<p>Consideration of space for children who need to be removed from the classroom for any reason (medical, behaviour, emotional).</p>	<p>Children who need to leave the classroom need a safe space to go to away from children in other 'bubbles'.</p>	<p>High</p>	<p>'Nurture' rooms may be available for emotional or behaviour issues in HSCLW office or block middle areas. Children in these rooms must always observe strict social distancing measures.</p> <p>Children needing time out should be encouraged to go outside wherever possible and must be escorted 1:1 by adult. Children will not be sent to other staff members for time out or rewarding. Addendum to Behaviour Policy.</p> <p>Children must not be allowed to roam unaccompanied around the school.</p> <p>Support from Senior Leadership Team if required. Social distancing must be maintained.</p>	<p>02/09/20</p>	<p>Low</p>
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	<p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Children will need constant reminders, visual and verbal, to maintain health and hygiene measures.</p>	<p>Medium</p>	<p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> • Horrid hands • Supper sneezes • Hand hygiene • Respiratory hygiene • Microbe mania <p>Information letter to parents.</p> <p>Covid Staff Handbook prepared, supported by regular staff briefings to provide full information to staff.</p> <p>Daily circle time with children to discuss Covid-19 and handwashing regime etc.</p>	<p>02/09/20</p>	<p>Low</p>
<p>Staffing</p>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 	<p>School cannot open if required statutory staff are not on site.</p>	<p>High</p>	<p>Risk assessments undertaken for all shielding / high risk staff to ascertain ability to make suitable modifications to allow them to return.</p> <p>All staff returning to work Sept 2020 and staffing plan outlines First Aiders and</p>	<p>01/09/20</p>	<p>Low</p>

	<p>3yrs)</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>Caretaker not available for work on site for up to 8 weeks due to fractured ankle and leg (20/08/20).</p>	<p>Medium</p>	<p>Paediatric First Aiders on site and for each cohort bubble. Senior Leadership Team (SLT) and Safeguarding Lead (DSL) always on site.</p> <p>Cohort bubbles are to be replaced with class bubbles. Adequate first aiders are available still, per class. No phonics groups/guided reading to take place across the bubbles.</p> <p>Staffing rotas in place to provide remote learning both on and off site. All staff expected to work full contractual hours.</p> <p>Caretaker cover will be in place by start of Term 1.</p> <p>Caretaker phased return Term 2 and return to full time hours by 23/11/20.</p> <p>Covid Staff Handbook provides full details of procedures to be followed. All other procedures remain the same. Staff cover agreed in staff briefing co-ordinated by HT.</p>	<p>Updated 05/01/21</p>	<p>Low</p>
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	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff absent without warning may leave a group short of staff and unable to operate safely.</p> <p>If staffing levels fall too low, school will be unable to remain open.</p>	<p>Medium</p>	<p>Groups with insufficient staffing may be unable to attend until staffing levels resume. Teaching Assistants allocated to classes. No staff signing in/out sheet. The office to ring round for attendance.</p> <p>Agree minimum staffing level that supports safe opening of school and close the school if that level is breached.</p>	<p>01/09/20</p> <p>Updated 05/01/21</p>	<p>Low</p>
	<p>Risk assessments in place for those staff who are shielding (clinically extremely vulnerable) and appropriate arrangements for mitigating risk are identified.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Staffing structure may be impacted if some staff are unable to return or work or require a securely socially distanced role.</p>	<p>High</p>	<p>If needed, risk assessments completed and adjustments agreed. Review regularly to take account of changes to personal, national or local situation.</p> <p>Contingency plan in place if staff are unable to return or require a securely socially distanced role.</p>	<p>01/09/20</p> <p>Updated 05/03/21</p>	<p>Medium</p>

<p>Staff who are clinically extremely vulnerable must only work from home unless guidance for this group changes.</p> <p>Shielding measures will apply until at least 31/03/2021.</p> <p>For other staff who are Clinically Vulnerable – school to ensure review of their individual risk assessments for any necessary adjustments.</p> <p>NB. CEV category has widened – more complicated process using formula of different factors, must be if you’ve been written to by Government.</p> <p>Government advice has changed around pregnant workers – over 28 weeks, 3rd trimester. These staff should work from home.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Member of cleaning staff is shielding and is unable to work from home.</p> <p>No staff currently within this category.</p>	<p>High</p> <p>Medium</p>	<p>Individual Covid-19 Risk Assessment for member of staff concerned.</p> <p>Essential communication and updates emailed to all staff during the holidays.</p> <p>Weekly diary sheet emailed to all staff.</p>	<p>Updated 05/03/21</p>	<p>Medium</p> <p>Low</p>
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	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<p>COVID cases or suspected cases may cause unusually high absence levels.</p> <p>School may not be able to operate with reduced staffing due to protective measures.</p>	Medium	<p>Staff absence covered, where possible, from within their class bubble, or cohort if absolutely necessary.</p> <p>Bubbles self-isolate if a confirmed case in line with PHE instructions.</p> <p>Groups with insufficient staffing may be unable to attend until staffing levels resume.</p>	<p>Updated 05/01/21</p> <p>Ongoing</p>	Low
	Consideration given to staff clothing expectations and information shared with staff.	Code of Conduct is in place.	Low	Staff to adhere to normal dress code, as per Staff Handbook.	Ongoing	Low
	Approaches for meetings and staff training in place.	<p>Social distancing is difficult to maintain for large groups.</p> <p>Admission of visitors into school could risk bringing infection into the school community.</p>	High	<p>Use of video meetings where possible.</p> <p>Staff meetings will be virtual and training, if necessary, will be online. Team meetings will be in class bubbles only.</p> <p>Headteacher to bear in mind when setting agendas.</p>	<p>Until further notice</p> <p>Updated 05/01/21</p>	Low

