

Beckers Green Primary School

COVID19: SEPTEMBER Opening Risk Assessment and Plan (7/7/20) Reviewed 27/10/20 – reviewed 6/1/2021

LGB Approved: 15th September 2020

SAT Board Approved:

Date:

Date:

Review Date 1: 28 October 2020

Review Date 2: 20 December 2020

Review Date 3: 6 January 2021

Purpose of this document:

This COVID19: Risk Assessment & Action Plan document sets out the decisions taken and measures put in place to prepare for a full opening of the school in September and ensure the school continues to operate in a safe way. Existing policies & guidance continue to apply alongside the actions within this document, including but not limited to:

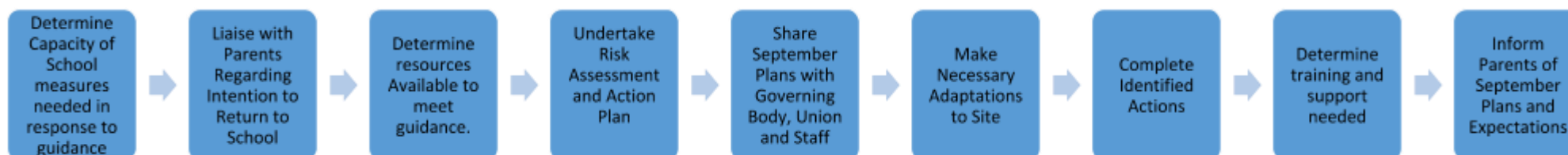
- Guidance for full opening of schools
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-school>
- Health and Safety Policy – including Covid addendum
 - Cleaning schedule
 - First Aid Policy
 - Catering RA
 - Child Protection Policy – including Covid addendum
 - Behaviour Policy
 - Code of conduct
 - 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
 - BAMEed Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings

OWNERS:

Site safety and cleaning – WH/SD and CS
Timetabling and operations – CS and LC
Teaching and Learning/ Training – CS and LC

Pupil communications and policies – CS and DF
Staff communication and policies – CS and DF

Steps of Re-opening Preparation:



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Version Control

Version	Revision Date	Revised By	Section(s) revised	Reason for revision

Action plan overview

SUMMARY of responses and actions in light of the 2nd July 2020 guidance for full opening *system of controls* and adapted to include opening for key workers based on guidance from 7th January 2021 (part two shows our full risk assessment and action plan)

1.1: Minimise contact with individuals who are unwell by ensuring that those who have the coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school:

- a. Communication to all parents and learners around the importance of this in JULY and SEPTEMBER - school ping and website – School pings sent regularly indicating new systems and who can attend school
- b. Staff code of conduct makes not obeying track and trace/self-isolation a disciplinary offence
- c. Where a learner or member of staff becomes unwell at school with a new continuous cough or high temperature:
 - i. Medical should be alerted.
 - ii. The learner/ member of staff should be isolated immediately in a closed room with the windows open.
 - iii. PPE should be used by staff in vicinity and handwashing protocols followed
 - iv. A learner should be sent home as soon as parents/carers can be contacted and told they should get a test and inform school of outcome; the member of staff should leave the site as soon as possible and will be asked to get a test and inform the school of the outcome
 - v. There should be a full bleach based clean of the areas the learner/member of staff has been in.
- d. Should a member of the school community have a positive test for COVID -19, the school will contact PHE/Essex test and trace and follow the advice given around which individuals/groups should be asked to self-isolate. Communications protocols need to be in place for this .

1.2: Clean hands more often than usual

- a. Children to wash hands when they arrive at school – staggered start will make this more manageable. Children will also wash hands before lunch and on return from playground. All classrooms will be equipped with alcohol gel and staff will be asked to ensure all learners use this regularly (minimum – when returning from outside of classroom). Pupils in KS2 will be encouraged to bring their own hand sanitizer to use at other times and will also be encouraged to wash their hands thoroughly after using the toilet and also when opportunities arise. Hand washing station outside to be utilised.
- b. All common staff areas have alcohol gel available. Posters in the toilet areas and around school will remind pupils and staff of the importance of handwashing and of the best technique
- c. Messaging around the importance of good hand hygiene included in briefings for pupils

1.3: Ensure good respiratory hygiene by promoting “catch it, bin it, kill it” approach.

- a. All rooms to have a supply of tissues, checked and replenished by the cleaning team
- b. All rooms to have bins checked and emptied each day
- c. Messaging around the importance of “catch it, bin it, kill it” approach included in briefings for pupils.
- d. Posters put up in all classrooms around the importance of “catch it, bin it, kill it”
- e. Masks are available for staff that require them and have not brought their own in. Masks to be worn in staffroom and upstairs in common staff areas.

1.4: Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach

- a. Continuation of current practice of additional cleaning of priority areas and touch points including doors, toilets and eating areas.
- b. Reduction of touch-points (doors propped open, where safe to do so) Main classroom doors to outside.
- c. Toilets cleaned at lunchtimes as well as after school.

1.5: Minimise contact between individuals and maintain social distancing whenever possible

Pupils
<p>Reducing contacts in school – as of 5th January only children of keyworkers and vulnerable children will be offered places. Classes will be limited to 15 and children will be sat on individual desks and spaced apart. Groups are mixed age range but kept to either EYFS and KS1 or KS2. These classes will not mix on playground or other areas of the school. They are limited to ICT suite and classroom. Food is served in classroom.</p> <ul style="list-style-type: none">· All classes will be kept in class bubbles, EYFS are an exception as they will be in a year group bubble of 45 to allow shared use of outdoor area (essential part of EYFS curriculum). Although pupils may pass in corridors and use same spaces, they will not have any extended contacts in school. ICT suite to be cleaned after each class uses.· Each class is assigned their own toilet to limit cross infection.· Each class has their own assigned area on the playground. Lunch served in hall or eaten in classrooms to reduce contact.· No mixed year group activity will run until further notice· Limited use of cloakrooms – all use monitored by adults.
<p>Social distancing at start of the day - 2 keyworker classes are located at front of school – limited numbers means children to be dropped at 9.00am and collected at 3.00pm Parents have been asked to wear masks on school grounds.</p> <p>Staggering entry to school:</p> <ul style="list-style-type: none">· Pupils go straight to classroom and begin activities. Staggered start times between 8.40-9.00 to ensure social distancing for pupils and parents. Parents have been informed of start time in family groupings. Reminders sent frequently to parents about sticking to times· Parents encouraged to use one way system on entering school premises. Year 5 and 6 parents encouraged to drop children at school gate and not enter school grounds to limit adults on site. SLT to be on gate to give confidence to parents.· Parents have been asked to limit communication with teachers at start of day, to email any messages or concerns to teacher or headteacher.
<p>Social distancing at END of day – see above</p> <ul style="list-style-type: none">· Staggered pick up times communicated to parents – 3.00, 3.10 or 3.20.

Improving social distancing at break and lunchtimes - children have own zones on playground depending on their class

- Each class allocated to a ZONE of the playground (field if weather allows)
- Timetable has staggered lunch start times for each class.
- No more than 6 classes to be outside any one time.
- Children spend half of lunch in class and half outside. LSAs from class provide lunch cover.
- Limited classes eat in hall to allow for social distancing and cleaning.

In the event of wet weather at break or lunch, children will have to remain in classrooms with allocated members of staff.

Reducing the risk of contact with COVID-19 on equipment

- Pupils will be advised to bring reading book, reading record, lunch and water bottle to school. Personal pencil cases and bags are discouraged. KS2 may bring own hand sanitiser and laptop.
- Pupils will have own packs on own desk – including white board pen, whiteboard, pen, etc.
- All reusable equipment will be cleaned between classes (spray, wipes or washing)

Reducing the risk in the classroom environment – as of 5th Jan – children will sit on individual spaced tables. Good ventilation encouraged all day.

- Windows and doors should be kept open (as far as possible) to ensure good ventilation. When too cold windows should be open for 10 minutes every hour and door opened to ensure good ventilation when windows are closed.
- Learners will be sat in the safest possible arrangement for each room. This will usually be side-by-side and facing forwards or outwards ie.) in ICT suite. In some classrooms some tables may have to be side facing to ensure whiteboard can be seen, but they will be spaced away from other desks. Each classroom must have a seating plan which must be followed. Pupils will stay in their given seat. Seating plan records kept up to date to support track and trace and to be displayed in all classrooms.
- Teachers to deliver lesson from front of class at a distance of 2m from pupil desks. Any movement around the room should be limited and not involve sustained contact with children. Instant marking may continue without touching books with hands. LSA to support from distance.

Speech and language, Pastoral and EAL support – not in place from 5th January. Mentoring on line and interventions also online.

- Perspex screens have been purchased and installed in intervention rooms to allow adults to work with children from different bubbles. Cleaning products available to clean tables/equipment between pupils.
- Sensory room to be cleaned thoroughly after each use. Some items have been removed to make this easier.
- Outdoor learning pod – same class to use space in 4 week intervals. Cleaned after use.

Assemblies

- Assemblies will not take place in the school hall during Autumn term. Assemblies will take place using Zoom and in classrooms.

Ensuring all pupils are inducted/prepared for “Covid-19 School”

- Early September ping to parents will ask them to talk through parent guide with children.
- Teachers will message all children with pictures of classrooms and key points to stay safe.
- Clear instruction on first morning

STAFF
<p>Reducing the risks in the classroom</p> <ul style="list-style-type: none"> · Teacher area at the front of the class will be marked out (at 2m from front row of learner desks, as far as is possible) · All teachers to have option to use face-shields – not required · All teachers to have training on safe teaching practices and measures being implemented.
<p>Reducing the risks in offices and other work-spaces</p> <ul style="list-style-type: none"> · Signs on the door of each shared area show the recommended maximum number that can use the space. If the space has reached the maximum number, staff advised to work in a different space/classroom · Staff encouraged to work at 2m distance in free periods and side-by-side or back-to-back. · Additional cleaning of office spaces with alcohol gel and spray cleaner available for staff to use as required (particularly for touch points such as water coolers and printer/copier) · Mark out spaces in staffroom to maintain social distancing. 5 people allowed in room at anyone time. · Additional tea and coffee making facilities upstairs for overflow <p>Masks to be worn in common staff areas. Boarding added upstairs to improve social distancing for PPA pods.</p>
<p>Reducing the risks in meetings – all meetings online from 5th Jan. Teachers encouraged to work at home unless impossible to provide on line lessons from home.</p> <ul style="list-style-type: none"> · All meetings to be held in spacious and well-ventilated rooms · 2m distancing to be followed · Where 2m distance cannot be followed, meetings should be virtual. · If hall is used there should not be more than 25 people present.
<p>Reducing the risks for the most clinically vulnerable staff</p> <ul style="list-style-type: none"> · All staff in the extremely clinically vulnerable category (and other colleagues as appropriate) will be spoken to by DF to discuss additional modifications that will be put in place on a case-by-case basis. Individual RA completed for each case.

1.6: Where necessary, wear appropriate personal protective equipment (PPE)

- a. All staff will have the option to use a face shield or mask
- b. School medical room team and first aid team will be instructed to wear PPE if they are called to deal with an individual with coronavirus symptoms at school.
- c. For pupils requiring intimate care PPE will be provided for the staff as required, including apron, gloves, mask and face shield.

1.7: Engage with track and trace

- a. Handbooks and comms to advise staff, parents and pupils appropriately, in line with the full track and trace guidance
- b. Should a positive case emerge in the wider community, contact will be made with the local public health protection team and all advice will be followed.
- c. Seating plans kept up-to-date and available at all times to aid track and trace decisions - essential that they are adhered to.

Further measures (including around specific subjects, behaviour, preparing for any future virtual activity, management of the estate etc.) included in the detailed risk assessment that follows. The risk assessment is structured to mirror the sections and categories from the DfE guidance.

Risk assessment follows

Mapped to DfE guidance Five sections

Section 1a: Public health advice to minimise (COVID-19) risks Prevention

1.1: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.1.1 Approach to confirmed COVID19 cases in place	Time delay between getting result from family/NHS	H	Briefings for staff and pupils and home-school agreement establish and reinforce the importance of rapid identification and communication. All current PHE/DfE guidance should be followed re any expected self-isolation of those in bubble/year group/staff in contact with learner(s).	Staff and parent guide sent 18/7 Home school agreements sent 1/9	L
	Delay in getting equipment in to deep clean	H	Ensure stocks are available including bleaching materials. Deep clean of areas signed off before reuse of specific areas.	Ongoing	L
	Test and Trace affects a large body of staff and makes full opening unsafe	M	Protocol to communicate with families and All staff - ensure everyone understands that they do not attend school if case is confirmed or suspected and should follow guidelines on isolation - currently 10 days for confirmed	Ongoing - included in parent guide	L
	Too many staff are required to self isolate for a period of time.	M	Possible staff changes identified to provide cover should it be needed due to illness. Protocol to home school individual classes should staffing capacity be affected - full closure where appropriate.	To be completed by CS 1/9	L

<p>1.1.2 Approach to suspected COVID19 cases in place during school day:</p>	<p>Pupil remains within classroom, despite developing symptoms</p> <p>Lack of PPE equipment available</p>	<p>H</p> <p>H</p>	<p>If a child or member of staff becomes unwell with a new continuous cough or high temp, SLT/First aid should be alerted - included in staff handbook and briefings.</p> <p>The pupil or staff member should be isolated immediately in a closed room with window open or appropriate outside space. PPE should be used by staff in the vicinity. The pupil should be sent home as soon as parents/carers can be contacted. Staff should be sent home immediately if it is safe to do so or transportation arranged. There should be a full bleach based clean of the areas the learner has been in - stocks maintained and reviewed weekly. The learner or staff member should be advised to seek a test and self-isolate for 10 days. (If tested and negative, they may return earlier)</p> <p>Protocol in place to communicate with families and All staff. Advice provided in home school agreement and staff/parent handbook. Phone Essex Test and trace for guidance.</p>	<p>18/7 CS – handbook shared with all staff</p> <p>CS - Handbook</p> <p>CS - staff and parent guide distributed. Home school agreement 1/9</p>	<p>L</p> <p>M</p> <p>L</p>
<p>1.1.3 Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff forget to report absence, leaving groups unsupervised</p>	<p>L</p>	<p>Same absence recording procedures in place as before COVID. HR guidance circulated. Email reminders in place. Records kept of isolation start and end dates if COVID related - staff directed to work from home if isolating.</p>	<p>Ongoing</p>	<p>L</p>
<p>1.1.4 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>Contractors may breach the guidelines established for our building. Additional people in the building.</p> <p>Visitors come to school displaying covid symptoms.</p>	<p>M</p>	<p>Simon Dale and Peter McLean to Check with the contractor any requirements their employer has specified before visit and share school protocols/RA regarding covid and not attending the site.</p> <p>Where possible all maintenance visits to take place outside of school hours or away from children and staff. External Risk assessments should be requested before arriving on site. Where possible all non essential visits for meetings to be held virtually.</p>	<p>Ongoing SD</p> <p>Ongoing SD</p>	<p>L</p>