	<p>Consideration given to staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision.</p>	<p>Staff workload and wellbeing may be impacted by requirement to provide high quality home learning for individuals or groups of children who are unable to attend due to shielding or self-isolation.</p> <p>Staff are unclear on role and responsibility in providing home learning.</p> <p>School obligation to provide high quality home may be compromised if robust plans are not in place placing school at risk.</p> <p>Children's education may be further impacted by poor quality home learning offer.</p>	<p>High</p>	<p>Whole school approach to home learning agreed, resourced, and communicated with all staff.</p> <p>Teachers responsible for isolating group is clear on role and responsibility for home learning and is provided with appropriate training, support and equipment.</p>	<p>01/09/2020</p>	<p>Low</p>
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	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>Teaching Assistants may be required to lead some classes if there are not enough teachers on site.</p> <p>Staff working patterns may have to be adjusted in light of staggered start and finish times.</p> <p>Cover staff are not adequately prepared to cover staff absence.</p>	<p>Medium</p>	<p>Teachers to prepare planning/resources as per normal absence procedures. Teachers to take their PPA time near to classroom so as to provide support.</p> <p>TA cover for absences will be provided from within class bubbles where possible.</p> <p>Teaching Assistants asked to lead a group will work under the direction of teachers or Senior Leadership Team who will complete planning and provide support.</p> <p>HR advice followed. All staff written to, to advise of change of hours, which do not change contracted hours.</p> <p>If additional hours required and agreed, overtime will be paid.</p>	<p>If required Updated 05/01/21</p> <p>28/08/20</p> <p>02/09/20</p>	<p>Low</p>
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	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff with higher workload may experience poorer wellbeing and may be absent from school as a result, leading to higher workload for remaining staff.</p> <p>Staff and mental health may have been affected by extended periods of isolation from friends and family.</p> <p>Staff may have been affected by bereavement of friends or family during closure.</p> <p>Children may require additional SEMH support.</p>	<p>Medium</p>	<p>Staff are aware of available support within school and advice for schools and pupils available from OCC: https://schools.oxfordshire.gov.uk/cms/schools-news/guidance-bereavement-and-loss</p> <p>Undertake workload impact assessment in line with Union guidance (if required)</p> <p>Staff to access OCC Bereavement Policy when necessary.</p> <p>Phase Leaders regularly check on their team's wellbeing.</p> <p>PPA allocation still adhered to.</p> <p>Meetings/training kept to absolute minimum.</p> <p>Staff responsible for talking to their line manager if struggling with work load.</p>	<p>01/09/20</p> <p>01/06/20</p>	<p>Low</p>
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	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	<p>Staff may be unavailable to work if they have been in contact with symptoms or confirmed COVID cases.</p> <p>Testing is new to all staff.</p> <p>Distance to testing stations.</p>	<p>High</p>	<p>Staff to be supported with information regarding testing.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Prompt testing of all staff in line with Govt advice. Staff to remain at home until test results confirmed.</p> <p>Lateral Flow Device testing introduced Jan 2021. Staff testing twice weekly at home. Separate risk assessment covers this practice.</p>	<p>01/06/20</p> <p>Updated 05/03/21</p>	<p>Medium</p>
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p>New starters may miss key information and the chance to familiarise themselves with school and their class prior to September.</p>	<p>High</p>	<p>Induction Policy folders updated to reflect current situation.</p> <p>No new starters.</p>	<p>Ongoing</p>	<p>Medium</p>

	Arrangements to return any furloughed staff in place.	Staff and management unaware of situation.	Medium	<p>8 furloughed Extended Services contracts due to the non-operation of these paid services since lockdown, have come to an end effective 31/08/20.</p> <p>Extended Services contracts furloughed again, effective 05/01/21 until wraparound care returns on 8th March 2021.</p>	<p>31/08/20</p> <p>Updated 05/01/21</p> <p>Updated 05/03/21</p>	Low
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	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Agreed contract changes may have been overlooked during partial closure resulting in inaccuracies and possibly monies owing.	Medium	School Business Manager has worked throughout closure and all contracts and other staffing matters have been addressed in a timely manner.	As required	Low
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	Financial or legal risk to school of failing to meet contractual obligations.	High	Any changes to staffing contracts effective September 2020 are completed by the School Business Manager no later than August 2020.	31/08/20	Low
	Approach to staff who have pre-booked holidays and are affected by quarantine requirements on their return.	Staffing levels may be impacted by staff required to quarantine at the start of the new school term.	High	Consult all staff to ascertain if any staff are at risk of having to quarantine. Staff to provide evidence of booking details if required. Put contingency plan in place if necessary.	23/07/20 01/09/20	Low

	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Visitors and contractors are unaware of protocols and would increase transmission.</p> <p>Nature of work may mean additional protocols have to be in place at this time.</p>	<p>High</p>	<p>Check with the contractor any requirements their employer has specified before visit.</p> <p>Check with the contractor any requirements their employer has specified before visit. Share school protocols. Ensure Covid Risk Assessments received in advance of works being carried out on site.</p> <p>Where possible, contractors to attend outside of school hours. Working areas to be fully cleaned after works completed.</p> <p>Ensure full contact details are requested for track and trace purposes and securely destroyed after 3 weeks.</p>	<p>01/09/20</p> <p>Updated 5/11/20</p>	<p>Medium</p>
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	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p>Externally employed adults increase risk of bringing infection into the school community and compromise the integrity of 'bubbles' if children from different classes attend.</p>	<p>High</p>	<p>Covid Risk Assessments received for all external visiting professionals working in school and shared with staff. School protocols shared in advance of visits outlining controls and requirements for social distancing. Covid Declaration Forms to be completed on arrival at each visit. No visitors on site. IT Technician to be allocated IT Room for one afternoon weekly. No staff to enter during this time.</p>	<p>Ongoing</p> <p>Updated 05/01/21</p>	<p>Low</p>
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Group Sizes	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>All children are included in distinct groups / 'bubbles' that do not mix and the number of children in each 'bubble' is as small as possible.</p>	<p>Mixing between 'bubbles' increases risk of infection and increases the number of children unable to attend school if a case of COVID is confirmed</p>	High	<p>Class bubbles only in place across the school until further notice.</p> <p>Additional measures in place to mitigate effect of lack of social distancing including hand and respiratory hygiene, plus enhanced cleaning regime.</p>	<p>02/09/20</p> <p>Updated 04/01/21</p> <p>Updated 05/03/21</p>	Medium
	<p>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</p>	<p>Risk of transmission across groups.</p> <p>Multiple groups could be required to self-isolate if a COVID case is confirmed.</p>	High	<p>Staff working across multiple 'bubbles' must maintain strict social distancing measures between staff and side by side support for children.</p> <p>Staff working across 2 cohort bubbles are to wear a mask/facial visor, to reduce risk of cross contamination. Keep number of 'bubbles' that any staff member is working with to the minimum possible where operationally feasible.</p> <p>Wraparound care reinstated 8th March 2021.</p>	<p>02/09/20</p> <p>Updated 5/11/20</p> <p>Updated 05/03/21</p>	Medium

<p style="text-align: center;">Social Distancing</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Restricted school drop off/pick up times and locations (if possible) without reducing teaching timetable Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<p>Social distancing and mixing of 'bubbles' may be further compromised at key points during the school day.</p>	<p style="text-align: center;">High</p>	<p>Comprehensive staff guidance written and agreed by Governors, detailing all arrangements.</p> <p>There will be a 15 minute window for all children in Reception to Year 6 to arrive and be collected:</p> <p>Drop off: 8-30-8.45am Collection: 2.50-3.05pm</p> <p>School organised into zones per bubble, to limit movement and interaction between bubbles in corridors and communal spaces. Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Only children in Reception will eat their lunch in dining hall as children in these groups are entitled to a hot meal under Infant Free School Meal scheme.</p>	<p style="text-align: center;">01/09/20</p> <p style="text-align: center;">Updated 05/03/21</p> <p style="text-align: center;">Updated 05/01/21</p> <p style="text-align: center;">Updated 05/01/21</p>	<p style="text-align: center;">Medium</p>
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				<p>Each classroom has its own cloakroom with toilets and handwashing facilities. Each toilet within Year 6 block has sink basin within cubicle and has been labelled per class. Children reminded regularly of the importance of hand washing.</p> <p>Reception parents asked to bring a wipeable bag with spare set of clothing in case of any toileting incidents. Apron and gloves to be worn by staff when putting wet/soiled clothes into a refuse sack, which should be double bagged.</p> <p>Baby wipes provided in school to ensure child can clean themselves. If child needs assistance, staff should wear an apron, gloves and mask if social distancing is breached.</p>	Updated 05/01/21	
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				<p>Children who are old enough to understand social distancing measures will be encouraged to do so. (KS2 children should be old enough although adjustments may need to be made for those with SEND).</p> <p>No extra curriculum clubs running to avoid mixing of cohort bubbles.</p>	02/09/20	
	Consideration given to communal staff spaces such as toilets and staff room.	Areas used frequently by all staff present increased risk of infection.	High	<p>Staff must sit 2m apart during breaks. Welfare facilities provided in separate class bubble rest rooms. Personalised individual travel mugs provided to all staff.</p> <p>Enhanced cleaning of communal spaces.</p> <p>Staggered breaks and lunches to limit numbers in staffroom.</p>	<p>Updated 5/11/20</p> <p>Until further notice</p> <p>Updated 05/01/21</p>	Medium
	Approach to PPA	Groups of staff planning together may not be able to maintain 2m social distancing in some spaces.	High	<p>Staff urged to take PPA close to their classroom to provide support. Teachers are to wipe down table and all contact points with anti-bac cleaner after use.</p>	<p>02/09/20</p> <p>Updated 05/01/21</p>	Low

	<p>Information shared with parents regarding safe journeys to school, encouraging walking and avoiding public transport as much as possible.</p>	<p>Infection risk may be increased by the use of public transport.</p> <p>Social distancing may not be maintained by groups of adults and children travelling similar routes to school.</p>	<p>High</p>	<p>Letter sent to parents from LA/PHE about transportation guidelines and encouraging parents and children to walk to school.</p>	<p>02/09/20</p>	<p>Medium</p>
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Social distancing unlikely to be maintained if children or adults allowed to congregate before or after school</p>	<p>High</p>	<p>Arrival times are restricted to 15 minute windows and children will enter via classroom doors to maintain separation of groups.</p> <p>Movement around school minimised and / or supervised and clear signage and visual prompts in place for adults and children.</p> <p>Children to be 'delivered' to classroom doors by one adult so no opportunity to mix with others in the playground.</p> <p>Parents will not be allowed into classrooms.</p>	<p>02/09/20</p>	<p>Medium</p>

				Parents wishing to speak to their child's teacher are asked to do this whilst respecting social distancing guidelines.		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Risk mitigation measures will not be effective if any adults or children fail to follow guidelines and procedures put in place.	High	<p>Revised addendum to Behaviour Policy will explain consequences for children not following guidelines.</p> <p>Revised risk assessments and individualised approach in place for students who might struggle to follow expectations.</p> <p>Conversations with parents.</p> <p>LA Learner Engagement Team contacted for any exclusion advice.</p>	02/09/20	Medium
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the 'bubble' arrangements.	High	No whole school or key stage assemblies will be held until further notice.	02/09/20	Low

				Class bubble assemblies to be held in classrooms following agreed themes.	Updated 05/01/21	
	<p>Approach to parents entering the school building including:</p> <ul style="list-style-type: none"> • Settling children in Nursery & Reception classes • Communication with class teachers • Meetings with professionals and other agencies • Using the toilets 			<p>Ideally, Nursery children will be dropped off at the gate. Parents can settle any distressed children in outside area before staff taking the child. Reception children will be dropped off at the door into the EYFS area and greeted / collected by class adults.</p> <p>The school office email address can be used for non-urgent communications or to request a phone call home. Communications will be forwarded to the appropriate Class Teacher or other member of staff as appropriate.</p>		
		Risk of infection from parents entering the school building.	High	Urgent messages and communications will take place outside of the classroom door wherever possible and at a safe distance.	From September 2020	Medium

				<p>Meetings to be carried out virtually wherever possible. No visitors into school unless exceptional circumstances and any meeting must take place in a ventilated space that allows 2m distances to be maintained.</p> <p>No parents allowed on site to use school toilets.</p>	Updated 05/01/21	
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Social distancing may be compromised if adults and children do not understand guidelines and expectations.</p> <p>Previously shared in weekly communications via letter from Headteacher, prior to full re-opening of school.</p>	<p>High</p>	<p>Covid-19 Risk Assessment published on school website.</p> <p>Changes to Government guidance or school protocols communicated via letter from Headteacher.</p> <p>Home School Agreement for parents and carers revised and shared.</p> <p>Behaviour Policy Addendum written and shared.</p>	07/09/20	<p>Medium</p>