1.1.5 Arrangements in place for any externally employed adults delivering learning in school e.g. peripatetic music tutors, EP etc.	These peripatetic staff are less well versed in the expectations of Beckers Green at this time and may be unfamiliar with control measures. Visitors come to school displaying covid symptoms.	M	Risk Assessment carried out for specific activities. Staff guide to be sent. As of 5 th jan – no external visitors	Ongoing CS 1/9	L
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1.2: Clean hands thoroughly more often than usual

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.2.1 All pupils/staff wash hands or use alcohol gel regularly (at a minimum before eating and at the start of each session).	Supplies of alcohol gel or tissues run out	M	Supplies already ordered. Stock available centrally from the trust. Sanitiser available in all classrooms - stock checked weekly	SD- ongoing	L
	Staff/pupils forget expectations	M	Staff guide sent out 18/7 – staff meeting to discuss completed. Briefed again on 2/9 to remind all key points. Parent guide sent to all 18/7.	CS – 18/7	L
	Allergies to hand washing/sanitising products	M	Equipment list for pupils includes bringing in personal bottle of sanitiser for KS2. Posters put up to remind everyone of the importance	In parent guide 20/7	L
	There is not sufficient time for learners/staff to complete handwashing at key points in the day eg: break and lunch	H	Use of staggered break and lunch cuts down number of pupils needing toilets at any one time. Supplemented with sanitizer in each room also. This will need to be reviewed during the first week of operation. Handwashing station in place.	CS/DF - September	M

<p>1.2.2 Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>	<p>Lack of equipment/antiseptic cleaning fluids</p>	<p>H</p>	<p>Additional supplies of all cleaning fluids/alcohol gel to be ordered and stock levels maintained. Priorities and priority areas established each day by site manager. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Handwash and alcohol gel stations are to be checked and replaced daily by Site manager and LSAS. Additional cleaning sprays/wipes left in teaching spaces, offices and on photocopiers for staff to use</p> <p>Additional hand cleaning stations at key communal areas</p>	<p>SD - ongoing</p> <p>SD - ongoing</p> <p>PBs</p>	<p>L</p> <p>L</p>
<p>1.2.3 Toilets – measures have been taken to avoid breaches of social distancing in toilets</p>	<p>Narrow areas around sinks/dryers lead to people being in close proximity to others</p>	<p>M</p>	<p>All classes have own toilet. Only one child allowed in toilet at anyone time during lesson sessions. At lunchtime staff in class area will need to monitor toilet use carefully to ensure not more than one at anyone time uses individual areas.</p>	<p>Toilets allocated.</p> <p>Completed</p>	<p>L</p> <p>L</p>

1.3: Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.3.1 Staff/pupils use tissues and dispose of them properly	Supplies of tissues run out	M	Stock available centrally with the trust. Tissues and lidded bins available in all classrooms - stock checked regularly; bins emptied daily as part of cleaning regime.	Ongoing SD Bins emptied added to rota	L
	Staff/learners forget expectations	M	Briefings for staff and pupils and home-school agreement establish and reinforce the importance of this. Routines established (and in staff handbook).	CS 18/7 Again on 3/9	L
1.3.2 Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u> .	Lack of equipment/antiseptic cleaning fluids	H	Additional supplies of all cleaning fluids/alcohol gel to be ordered and stock levels maintained.	SD ongoing	L
	Lack of guidance in dealing with potentially contaminated material in bins		Priorities and priority areas established each day by Site manager		L
			Handwash and alcohol gel stations are to be checked and replaced daily by cleaning staff		L
1.3.3 Staff use of face masks	Changing government guidance Staff do not have access to a mask	M	Stock of masks kept. Staff to use face masks in common areas such as photocopier and staffroom. This will be communicated 2 nd Nov – training day Staff now wearing face masks at all time 5/1	Handbook = 18/7 Training day 2/11	L

1.4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.4.1 Enhanced cleaning regime is in place in line with COVID-19: Cleaning in non-healthcare settings guidance .	Areas of the school not cleaned in line with recommendations.	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points (work surfaces, desks, door handles/plates, taps, light switches) are cleaned frequently. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Additional cleaning sprays/wipes left in offices and on photocopiers for staff to use each use. Priorities and priority areas established. Hand Wash and alcohol gel stations are to be checked and replaced daily by site manager.	SD - completed 14/8	L
1.4.2 Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Absences in cleaning team. Not enough staff available to cover all areas of the school to be cleaned in line with recommendations due to staff absence. Staff not trained properly	M	Back up plans put in place using additional support staff to support gaps in staffing Agency staff possible to cover . Briefing for staff on cleaning rota and expectations	CS/DF 20/8 SD completed	L
1.4.3 Adequate cleaning supplies and facilities around the school are in place along with arrangements for longer-term continual supplies.	Lack of equipment/antiseptic cleaning fluids.	M	Additional supplies of all cleaning fluids/alcohol gel to be ordered and stock levels maintained.	Completed SD	L

	Potential for contaminated tissues to be left in bins.		Bins emptied regularly. Hand sanitiser available at the school entrance and in all classes.		
1.4.4 Sufficient time is available for the enhanced cleaning regime to take place.	Pressure on team owing to additional cleaning/staffing shortages means that some key tasks are missed	M	On-going cleaning throughout the day by LSAs in class. Priority tasks and areas established. All staff advised to leave the site by 5.15pm in order for cleaning to be undertaken.	Ongoing	L
1.4.5 Waste disposal process in place for potentially contaminated waste from suspected case	Staff not following procedures for contaminated waste	M	Waste bags and containers - kept closed and stored 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). First Aid and contaminated waste is collected in yellow hazard bag	Ongoing	L
1.4.6 Shared equipment and cross contamination considerations	Cleaning staff sharing equipment	M	Cleaners provided with individual cleaning equipment so that sharing is minimised. Where equipment is shared a protocol to clean after and before use will be put in place Where possible shared equipment will be left for 72 hours between uses. Classrooms to be provided and disinfectant spray and wipes	SD	L

1.5: Minimise contact between individuals and maintain social distancing wherever possible

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.5.1a Robust zoning to keep learners in class bubbles	Zoning is not clear	H	Classes assigned to specific areas when outside on break or lunch. Each class has own toilet. Zones clearly marked and all adults and teachers informed; classes supervised on way to zone.	CS 17/7	L
	Supervision is not adequate	H	Staff Rota is in place; All staff expected to be on duty, in the event of bad weather.	Rotas displayed 17/7	L
	Learners are not clear on the rules/areas	H	Parent guide sent in July and again in Sep. Teachers communicate via School ping with class before school starts in sep. Adult supervision.	1/9	L
1.5.1b Robust arrangements in place for social distancing for staff and children.	Staff and Learners do not follow the rules.	H	Communication to staff, parents and learners re: arrangements. Home/school agreement to set out expectations. Staff handbook and briefing.	20/7 Again 1/9	L
			Separate entry points – communicated in advance. Staggered exit times communicated to parents. Signs around school in corridors and classrooms reminding learners and staff of the guidelines. 2m markers in corridors and outside reception and ONE WAY ARROWS put in place in corridors and outside.	30/8	