				Staggered break and lunch times (See Wider Opening Plan).		
	Arrangements in place for the use of the playground, including equipment.	Risk of infection if groups mix or share equipment.	High	<p>Requests to use outdoor gazebo discussed at morning briefing. Children are to wash their hands immediately before and after use of wooden gazebo and trim trail, ie start/finish of breaks.</p> <p>Signage in place to prevent children/siblings accessing play equipment outside of school hours.</p> <p>Each class bubble to have its own kit of outdoor equipment.</p> <p>Portable play equipment thoroughly cleaned between use by different groups.</p> <p>Equipment that cannot be cleaned taken out of use.</p>	07/09/20	Medium
					Updated 05/01/21	

<p>Before and After School Provision</p>	<p>Approach to the provision of Before and After school wrap around care implements the necessary protective measures including restricted attendance. https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</p>	<p>Provision of clubs may lead to mixing of ‘bubbles’ and increased risk of infection.</p> <p>Impact of loss of Breakfast or After School Clubs on working parents needs to be taken into account.</p>	<p>High</p>	<p>Wrap around care will be provided for families from 8am to 6pm.</p> <p>Breakfast Club will recommence starting at 7.45am and will be held in the school hall with separately designated bubble tables/areas. Enhanced cleaning of all tables, benches and equipment will take place after children have left the area. Disabled toilet adjacent to kitchen allocated for children and sanitised between use. Parents will be required to book and pay in advance via the ParentPay cashless system.</p> <p>After School Club will run from 3pm to 6pm and will be operated in separate bubbles and siblings where possible to minimise mixing of bubbles.</p> <p>Wraparound care reinstated 8th March 2021.</p>	<p>02/09/20 Updated 5/11/20</p> <p>Updated 05/03/21</p> <p>Updated 05/03/21</p>	<p>Medium</p>
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Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible	Use of public transport or car sharing may increase infection risk and compromise the integrity of bubbles.	High	Government guidance strongly urges families to walk to school where possible.	02/09/20	Medium
	Dedicated school transport (registered taxi) follows the 'bubble' arrangement in line with the protocols in school, as far as possible.	Use of taxi company may increase infection risk and compromise the integrity of 'bubbles'.	High	Transport provider protocols that meet the requirements of the Government Guidance to be shared with school to ensure transport arrangements meet Covid and school safety protocols.	01/09/20	Low
	Arrangements in place to support staggered start / end times.	Staggered start and end times may cause some transport (and attendance) issues for some families.	Medium	<p>No child currently using OCC transportation. Families encouraged to talk to school if facing logistical issues.</p> <p>Will strongly be urged to use wraparound care facilities.</p> <p>Parents have been given option to choose on time for drop off/collection if they have multiple children.</p>	By 22 nd July 2020	Low

Catering	<p>Arrangements in place to provide food to children on site, including the requirement of universal free school meals.</p>	<p>School kitchen has been closed since lockdown began 23/03/20.</p> <p>Absence of staff due to self-isolation or illness may require change of procedures. Cover staff may pose risk of mixing 'bubbles'.</p>	Medium	<p>Liaise with school catering company to re-open kitchen to provide hot meals for children entitled under the Universal Infant Free School Meal Scheme and all children eligible for Free School Meals by week 6.</p> <p>Covid-19 Risk Assessments received from school catering company. Catering company agree and implement arrangements for maintaining social distancing.</p> <p>Agree contingency procedures and menu for use during periods of reduced staffing if required.</p>	<p>22/07/20</p> <p>Updated 5/11/20</p> <p>01/09/20</p>	Low
	<p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.</p>	<p>Mixing groups at social times risks the spread of infection.</p>	High	<p>Reception will be eating lunch in the school hall at 11.30am.</p> <p>Enhanced cleaning regime to take place between sittings.</p>	<p>07/09/20</p> <p>Updated 05/01/21</p>	Low

	<p>Consideration for lunchtime hygiene.</p>	<p>Virus transmission risks are enhanced at lunchtime when children are eating. Children are putting hands to their mouths and packed lunch boxes have come into school from home.</p>	<p>High</p>	<p>Children in Nursery and Years 1-6 will eat in the classrooms so that class bubbles are not mixed. For the first few weeks, brunch bags will be offered to children entitled to Free School Meals. From week 6, hot meals served to children with FSM entitlement in classroom setting using take away cartons with disposable cutlery. Disposable cutlery to be discarded in lidded Covid bin for safe disposal.</p> <p>All children to wash their hands before eating.</p> <p>Parents asked to provide children with wipeable lunch boxes that can be easily cleaned with anti-bacterial wipes.</p> <p>Close supervision to ensure no sharing of food.</p>	<p>Updated 5/11/20</p> <p>02/09/20</p>	<p>Medium</p>
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				Catering team to clean tables and benches between sittings using anti-bacterial cleaner.		
	Arrangements for food deliveries in place	Risk social distancing cannot be maintained during deliveries	Medium	<p>Clear signage at kitchen door including 2m markers.</p> <p>Deliveries will not be signed for.</p> <p>Food deliveries to be made outside of pupil arrival and collection times where possible. All deliveries to be left outside kitchen door. Catering team or caretaking team will bring them into school.</p>	Ongoing	Low
	<p>Summer Holiday Food Vouchers for eligible children ordered.</p> <p>Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.</p>	<p>Vouchers will not be received if deadline is missed and children may go hungry.</p> <p>Parents may not be aware that it is a single issue voucher and they need to budget over the holiday.</p>	High	<p>Vouchers ordered for full 6 week period of holidays.</p> <p>Communication sent out to eligible parents via letter/email so they are aware that vouchers are being paid in one payment for summer holiday period.</p> <p>Government voucher scheme extended to end of Easter holidays 2021.</p>	17/07/20	Low
					Updated 05/01/21	