<p>1.5.1c Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Pupils congregate with friends, breaching social distancing.</p>	<p>H</p>	<p>Home school agreement and behaviour policy updated to reflect the need to maintain social distancing.</p> <p>Pupils use specified entry/exit doors at start and end of the day</p> <p>On arrival, pupils move straight to their classroom and sit in their designated place and wait for the rest of class to arrive/class to begin.</p> <p>Head and deputy monitor pupils entry and exit</p>	<p>CS – 20/7</p>	<p>L</p>
<p>1.5.1d Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p> <p>Pupils should allow staff to keep 2m distance and should NOT touch each other</p>	<p>Pupils congregate with friends, breaching social distancing; pupils wishing to be provocative in deliberately breaching guidelines.</p>	<p>H</p>	<p>Risks assessments and individualised approach in place for pupils who might struggle to follow expectations.</p> <p>Revised behaviour policy with clear escalation of sanctions. Refusing to take distancing seriously to be a major breach with associated consequences.</p> <p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>LC/WD ongoing</p> <p>CS – 20/8</p> <p>Cs – parent guide 20/7</p>	<p>L</p>

<p>1.5.1e Consideration has been given to what activity is more difficult/not possible to be undertaken with social distancing in place.</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated: PE: Practical science lessons; DT</p>	<p>Staff not prepping in enough time.</p> <p>Staff not taking into account split lessons</p>	M	<p>Risk assessments to be completed for PE, Art, DT, Science –</p> <p>Risk Assessments to be passed as appropriate by SLT Line Manager before this type of lesson is undertaken for the first time.</p> <p>These expectations are shared in the Staff Handbook.</p>	ongoing	L
<p>1.5.1f Arrangements in place for the use of outdoor areas at break/lunch.</p>		M	<p>Spaces planned out and designated to classes and staggered breaks/lunches.</p> <p>PE plan/RA with regard to use of outdoor space in lesson time.</p>	CS- 20/07	L
<p>1.5.1g Toilets – measures have been taken to avoid breaches of social distancing in toilets</p>	<p>Narrow areas around sinks/dryers lead to people being in close proximity to others</p>	M	<p>Toilet blocks allocated to different classes</p> <p>Numbers of pupils in toilet blocks controlled by staff on duty - one in one out system. Each group/bubble has own toilet block.</p>	<p>Completed -</p> <p>Completed -</p>	<p>L</p> <p>L</p>

1.5.2: How to group children

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>1.5.2a Group learners in class bubbles to minimise contact across different classes</p> <p>EYFS in year group bubble</p>	Learners ignore rules on social distancing	M	<p>Reminded regularly of rules. Parents provided with guide. Teachers send details on DB primary direct to children before start of school.</p> <p>5/1 Keyworker bubbles – age grouped. No more than 15 in each class. Tables spaced.</p>	18/7 CS 1/9 teachers	L

1.5.3: Measures within the classroom

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.5.3a Teacher space created to enable safe circulation and maintenance of social distancing	Classroom size	M	5/1 – tables spaced apart – single child on each desk. Forward facing. Support staff to ensure no sustained contact.	All – 30/8	L
	Furniture is moved	M	Arrangement of room put on wall for easy reference. Teachers encouraged to do visual check on classroom before starting lesson.	ongoing	L
1.5.3b Classrooms re/arranged to allow as much space between individuals as practical. Especially in KS2. EYFS and YR 1 to remain set up for continuous provision. Front facing for as many as possible to avoid children facing each other Training given to staff on teaching from the front . If have to approach a child, go behind them if possible and keep head above child’s head.	Children move desks during lesson or move away from their designated desk during the lesson.		Seating plan completed for each room – all learners to have allocated place facing front of class and seating plans stored. Plans on display in all classrooms	30/8 all teachers	L
			Remove excess furniture to create additional space.	Completed	
	Behaviour/medical issue arises that would usually be dealt with at closer proximity than 2m.		Behaviour and intimate care policies (and any other relevant policies) updated to reflect situation.	20/8 CS	
			Home/school agreement updated to reflect situation and shared with parents.	Sent 30/8	

1.5.3c Classroom entry and exit routes have been determined and appropriate signage in place.	Learners do not follow designated routes leading to crowding on corridors in breach of guidelines.	M	Ensure signage up and securely fastened Parents and learners informed as to entry point for each group in advance of return	Parents have received parent guide with drop off instructions	L
1.5.3d Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Learners forget guidelines. Learners forget equipment and borrow from others. Learners do not have tissues.	M M M	Information posters are displayed in every classroom. Pupils supplied with own resources in plastic wallet on desk. Children not to bring equipment from home. Tissues and alcohol gel provided in each room as well as gloves and disinfectant spray.	Completed = parent guide sent 30/8	L L L
1.5.3e Classrooms have maximum ventilation possible to allow for good airflow.	Staff forget to open windows/doors. To achieve a quiet working environment, staff choose to close the door.	M	Staff guide clear on ventilation requirements – site manager to support Discussed during training day 2/11/2020	Staff guide	L
1.5.3f Reduce staff contact with multiple pupil exercise books	Staff forget protocols and collect work in or attempt to mark books	M	Staff guide issued and clear on marking protocols. Instant marking may take place without teacher touching book – merely marking. Comments not to be made until following morning – 6 hours after child has touched.	Staff guide	L

1.5.3g Reduce cross contamination of equipment	Learners forget equipment Learners share equipment	H	Teachers provided with spray and cloths to wipe equipment in the event that it is used by more than one person. For practical subjects such as PE an individual RA should be completed for specific activities and signed off by JSA	Staff guide	L
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1.5.4: Measures elsewhere					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.5.4a Arrangements in place to provide food to staff and pupils on site over lunchtime, including the requirement of universal free school meals.	Catering staff are not working in a safe way	L	Kitchen has remained open and staff are aware of the guidelines from government; induction of new staff complete Separate kitchen risk assessment – please see	Completed. Ongoing monitoring from Sep	L
	Children in different classes mix in dining area.	H	Limited classes eating in hall (EYFS, year 1 and year 3) Other Children eating in own classrooms. Timetable in place to ensure strict times for serving each bubble. Lunchtimes are staggered. Half classes inside and half on playground at any one time.		L

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1.5.4b Additional measures to minimise cross contamination of IT equipment	ipad are shared	M	<p>Ipads will be cleaned after use. Adult cleaning ipads should wear gloves.</p> <p>ICT suite timetable allows for cleaning between class use. Cleaning should include all keyboards, chairs and mouse.</p>		L
1.5.4c Use of face masks	anxious about removing masks	M	<p>Follow national guidance on use of masks</p> <p>Current guidance - Communicate to learners and staff that masks are optional and are not required. Visors are also available for staff that need to teach and are hampered by the use of a mask.</p> <p>Update – masks to be worn by staff in staff room and common areas. Communicated 2/11/2020</p>	Staff guide	L

1.5.5: Measures for arriving at and leaving school

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.5.5a Arrangements are in place to support social distancing at the start of the day	Parents and children loiter outside and do not socially distance	M	<p>Separate entrances for most classes - directed by one way system. Joint cloakroom use for some classes is monitored by staff.</p> <p>Staggered drop off times communicated to parents to ensure limited numbers at anyone time. Parents reminded to keep to drop off times regularly by school ping</p>	20/7	L

			<p>No breakfast club = children who used to attend may enter classroom at 8.30 where supervised activities will be available.</p> <p>5/1 entrances arranged at front of school for keyworker classes</p>		
1.5.5b Arrangements are in place to support social distancing at the end of the day	Parents waiting for children do not socially distance.	M	<p>Staggered end time - variable leaving times 3.00, 3.10 and 3.20</p> <p>Use of one way system outside</p> <p>School ping reminders – staff monitor parents behaviour</p> <p>Less children in classes from 5/1 no large groups of parents.</p>	<p>Parent guide and times sent.</p> <p>Resent 1/9</p>	L
1.5.5c Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing more difficult to be maintained.	H	<p>2-meter markers to be added on routes to main entrances. staff on duty at key times</p> <p>Entry points/times and arrival/departure communicated to parents Reminders sent by school ping frequently.</p> <p>Parents to be informed that they are not to enter the school unless in an emergency or if pre-arranged with the school.</p>	<p>Parent guide sent home 20/7</p> <p>Will be resent 1/9</p>	L

1.6: Where necessary, wear appropriate personal protective equipment (PPE)

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.6.1 Additional procedures for supporting First Aid in place.	Staff not properly equipped	H	Medical room to be provided with visor/gloves/facemask and apron. Infra-red thermometers to be used.	Completed	L
	Multiple learners caught in bottleneck in learner reception	H	First Aid point established at Reception (with SD markers in place). All classrooms have own first aid kits for minor injuries – only to be sent to first aid office if no first aider available in room or more serious.	21/7	L
1.6.2 PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Shortages incurred.	H	ZD to contact SAT Central services to check weekly each school's position and re-order.	ongoing	L
1.6.3 Staff provided with face visor, face mask , gloves if required (e.g.first aiders, LSAs)	Not used properly and contaminated.	H	Training for all staff on safe use of the optional PPE. Face masks to be used in all areas. PPE signed out on sheet by headteacher's office.	20/7	L

Section 1b: Public health advice to minimise (COVID-19) risks - Response to Infection

1.7: Engage with the NHS Test and Trace process					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.7.1 Pupils are kept in their cohort based “bubbles” in school.	Pupils do not follow guidelines regarding maintaining social distancing and keeping to specified zones.	H	Expectations of behaviour regarding maintaining social distancing and support school measures communicated with Pupils and parents through home school record.	Sent to parents 26/8	L
	Staff forget to do seating plans	H	Seating plans – head/admin to have copy. Audit to check these have been completed – 5/1 – keyworker bubbles – 2 main bubbles with Yr 6 breakout room and area for EYFS SEND.	2/9	L
1.7.2 Staff, parents and learners receive accurate advice and follow it	Local PH advice not followed	H	Communication protocol in place to inform families when required to do so along with regular updates of guidance through school ping and website. Expectations around following quarantine guidance shared in Home-school agreement and staff code of conduct. inc. requesting evidence of negative test results before returning.	ZP – home school agreement pinged 26/8	L
			Local PH/Essex Test and trace always contacted in case of a positive case. Information shared and advice followed – model letters from Essex used for parents.		L
			Guidance in staff handbook and code of conduct to require all staff to engage with test and trace	20/7	L

			process and respond to an requirements from public health (no requirement to use the app)		
1.7.3 Records of visitors to site	Inaccurate and out of date records	M	Maintain up to date records of who has been on site and location of work as well as key contact.	ZD ongoing	L

1.8: Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.8.1 Arrangements for responding to an external test and trace request	Unclear records of who the subject has been in contact with and a lack of clarity around who to direct to the test and trace service.	H	Maintain all records of groups, seating plans etc so that swift identification of those immediately associated with any individual can be quickly identified.	CS - 2/9	L
	Delay in responding to the test and trace request	H	<p>Clear guidelines within Home school agreement and staff handbook as well as briefings.</p> <p>Follow all PHE /Essex Test and trace guidance regarding sending learners or staff home to isolate after direct close contact and monitor any incidences or occurrences of direct close contact:</p> <ul style="list-style-type: none"> • face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 	<p>CS – 2/9</p> <p>ZP ongoing</p>	L

<p>1.8.2 Approach to confirmed COVID19 cases in place</p>	<p>Time delay between getting result from family/NHS</p> <p>Delay in getting equipment in to deep clean</p> <p>Test and Trace affects a large body of staff and makes full opening unsafe</p> <p>Too many staff are required to self isolate for a period of time.</p>	<p>H</p>	<p>Briefings for staff and learner and home-school agreement establish and reinforce the importance of rapid identification and communication. All current PHE/DfE guidance should be followed re any expected self-isolation of those in bubble/year group/staff in contact with learner(s). Essex test and trace contacted and advice followed.</p> <p>Ensure stocks are available including bleaching materials. Deep clean of areas signed off before reuse of specific areas.</p> <p>Protocol to communicate with families and All staff - ensure everyone understands that they do not attend school if case is confirmed or suspected. School ping and follow up phonecalls used to communicate to parents. Head email shared for queries.</p> <p>Protocol to modify staffing rota and collapse year groups should staffing capacity be affected - full closure where appropriate.</p>	<p>Staff handbook</p>	<p>L</p>
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<p>1.8.3 Approach to suspected COVID19 cases in place during school day:</p>	<p>Learner remains within learner body, despite developing symptoms</p> <p>Lack of PPE equipment available</p>	<p>H</p>	<p>If a child or member of staff becomes unwell with a new continuous cough or high temp, SLT/First aid should be alerted - included in staff handbook and briefings.</p> <p>The learner should be isolated immediately in a closed room with window open (hive to be used) or appropriate outside space. PPE should be used by staff in the vicinity. The learner should be sent home as soon as parents/carers can be contacted. There should be a full bleach based clean of the areas the learner has been in - stocks maintained and reviewed weekly</p> <p>The learner or staff member should be advised to seek a test and self-isolate for 10 days. (If they are tested and it is negative, they may return earlier)</p>	<p>Staff handbook</p>	<p>L</p>
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			<p>Protocol in place to communicate with families and All staff. Advice provided in home school agreement and staff handbook.</p>		
<p>1.8.4 Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff forget to report absence, leaving groups unsupervised</p>	<p>L</p>	<p>Same absence recording procedures in place as before COVID. HR guidance circulated. Email reminders in place. Records kept of isolation start and end dates if COVID related - staff directed to work from home if isolating.</p>	<p>ZD Staff Handbook</p>	
<p>1.8.5. Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) –</p>	<p>Not enough staff are in the building to provide effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work.</p>	<p>M</p>	<p>LSAS to cover if possible within own bubble. Head and deputy on stand by if needed. Two regular supply teachers used if necessary.</p> <p>Determine contingency plan should sickness hit key roles (DSL, HT) or too many staff - reduce number of learners in building if needed - communicate to families.</p> <p>Extra DSL trained</p>	<p>CS</p>	<p>L</p>