<p style="text-align: center;">PPE</p>	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p>School may not have enough PPE to need the safety needs of staff.</p> <p>Inappropriate use of PPE could raise infection risk.</p> <p>PPE is to be used only when administering first aid treatment, toileting incidents in Early Years, with a Covid-19 symptomatic child or for those staff where it is necessary to cross over 'bubbles'.</p> <p>PPE to be used in line with guidance for cleaning staff.</p>	<p style="text-align: center;">High</p>	<p>Caretaker and Admin team to maintain PPE log to ensure orders are placed in good time to maintain supplies.</p> <p>Guidelines for PPE use followed and written into staff guidance document.</p> <p>Cleaning station with gloves, aprons and masks available in each classroom for quick access if suspected case or if a child coughs or sneezes on resources, tables or chairs.</p> <p>PPE for first aid purposes will be available in each class bubble.</p> <p>PPE provided for cleaning staff. Parents are aware that PPE is available to staff should it be needed.</p> <p>Staff guidance details PPE requirements for changing nappies / pull ups.</p>	<p>Ongoing</p> <p>01/06/20</p> <p>07/09/20</p> <p>Updated 05/01/21</p>	<p style="text-align: center;">Low</p>
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	Procedures for staff who need to change nappies and / or are working with children who are known to bite or spit.	Increased risk of infection if appropriate PPE not available and worn.	High	Risk Assessments completed for all children known to display these behaviours. Intimate Care Policy in place and communicated to parents.	01/09/20	Medium
	Approach to PPE for clinically extremely vulnerable staff and those who want to wear a face covering in school.	Risk to some individuals if they catch Covid-19 remains high. Some staff feel anxious and wish to wear face coverings although the guidance states that this is not required / desirable.	High Medium	Individual risk assessments completed for all previously shielding staff. Staff guidance details position on face coverings which remains in line with Government Guidance.	22/07/20	Medium Low
Visors/Face Coverings	Approach to face coverings considered and updated, where appropriate, to include inside the classroom where social distancing between adult staff is not possible and for all staff outside of the classroom. A visor alone is not acceptable and must be worn with a face mask/covering:	Insufficient stock of surgical face masks available to staff.	Medium	Supply of surgical face masks regularly monitored to ensure plentiful supply to meet staff needs as and when required.	Updated 05/03/2021	Low

	Face coverings in education – March 21 (publishing.service.gov.uk)					
	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 		High	<p>Processes to be written in line with guidance and shared with staff and parents prior to re-opening. Included in Staff Guidance document (updated regularly to reflect any changes in wider guidance).</p> <p>Headteacher, or member of Senior Leadership Team in her absence, to be told immediately if pupil or staff member displays symptoms of virus. If a child shows symptoms they must be isolated immediately and accompanied to dedicated sick bay by a classroom adult wearing gloves, apron and mask. Facial visor/goggles is available in sick bay should this be required. A non-contact digital thermometer is provided to take child's temperature.</p>		

				<p>Child can be isolated outside if a suitable shaded space is available.</p> <p>Symptomatic child or adult must be tested. If negative, adult or child can return when feeling well enough. If positive, self-isolation guidance must be followed.</p> <p>Positive cases confirmed in more than one bubble may lead to school closure. This will be decided by PHE.</p> <p>Training given to staff about safe removal and disposal of PPE and safe disposal of waste where infection is suspected.</p> <p>Communication with staff will be prompt if a suspected outbreak occurs.</p>		
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	Process in place to engage with Test and Trace and contact tracing process. <i>Refer to ECC and public health guidance for more information.</i>	Risk of spread of infection if process is not engaged with.	High	Staff guidance issued Parent guidance issues	01/09/20 02/09/20	Medium
Pupil Re-Orientation <i>Back into school after a period of closure / being at home</i>	Approach and expectations around school uniform determined and communicated with parents.	Parents may have been impacted financially and unable to purchase school uniform. Focus on outdoor learning means clothes need to be practical and appropriate for outdoor learning in all weathers.	Medium	School uniform policy to be reinstated for full re-opening. Communicated to parents in letter/email 13/07/20. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	02/09/20 Updated 5/11/20	Low
	Changes to the school day/timetables shared with parents.	Social distancing may be compromised if parents are not aware of revised expectations	Medium	Staggered start and end times. Parents informed by letter prior to reopening 13/07/20.	13/07/20	Low
	All students instructed to bring a named/labelled water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	Reduced access to drinking water during the day. Water fountains have been switched off to support social distancing and reduce risk of infection.	Medium	Children to bring in full water bottle to school each day which can be replenished throughout the day. Children who forget water bottles will be provided with a drink using a disposable	Updated 05/03/21	Low

				plastic cup and parents reminded to bring water bottle the next day.		
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	<p>Differing experiences of home learning during time at home mean that some pupils will be more ready for learning than others and gaps in learning between individual pupils will have widened.</p> <p>This could be a stressful situation for some children which may trigger unwelcome behaviours.</p>	High	<p>Shared approach to planning that focuses on revision of basic skills and is supported by 'The Recovery Curriculum'.</p> <p>Daily circle time for first 2 weeks, focusing on nurture and wellbeing.</p> <p>Revised Behaviour Management procedures in place and shared with teachers and parents.</p>	02/09/20	Medium
	<p>Children are returning to a school environment and procedures that are very different to those they are used to.</p>	<p>This could have a further negative impact on mental health.</p>	High	<p>Classroom environments have been made as welcoming as possible to make children feel comfortable.</p> <p>Where possible, equipment (e.g. slides, bikes, building blocks) have been retained for use and enhanced cleaning regimes put in place.</p>	02/09/20	Medium

				Films of environment sent to new families starting in Foundation Stage.		
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>Children have been at home for a long time and may suffer anxiety about leaving parents and returning to school.</p> <p>Children’s mental health may have been impacted negatively during extended periods of isolation.</p> <p>Children may find socialising in larger groups difficult after long periods spent only with adults or siblings.</p> <p>Children may be anxious about the spread of the virus itself.</p> <p>The ‘new’ school environment may cause anxiety.</p> <p>Children may have been affected by bereavement during closure.</p>	High	<p>Provision of high-quality information to parents to give them the confidence that it is safe for the children to return.</p> <p>School able to make referrals to Mental Health Support Team (MHST). New consultation line operational for school staff to access support/advice for children/families.</p> <p>Staff guidance contains information about supporting children’s mental health and social and emotional wellbeing. Staff have access to resources.</p> <p>Suite of materials and training provided for staff to help them support children with social, emotional and mental health issues.</p>	28/08/20	Medium

		<p>Social and emotional responses may lead to challenging behaviours.</p> <p>Social distancing between children and adults may be difficult to maintain if children are distressed or angry.</p>		<p>HSCLW will be available to offer advice and support to teachers and families as required.</p> <p>Fegans mental health counselling provided to school as bought-in service. Service to be available virtually during lockdown.</p> <p>Bereavement support resources available and policy in place.</p> <p>Updated risk assessments for dealing with distressed or angry children will be shared.</p>	<p>By 22/07/20 and throughout the Summer</p> <p>02/09/20 Ongoing</p> <p>01/06/20 Updated 05/01/21</p> <p>02/09/20</p>	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support <p>PPG/ vulnerable groups</p>	<p>Some families may be experiencing difficulties which may impact on their children's ability to cope with returning to school.</p> <p>Families not returning to school may also be experiencing a range of issues that we are unaware of due to reduced contact.</p>	High	<p>Continue contact with those families that we know are experiencing difficulties and / or are already on our wider vulnerable list.</p> <p>Parents reminded to check eligibility for Free School Meals.</p> <p>HSCLW to signpost families to organisations such as food banks.</p>	Ongoing	Medium