1.8.6. Arrangements for accessing testing , if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff don't get tested if they have symptoms and have to self-isolate for full 10 days (or 14 for symptoms in the Household)	M	Guidance on testing included in "staff coronavirus" handbook and code of conduct. HR guidance circulated to staff.	Staff handbook	L
1.8.7 Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors may breach the guidelines established for our building. Additional people in the building. Visitors come to school displaying covid symptoms.	M	Simon Dale to Check with the contractor any requirements their employer has specified before visit and share school protocols regarding covid Where possible all maintenance visits to take place outside of school hours or away from children and staff Where possible all non essential visits for meetings to be held virtually.	- ongoing SD - ongoing SD	L
1.8.8 Arrangements in place for any externally employed adults delivering learning in school e.g. peripatetic music tutors, EP etc.	Peripatetic staff are less well versed in the expectations of Beckers Green at this time and may be unfamiliar with control measure	L	Risk Assessment carried out for specific activities. Briefing document created and provided for visiting tutors prior to arrival. Share school protocols regarding covid	CS 2/9	L

1.9: Contain any outbreak by following local health protection team advice

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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<p>1.9.1 Protocols and arrangements for multiple confirmed cases leading to a potential or confirmed outbreak.</p>	<p>Delay in identification of outbreak.</p>	<p>H</p>	<p>Maintain records of patterns of all suspected cases and review daily to update into confirmed cases. All records to indicate immediate contacts.</p> <p>Protocol in place to inform PHE /Essex test and trace about each and every case and the number of confirmed and suspected cases over the last two weeks.</p> <p>Follow all PHE guidance in the event of a closure or test and trace en masse.</p>	<p>CS/ZD</p> <p>CS</p>	<p>L</p> <p>L</p> <p>L</p>
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Section 2: School operations

2.1: Estate - Preparing buildings and facilities

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post- Action
<p>2.1.1 Premises and utilities have been health and safety checked and building is compliant.</p> <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 	<p>Routine checks have been missed in light of the very busy response to Covid-19 and the reduced levels of staffing.</p> <p>The disruption to catering has led to food not being used up in the usual timeframe.</p>	<p>M</p> <p>M</p>	<p>The building has remained in-use throughout this period.</p> <p>All regular health and safety checks have been carried out through COVID partial closure period.</p> <p>Ensure kitchen is operating in line with COVID-19 advice from the government</p> <p>Catering equipment has been checked.</p>	<p>SD - Completed</p> <p>TG Completed</p>	<p>L</p> <p>L</p>

<p>2.1.2 Workspaces for staff:</p> <p>Workspaces re-designed to allow office-based staff to work as safely as possible</p>	<p>Staff rooms do not allow for a 2m space.</p>	<p>M</p>	<p>Where possible, office furniture and layout changed to allow greater social distancing.</p> <p>Pastoral support manager moved to Wellbeing workshop.</p> <p>Sign on the door of staffroom show the recommended maximum number that can use the space on the door (5 max). If the room has reached the maximum number, staff advised to work in a different space/classroom . Face masks to be used in all areas</p> <p>Staff encouraged to work at 2m distance in free periods and side-by-side or back-to-back.</p> <p>Panelling installed in PPA room</p>	<p>Completed</p>	<p>L</p>
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	<p>Reception areas - area of high traffic.</p> <p>Intervention rooms – EAL and speech and language working with children from different bubbles</p>	<p>M</p> <p>M</p>	<p>Screen put in. Alcohol gel by signing in book for visitors (at 2 metre distance to reception desk)</p> <p>Screens placed for adults – adults to wear visors.</p>		
<p>2.1.3 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 entrance to school. Social distancing more difficult to maintain.</p>	<p>H</p>	<p>2-metre markers to be added on routes to main entrances to encourage distancing.</p> <p>External 2 metre signage Social Distancing signs to be displayed.</p> <p>Different entry/exit points for different groups of pupils. One way system outside clearly signed.</p> <p>Entry points and staggered starts and finishes for school day communicated to parents.</p>	<p>CS/WH 2/9</p>	<p>L</p>

2.1.4 Corridors: Measures are in place to support social distancing and reduce possible contamination	Narrow corridors can make social distancing difficult to achieve. Doors, passed through by many people each day, are a potential cause of transmission Touch points on doors have a high use	H	2m markings put in on all corridors to support social distancing. One way signs displayed clearly. Increased cleaning rota - see cleaning section	CS/WH	L
2.1.5 Classrooms: Measures are in place to ensure adequate ventilation	Windows and/or doors remain closed	M	Staff encouraged to assess ventilation as part of pre lesson check and open windows and leave doors open. If too cold windows should be opened every hour for ten minutes. Doors to remain open.	Staff guide	L
2.1.6 Water fountains.	Water fountains can cause queues and the fountain casing can create a risk of transmission as touched by multiple users.	M	Water fountains not in use. Learners encouraged to bring in own water bottle	Parent guide	L
2.1.7 Consideration given to premises lettings and approach in place.	Not sufficient time for thorough cleaning after any lettings and before school starts.	M	Lettings risk assessed. This will include checking that additional cleaning is in place and any additional costs to school are covered and that the site team capacity is not exceeded.	DF ongoing	L
2.1.8 Consideration given to the arrangements for any deliveries.	Deliveries overlap with key movements at entry/exit points and main reception Deliveries put Site Team at risk.	M	Signage at front of school	DF ongoing	
2.1.9 Emergency Evacuation: Evacuation routes are confirmed, and signage accurately reflects these. NB: In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Social distancing would be harder in an evacuation situation. Selected Fire doors being propped open pose a risk	M M	Evacuation procedure reviewed - cohorts kept separate. New signage No fire doors left open Staff provided with fire drill procedures and assigned to close all propped open doors when responsible for a room.	update evacuation protocol staff handbook	L L

2.2: Dedicated school transport, including statutory provision

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
2.2.1 Maintaining bubble groups and social distancing in taxis – excluding family groupings	Learners breaking bubble groups and/or sitting together	H	Briefings to learners about sitting apart on taxis where it is reasonably possible to do so. Liaise with taxi company and communicate measures being implemented. Request a copy of the contractors risk assessment Drivers wear face masks.	CS CD – request before Sep start.	L
2.2.2 Follow guidance on the use of face masks	Learners not wearing face masks when required	H	Monitor national advice - face masks for staff in all areas Briefings for learners reinforcing the importance of following public health advice as it changes	CD	L
			Add to home school agreement and behaviour policy if required Check requirements of each taxi company	CS	
2.2.3 Leaving the school site by contract taxi	Learners bunching together to queue to get on taxi	M	Children to leave when taxi arrives – staggered times ignored. 5/1 taxis not in use during lockdown	CS	L

2.2.4 Managing personal hygiene on taxis	Learners forget to keep hands clean	M	Learners to be encouraged to bring personal hand sanitiser and use frequently - before and after departure	Parent guide	L
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2.3: Pupils who are shielding/self-isolating, SEND needs or are anxious about return to school

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
2.3.1 Learners need to engage in home learning as a result of shielding or isolation	Learners do not engage with DB primary material	M	CS to engage with parent to identify barrier to learning – tablets could be provided for online learning. SLT to monitor distance learning engagement.	CS - ongoing	L
2.3.2 Attendance at school for learners anxious about returning	Learners not attending Families not engaging	M	CS and LC to meet with learner and family Individual risk assessment to be completed	CS and LC ongoing	L
2.3.3 Assessment of SEND needs	Lack of understanding of the impact SEND needs have on the measures being implemented across school	H	LC and WD to ensure that an individual RA is conducted for all EHCP learners if required - RA includes supporting learners to manage personal hygiene requirements - PPE support for LSA where possible restrict LSAs to cohorts	LC - ongoing	L