				Continue to share ways in which we can support via parent communication and website.		
Transition	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND <p>Physical and sensory needs, including adaptations, equipment etc (lead in times).</p>		High	<p>Communication to parents via letter available on school website. Virtual tours of Nursery and Reception classes available on school website and films sent to families with children starting in September.</p> <p>Liaison with nurseries and secondary schools. Year 6→7 children signposted to secondary school transition units.</p>	Throughout June / July 2020	Medium
		<p>Usual transition arrangements for new starters, leavers and those moving between year groups will not be able to be carried out meaning many children may not be fully prepared for the new school year.</p>		Deputy Headteacher assigned as transition leader for Years 6/7. Inclusion Manager supporting transition information handover for children with SEND, liaising with SENCO counterparts as needed.	WB 6 th July and 13 th July 2020	

<p>What will need to be different this year because of COVID19?</p>	<p>Possibility of second 'wave' of COVID pandemic</p>	<p>Risk of future national or local lockdown.</p>	<p>High</p>	<p>Handover meeting, both pastorally and academically, held for all children moving to a new year group within school. New EYFS intake invited for face to face meetings with new teacher (Zoom or phone call offered to those unable to attend). Face to face/new teacher meetings arranged for all year groups. Queensway leavers event for Year 6 leavers to be arranged as soon as is practicably safe to do so. Review of actions and issues from current lockdown undertaken. Emergency Plan followed as per previous lockdown. Senior Leadership Team follow LA updates following School News.</p>	<p>WB 13th July 2020 02/09/20</p>	<p>Medium</p>
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<p>Contingency Plan including Plan for Remote Education</p>	<p>Possibility that school may not be able to open fully in September as planned.</p>	<p>Resurgence of virus could lead to full or partial closure in September.</p>	<p>High</p>	<p>Contingency plan followed.</p>	<p>02/09/20</p>	<p>Medium</p>
	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p>Children’s learning will be further impacted if, in the event of full or partial closure, the school does not have a robust plan in place to ensure remote learning offer matches in school provision.</p> <p>Due to the levels of disadvantage, not all children will have the same access to technology.</p>	<p>High</p>	<p>Remote learning contingency via Google Classrooms available and ready to be switched on when needed. Access is password protected.</p> <p>Deliver training to all teachers so that they are prepared to switch to online or blended learning if required.</p> <p>Spare laptops available for loan for any children not able to access equipment needed. DfE laptop allocation ordered for contingency purposes. All eligible children have been recommended for the Government laptop scheme.</p>	<p>01/09/20</p> <p>September INSET 2020</p> <p>Updated 05/03/21</p>	<p>Medium</p>

				Online survey form sent to all parents to get an accurate picture of access to technology in pupil's home so that a plan can be developed for those without access to suitable technology.	July 2020	
Safeguarding	Consideration given to any children who may need support with their return to school and consultation has been undertaken with the families and other agencies involved	Children may have previously been deemed to be safer at home and family are anxious about returning to school.	Medium	Review risk assessments for children to identify any support or arrangements needed for their return to school.	July 2020	Low
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	The number of pupils requiring wellbeing or safeguarding support is likely to increase as more children return to school. The number of disclosures is likely to rise.	High	Staff refresher training session on processes and procedures and the revised wellbeing material.	September INSET 2020	Medium
	Updated Child Protection Policy in place.	Staff may be unsure of adapted procedures. Child Protection Policy may not adequately reflect the situation when more children are in school.	High	Adopted most recent update to COVID19 Child Protection Policy – agreed by Governors and shared with staff. Review policy in light of welcoming additional children.	02/09/20	Medium

	<p>Work with other agencies such as social care, has been undertaken to support vulnerable children to return to school.</p>	<p>Vulnerable children may be more at risk of being worried about, or failing to return to school.</p>	<p>High</p>	<p>Weekly welfare checks or follow up home visits used by HSCLW to identify potential concerns.</p> <p>Risk assessments updated to include attendance and welfare concerns and appropriate action taken.</p> <p>School staff dialling in to telephone and video meetings as required.</p>	<p>July 2020</p> <p>Ongoing as required</p>	<p>Medium</p>
	<p>Where physical contact is required in the context of managing behaviour ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>	<p>Staff may be at additional risk of infection if behaviour issues require restraint or close contact where social distancing measures cannot be maintained.</p>	<p>High</p>	<p>Review individual positive handling plans to ensure they include protective measures and share with relevant teachers.</p> <p>Inclusion Manager to source advice and resources to support staff who may have to deal with challenging or unsafe behaviours.</p>	<p>By September 2020</p>	<p>Medium</p>

	Provision for children with medical conditions	Current policy may not take account of required protective measures.	Medium	Review Supporting Children with Medical Conditions Policy as appropriate.	By September 2020	Low
	Updated Behaviour Policy in place	Children's mental health may be impacted by closure and / or return to school leading to an increase in challenging behaviours, which may not be accounted for in current Behaviour Policy.	High	Adopt LA most recent revised Behaviour Policy advice and share with staff. Review Exclusion Policy and Procedure and share with staff. Review and share Individual Behaviour Plans with staff in applicable groups.	By September 2020	Medium
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Missed learning may mean some children are not ready to access age related expectations. Some children may have continued learning throughout closure and without effective challenge may become disengaged. Some children may need social and emotional support to re-engage them in their learning.	High	Guidance produced and shared that supports teachers to balance social, emotional and mental health needs with filling significant gaps in learning and maintaining high expectations. Baseline teacher assessments to be carried out in first 3 and half weeks. Provision adapted based on these outcomes.	July 2020	Medium

		<p>Some children may need activities that scaffold and rebuild learning skills.</p> <p>Progress through curriculum will need to be accelerated as appropriate so that children are not always playing catch up.</p>		<p>Staff training schedule produced for Terms 1 & 2.</p>		
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with protective measures in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport. Advice from organisations such as the Association of Physical Education and the <u>Youth Sport Trust</u> • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/f 	<p>Some activities may not be possible to undertake whilst maintaining protective measures.</p> <p>Usual organisation of some activities (e.g.) PE coaching would result in mixing of groups.</p>	<p>High</p>	<p>Consideration given to these activities and timetable drawn up appropriately.</p> <p>PE to be undertaken outside as much as possible (timetabled use for multi-use games area after installation complete in November 2020).</p>	<p>From September 2020</p>	<p>Low</p>

<p><u>or-education/primary/</u></p> <ul style="list-style-type: none"> Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ EVC advice/guidance states non-overnight visits acceptable <p>REMAINS UNDER REVIEW BY DFE</p>					
<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes utilising DFE catch-up funding and programmes contingency remote learning plan 	<p>Gaps in learning may impact on children's ability to access age appropriate curriculum.</p> <p>Children's social, emotional and mental wellbeing any be impacted by closure.</p> <p>Children who have been supported by family to continue learning throughout closure may become 'stuck' or bored if expected to repeat learning along with those that have had.</p>	<p>High</p>	<p>Staff are trained and supported in 'front of classroom delivery' style and aware of how best to provide students with additional support.</p> <p>Return to school whole school planning structure implemented focusing on development of basic skills.</p> <p>Flexible groupings in place, with additional support, to focus on closing gaps in basic skills.</p>	<p>From September 2020</p>	<p>Medium</p>

				<p>Planning provides adequate challenge for those children whose learning has not been impacted by closure.</p> <p>Whole school certificates implemented straight away.</p> <p>Out of school achievements through Wow slips in Foundation Stage and assemblies in Years 1-6</p> <p>.</p>		
	Approach to non-residential educational visits agreed.	Non-residential trips allowed within Government Guidance.	High	Educational trips will not be taking place until further notice.	02/09/20 Updated 05/01/21	Medium

	Behaviour policy reviewed to reflect the current circumstances.	<p>Children’s mental health may be impacted by closure and / or return to school leading to an increase in challenging behaviours, which may not be accounted for in current Behaviour Policy.</p> <p>Children may be in groups led by unfamiliar adults.</p>	High	<p>Addendum to Behaviour Policy shared with all staff.</p> <p>Review Exclusion Policy and procedure and share with staff if necessary.</p> <p>Review and share Individual Behaviour Plans with staff in applicable groups</p>	By September 2020	Medium
CYP with SEND	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p> <p>Annual reviews</p> <p>Consider any children who may need help with their return to school and consult with the family and other agencies involved. <i>Including and support required for children to understand new rules.</i></p>	<p>Children with EHCPs may be further disadvantaged by delay in reviews.</p> <p>Face to face meetings with professionals not always possible.</p> <p>Children with EHCPs in school may find protective measures and changes to school environment and routines more difficult to follow than other children.</p>	High	<p>‘Reasonable Endeavours’ work Undertaken.</p> <p>Virtual meeting with professionals to support review cycles.</p> <p>Visiting professionals to share their Covid Risk Assessments with school prior to site visits.</p> <p>Risk assessment undertaken for children with EHCPs.</p> <p>Consideration of different approaches to transition for some children.</p>	<p>June and July 2020</p> <p>Updated 5/03/21</p> <p>June 2020</p>	Medium

Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	<p>Usual routines have been lost and may be difficult to re-establish.</p> <p>Pupils and/or parents may be anxious about returning to school.</p> <p>Usual HSCLW support with transport will not be available in September.</p> <p>Staggered start and finish times may impact on parents.</p>	High	<p>Develop plans, in consultation with parents and other agencies, for children that we expect to find full time attendance difficult in September.</p> <p>Regular communication with parents to raise confidence that return to school is safe (from school and LA).</p> <p>Clear communication with all parents about return to compulsory attendance.</p>	From July 2020	Medium
	Approach to support for parents where rates of persistent absence were high before closure.	Parents may need intensive support to establish / re-establish routines.		<p>HSCLW to set up parent contracts with rigorous monitoring.</p> <p>Ensure attendance is addressed at TAFS/CINs etc.</p>		
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff may be unaware about plans for full opening and procedures put in place to keep them safe.	High	Written guidance produced for staff on full opening and shared.	22/07/20	Low (if all staff read emails and Guidance)

				Confirmation that documents read and understood requested.		
Staff consulted on full opening plans.	New requirement within the guidance to consult with staff.	High	Risk Assessment shared with staff and comments requested.	26/08/20	Low	
Governors consulted on full opening plans.	New requirement within the guidance to consult with governors.	High	Governors involved in the planning process. DM attended Planning Meeting with Senior Leadership Team. Regular email updates shared. Virtual Governing Body Meetings across Spring/Summer terms.	Ongoing	Low	
Union representatives consulted on full opening plans	New requirement within the guidance to consult with unions.	Medium	Risk assessment published on school website for information.	.	Low	
Risk Assessment published on website, where more than 50 staff.	New requirement within the guidance to publish Risk Assessment	Medium	Risk assessment published on school website.	01/09/20	Low	
Communications with parents: <ul style="list-style-type: none"> Plan for full opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 	Parents may be unaware about plans for wider opening and procedures put in place to keep them safe	High	Regular communication via website, email and Facebook.	Throughout summer holidays	Low (if all parents read school communications)	

	<ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour • Test and Trace • Staggered start and finish times • Expectations when in school and at home (if self-isolating is necessary) 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) <p>Travelling to and from school safely</p>	<p>Pupils may be unaware about plans for full re-opening and procedures for put in place to keep them safe.</p> <p>Pupils may find it difficult to follow procedures, particularly those around hand / respiratory hygiene and social distancing.</p>	High	<p>Teachers will reinforce and maintain expectations with their groups when they return to school.</p> <p>Training of new routines is paramount in first few days/weeks.</p> <p>No children can walk to school by themselves. Must be accompanied by somebody aged 16 or over.</p>		Medium
	<p>On-going regular communication plans determined to ensure parents are kept well-informed.</p>	<p>Parents may not be aware of ongoing changes to guidance and procedures.</p>	High	<p>Regular communication with parents via website, email and Facebook.</p>	Ongoing	Low (if all parents read school communications)