School workforce

2.4.1: Staffing

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
2.4.1a Approach to staff absence reporting and recording in place. All staff aware.	Staff forget to report absence, leaving groups unsupervised	L	Same absence recording procedures in place as before COVID and during lockdown. Reminders in place via bulletin and regular HR update	ZD and DF to monitor – ongoing	L
2.4.1b There are enough staff in the building for safe operation and full curriculum delivery Key roles are covered safely (e.g. SENCo, DSL, Prevent etc)	Illness or requirement to track and trace keep a significant number of staff off work.	H	A daily assessment will be made of whether all year groups/ keyworker groups can remain in school. Key roles are covered by at least 2 people in each case. Additional colleagues to have emergency DSL training to improve safeguarding coverage.	CS CS, LC, KB, WD	M
2.4.1c Approaches for meetings and staff training in place.	Staff feel anxious about attending meetings, if social distancing is not maintained.	M	No large-scale staff meetings or training sessions.	CS	L

	Increased risk of infection if large scale meetings held		No more than 25 staff members in Main Hall All other meeting spaces to be at 2m These spaces to be used with maximum ventilation Where meetings cannot be safely held face-to-face, TEAMS or ZOOM should be used		
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2.4.1d Arrangements for accessing testing , if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff don't get tested if they have symptoms and have to self-isolate for full 10 days (or 14 for symptoms in the Household).	M	Guidance on testing and the expectations around testing and following all track and trace/ self-isolation instructions included in Staff Handbook - Juniper FAQ guidance shared.	CS completed	L
2.4.1e Return to school procedures are clear for all staff.	Staff are unclear, creating anxiety and potential for guidelines to not be followed.	M	Staff handbook issued. Briefing notes also sent out 26/8. Update training on 2/11/2020	20/7 26/8	L
2.4.1f PPA for staff.	PPA for staff is not able to be maintained.	L	Staffing levels in the building are maintained and PPA time is preserved, as far as possible.	LC - ongoing	L
2.4.1g Office space for staff	Numbers in office may breach safe levels, causing some staff to have to work in different areas, impacting on ability to complete tasks	H	Admin staff offices have been reorganised – no issues	complete	L
2.4.1h The approach for inducting new starters has been reviewed and updated in line with current situation.	New staff do not have effective induction affecting well-being and ability to perform their job effectively	M	CS in charge of induction process which will include verbal discussion of staff guide to operating under Covid restrictions.	CS ongoing	L
2.4.1i Return to school procedures are clear for all staff. Staff able to provide feedback on implementation of actions plans	Staff are unclear, creating anxiety and potential for guidelines to not be followed. Staff are not able to express concerns regarding the implementation of safety measures	M M	Staff handbook. This should include guidance on approach to teaching as well as use of the building. Any feedback or questions to be emailed to head for response.	Staff handbook 20/07	L L
2.4.1j Any staff contracts that need to be issued, extended or amended considering the current situation have been.	DF is unavailable	M	Work could be delegated to trust staff if required	Ongoing - DF	L

2.4.1k Recruitment is in place to ensure full staffing for September 2020 and beyond	Recruitment opportunities missed or not run effectively	L	Recruitment processes are running effectively, including for key roles. Currently no outstanding vacancies to fill this term.	Ongoing – CS/DF	L
2.4.1l Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	All major HR processes resolved at start of lockdown	L	Juniper HR advice sought and followed with regard to staff who are unwilling to return to their usual role, despite contingencies in place Juniper FAQs circulated	Ongoing – DF/CS	L
2.4.2m Staff dress code	Staff dress is not practical in terms of easy cleaning Staff misunderstand rules and dress inappropriately.	M	Continue with current approach to staff dress code to enable for easy washing. Must still be smart but items such as suits are optional as these take longer to clean. The approach must still be smart and should role model our expectations for learners.	CS	L

2.4.2: Staff who are clinically vulnerable or extremely clinically vulnerable or pregnant and staff who may otherwise be at increased from coronavirus

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
2.4.2a Arrangements are made for colleagues who are extremely clinically vulnerable, pregnant or at risk	Pressure of staffing means needs are overlooked	H	Bespoke arrangements agreed for each member of staff in this position and these are shared with line-managers. Individual risk assessments updated in September and implemented HR guidance and FAQs shared with staff	CS/DF - ongoing	L

<p>2.4.2b Arrangements for staff who are working from home are in place if needed. Survey in place to be sent out in response to another lockdown as well as at the start of September to confirm circumstances</p> <ul style="list-style-type: none"> • Communication arrangements through line managers are in place with those staff and their role in continuing to support the working of the school is clear. 	<p>Staff do not respond to survey.</p>	M	<p>Initial survey completed by all staff. Re send survey in September</p>	<p>CD/DF 3/9</p>	L
	<p>Lack of clarity around vulnerable groups</p>	M	<p>All self-identifying staff to have communication from relevant line managers to check on-going work from home arrangements and that any barriers are addressed. Where applicable such as for BAME, pregnant, new mothers, older staff with health conditions and disabled staff an individual risk assessment will be completed by the line manager in partnership with the member of staff. BAMEed guidance and royal college of psychiatrists https://www.rcpsych.ac.uk/docs/default-source/about-us/covid-19/impact-of-covid19-on-bame-staff-in-mental-healthcare-settings-assessment-and-management-of-risk_13052020v2.pdf?sfvrsn=1068965_2.</p>	<p>DFStaff Handbook (BAME appendix)</p>	L

2.4.3: Supporting Staff

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
2.4.3a Approach to support wellbeing, mental health and resilience in place. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	<p>Staff feel overwhelmed with the different ways of working and the upskilling required to be effective.</p> <p>Staff feel anxious around ending lock-down.</p> <p>Staff have faced challenges in their living arrangements in lock-down.</p>	H	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID19/Pages/default.aspx</p> <p>https://www.educationsupport.org.uk/</p> <p>Line Managers encouraged to check in with team members on a daily basis and to ask how people are.</p> <p>Well-being and workload survey undertaken in November and issues followed up.</p>	<p>CS, LC, WD - ongoing</p> <p>CS – 30/9</p>	L

2.4.4: Staff deployment; deploying support staff and accommodating visiting specialists

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
2.4.4a Consideration given to the options for redeployment of staff to support the effective working of the school.	<p>LSAs could be required to lead some groups as not enough teachers on site to cover numbers and may not feel confident to manage the group</p> <p>Some staff are unclear in how they can support provision in this situation</p>	M	<p>Support given and careful timetabling around only supporting small groups with EHCPs for LSA team if required – increased PPA cover. Continued cleaning in class by LSAS required.</p> <p>Staff all informed of roles in clear communication. Redeployment to address key tasks only that must be completed</p>	Cs, LC and DF to monitor.	L
If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.					L