Governors/ Governance	Meetings and decisions that need to be taken prioritised.	Statutory duties may not be carried out due to cancellation of meetings.	High	<p>Virtual or socially distanced governing body meetings held when possible.</p> <p>Policies and other issues agreed via email if needed.</p> <p>Overview of business amended to prioritise urgent issues.</p>	Ongoing	Low
	<p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	Governors may not be aware of their accountability and responsibility in the planning process.	High	<p>Regular email updates to Governors, including Government and LA updates.</p> <p>Governor sub-group to support with, and agree to Senior Leadership plans if necessary, ie Resources Committee or Vice/Chair.</p>	Ongoing	Low
	Governors prepared for start of the school year (clerking etc).	<p>Need to re-establish meeting structures and ensure all statutory obligations are met.</p> <p>Gov Body membership needs to be finalised – new Governors and changes of role.</p>	High	<p>FGB in July to focus on plans for September including inducting new governors and dates and structure of Gov Body meetings.</p> <p>Ongoing email communication and virtual meetings ahead of September as required.</p>	<p>July 2020</p> <p>Ongoing</p>	Low

<p>School events, including trips</p>	<p>The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> <p>DfE Guidance – Educational visits until March 8 (p46) after March 8 (p50). DfE advise against educational visits at this time. This advice will be kept under review. The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (Covid-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider.</p>	<p>Some events may compromise social distancing measures if allowed to go ahead.</p> <p>There may be a financial risk if events are cancelled by the school.</p>	<p>Medium</p>	<p>Review school calendar and cancel / postpone events as necessary in accordance with terms and conditions for each event.</p> <p>Autumn dates published to staff and parents.</p> <p>Educational visits are not being considered currently and will be kept under review in line with government advice and guidance.</p>	<p>Ongoing</p> <p>Updated 05/03/21</p>	<p>Low</p>
<p>Finance</p>	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>	<p>School could lose financially if some expenses go unclaimed.</p>	<p>High</p>	<p>Limited additional costs. No claims submitted due to healthy financial position of school. Agreed with LA Finance Team. To be regularly reviewed whilst scheme in operation.</p>	<p>From 01/04/20 Updated 05/01/21</p>	<p>Low</p>

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Business plans for Breakfast Club, After School Club and Nursery provision may be negatively impacted by lost revenue and / or increased costs.	High	Business Plans regularly updated to reflect actual costs and income. Furlough scheme available for Extended Services contracts only.	Ongoing Updated 05/03/21	Medium
	Insurance claims, including visits/trips booked previously.	Financial risk to school and parents due to cancellation of residential and other trips.	High	Each trip reviewed in light of Terms and Conditions to retain right to refunds. Parents refunded.	Ongoing	Medium

	<p>Reintroduction or re-contracting services, such as:</p> <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	N/A as all services have continued throughout partial closure.				
	<p>Consideration given to any support that may be brokered through working together for example, partnerships, trusts etc.</p>	<p>Infection risk with school staff working with adults from other settings.</p> <p>Quality of provision may be negatively impacted if collaboration does not continue.</p>	Medium	<p>Zoom and telephone contact in place instead of face to face meetings whenever possible.</p> <p>Ongoing consultation with Banbury Partnership virtual meetings.</p>	Ongoing	Low
<p>Additional Measures for Queensway Nursery and Caretaker's 'School House' (in addition to whole school measures)</p>	<p>Nursery needs to be set up as one 'bubble'.</p>	<p>Increased risk of infection due to increased number of children in the 'bubble' and difficulty of such young children following social distancing and / or additional protective measures.</p>	High	<p>Scrupulous attention to hygiene measures.</p> <p>Increase ventilation by keeping windows open whenever possible.</p> <p>Children encouraged to play outside throughout the day.</p> <p>Well-staffed – x3 adults for the majority of time.</p>	From 02/09/20	Medium

				<p>7 day rolling government data, expressed per 100,000 population for the community and areas served by Queensway Nursery (correct at 8/1/21), verifies that Covid cases are as much as double that of the national average. Considering these risks and the safety of our staff, children and community, the decision has been made to operate our nursery provision on the same basis as the main school. Queensway Nursery will therefore be open to children of critical workers only and those children defined as vulnerable. This will be reviewed fortnightly.</p> <p>Nursery will re-open fully 8th March 2021 in line with the rest of the school.</p>	<p>Updated 05/01/21</p> <p>Updated 05/03/21</p>	
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	Consideration given to safe use of outdoor play equipment.	Use of outdoor equipment poses infection risk.	High	<p>Regular handwashing and application of hand sanitiser between use of different equipment.</p> <p>Handwashing station set up.</p> <p>Sandpits will not be used until further notice.</p>	From 02/09/20	Medium
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	<p>Staff required to support physical needs of children such as changing nappies and soiled clothing</p>	<p>Changing nappies puts staff at risk from being in close proximity to children and potentially touching bodily fluids.</p> <p>Messy / water play could lead to the children needing their clothes changed</p>	<p>High</p>	<p>Full PPE to be used when changing nappies – gloves, apron and face mask.</p> <p>PPE (gloves, mask and apron) will be worn whilst encouraging children to change their own clothes as far as possible.</p>	<p>02/09/20</p>	<p>Medium</p>
	<p>Approach to children bringing in items from home.</p>	<p>Toys and comforters could increase risk of infection being brought into Nursery.</p>	<p>Medium</p>	<p>Children will be discouraged from bringing in toys or comforters other than in exceptional circumstances e.g. they are unable to settle without. Any items must only be used by that child and will be stored safely in a plastic bag away from other children when not needed.</p>	<p>02/09/20</p>	<p>Low</p>

	Consideration given to safety of other areas of Nursery site.	Gate will be touched by parents as they leave nursery at drop off and pick up time posing risk of infection.	High	Front gate will be fixed open to avoid the need to touch.		Low
		Plastic covered post protector in Nursery Outdoor area are touched regularly by children throughout the day.	High	Post protectors will be wiped with anti-bac throughout the day and thoroughly washed and disinfected at the end of each session.		Low
		Staff eating lunch will not be able to maintain social distancing measures.	High	Staff to consider eating outside or in designated rest room area (away from children).	Updated 05/03/21	Low
	Approach to meetings with parents and professionals from other agencies.	Socially distanced guidelines may not be met.	High	Face to Face meetings must adhere to social distancing guidelines with windows and doors open, or outside if appropriate.		Medium