2.4.4b Maintain safe working environment for LSAs and other staff working one to one or in close contact with learners	PPE unavailable. Staff anxiety Not enough staff available to support learners	H	PPE stocks maintained and available to staff and support/training given. Available from central services. PPE for 1:1 support. Screen for speech and language, mentoring and EAL support. Full PPE for intimate care. Where possible keep staff to one bubble for extended period to make management of bubbles easier	ZD - complete	L
2.4.4c Arrangements in place for any externally employed adults delivering learning in school e.g. peripatetic music tutors, EP etc.	These peripatetic staff are less well versed in the expectations of Beckers Green at this time	L	All lessons will occur in the hive to allow ample social distancing. <ul style="list-style-type: none"> • There will only be one peri teacher in school per day to allow for thorough cleaning of the room upon them leaving. • Cleaning station at entrance to room and learners asked to wash hands before entry. • No instruments are to be shared. Learners must have their own (in the past some borrow the school's guitars for example). https://www.essexmusichub.org.uk/files/2019/03/Essex-Music-Hub-COVID19-Risk-Assessment.pdf https://www.musicmark.org.uk/wp-content/uploads/Gudance-for-Schools.pdf 5/1 Music lessons are not taking place during lockdown	CD	L

2.4.5: Staff taking leave

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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<p>2.4.5a Consideration given to staff that are quarantined as a result of foreign travel.</p>	<p>Staff are unclear about expectation and rules regarding foreign travel</p> <p>Staff booked a holiday before restrictions put in place</p> <p>Restrictions put in place whilst on holiday</p> <p>Staffing levels reduced</p>		<p>Communicate to staff that they should not knowingly and intentionally travel to areas that would require a quarantine making them unavailable to work at the start of term. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> <p>Should a member of staff travel to an area that changes quarantine restrictions whilst there then arrangements for home working should be made. The same would also apply for those that had not booked a holiday knowingly - before restrictions put in place</p>	<p>Staff informed 21/7</p>	<p>L</p>
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2.5: Safeguarding					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>2.5.1 Work with other agencies has been undertaken to support vulnerable CYP and families.</p>	<p>Families not engaging with support</p>	<p>H</p>	<p>CS/LC working very closely with families and agencies Regular contact to continue</p>	<p>On-going</p>	<p>M</p>
<p>2.5.2 Child protection policy reviewed and any changes to approaches shared with staff</p>	<p>Staff miss safeguarding issue</p>	<p>H</p>	<p>Regular reminders to staff as to signs and reporting processes New CP policy agreed by governors and shared with staff</p>	<p>On-going -</p>	<p>M</p>

2.6: Catering

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
2.6.1 Arrangements in place to provide food to staff and learners on site over lunchtime, including the requirement of universal free school meals.	The kitchen has remained open and so preparations are in place.	L	Physical changes to kitchen – work stations socially distanced. Deep clean taken place.	Already actioned	L
		H	Catering staff to wear face masks through service		L
			Catering staff work areas separated and numbers in the kitchen controlled.		L
			See Kitchen risk assessment		
			No tuck at breaktime.		
			Breakfast and after school club halted – no catering needed.		
			Additional trays, cups and bowls purchased.		
			Staggered lunchtimes and reduced hall use to enable efficient lunch serving. Each class given specific time for food to be served. LSAs to ensure children at servery at correct time.		
			5/1 food delivered to keyworker classes		
2.6.2 Lockdown provision: Arrangements for the continued provision of FSMs for children not attending school are in place. Food parcels if required can be delivered.	Vouchers are not delivered	H	CS to liaise with families regularly to ensure vouchers are working; alternative provision to be put in place if required	On-going	L

2.6.3 Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that learners do not mix other groups	Learners mix increasing number of contacts and increasing transmission risk	H	Staggering and allocation of areas to ensure separation	CS completed timetable.	L
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2.7: Educational visits and trips/Extra-curricular provision and enrichment

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>2.7.1 The school's annual calendar of events has been reviewed and decisions made on cancelling events. Trips costs being sought from tour companies or insurance (following advice given)</p> <p>Extracurricular activity is safe, class group specific and in-line with guidance</p> <p>Trips and visits are in-line with guidance</p>	Staff run clubs without full RA in place	M	<p>All parents informed of decisions and the actions being taken concerning clubs and trips. Calendar amended on website.</p> <p>No extracurricular events in first weeks, giving time for full risk assessment. Staff wishing to run a club share RA with SB and CS and do not start until the RA is confirmed as appropriate.</p> <p>No large group events for first half term. Virtual Open Evening week beginning 19/10</p> <p>Only local day trips (e.g. field work) to be planned for term 1.</p> <p>Explore alternatives ways to run events virtually - esp arts based one</p>	Completed Will send again 3/9	L

Section 3: Curriculum, behaviour and pastoral support

3.1: Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
3.1.1 Approaches to lessons that are safe but also engaging and positive in place	Staff do not have confidence to deliver high quality lessons for learners that meet the Covid-19 H and S requirements	M	Guidance provided on how to best deliver lessons and support learners mental well-being.	Staff guide, briefing notes.	L
			SLT to be available for support for individuals identified as in need	On-going -	L

3.2: Plan on the basis of the educational needs of pupils

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
3.2.1 Learners with widening gaps identified and support put in place.	We do not have the capacity to support additional learners. Learners with gaps not identified.	M	School development plan includes covid catch up actions. First four weeks to focus on basics – four rules of number and basic literacy. Assessments to take place week beginning 5/10 on Cornerstone Summer term tests. Data used to identify gaps in previous years learning. Programmes for catch up to include 1:1 tutoring and small groups. Parental engagement also key with regular updates and further work sent via DB primary.	Already actioned	L

3.3: Develop remote education so that it is integrated into school curriculum planning

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
3.3.1 All pupils have access to distance learning materials – either online or hard copies.	Learners unable to access home learning due to barriers	H	Contact with families and support put in place. Identify pupils who do not have online access to DB primary at home. Purchase of amazon Fire tablets for disadvantaged families for use during further lockdown periods. Learning packs printed and delivered to those who cannot access online learning.	CD by 11/9 30/9	L

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3.4: Practical lessons and equipment use eg: Science, Music, Tech, PE, Art

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
1.5.4d Additional measures to minimise cross contamination of learner equipment	<p>ICT issues handled by ICT staff on weekly visits.</p> <p>Learners sharing equipment such as computers, instruments, PE equipment</p> <p>Staff handling of equipment</p>	M	<p>Where possible ipads will be left for 72 hours then sprayed with disinfectant before being worked on.</p> <p>Spare ipads/computers should be kept to issue if there is a prolonged delay and the learner needs one more quickly</p> <p>Rooms with computers will contain wipes for keyboards - already covered</p> <p>RA to take place in all practical lessons involving equipment usage to identify safe activities.</p> <p>Where possible equipment should be left for 72 hours then sprayed with disinfectant before being handled.</p>	<p>Completed</p> <p>September - SLs for Art, Science, Tech, PE, Music</p>	L

3.5: Learner wellbeing and support

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
3.6.1 Learners with widening gaps identified and support put in place	We do not have the capacity to support additional learners Learners with gaps not identified	M	Monitor absence and modify timetable CS/LC identify those most in need of support in a systematic way. EC, CS to work with parents to increase engagement		L L L
3.6.2 Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 	Parents do not inform us of their situation	H	Continue calls to vulnerable families not in school. Visits to home if concerned. Online learning support increased including live and recorded lessons. Support staff engaged to track non attendance online and if work not completed. ZD and CD to ask for further FSM applications.	On-going 23/9	M M
3.6.3 Changed expectations shared in advance with learners and parents around <ul style="list-style-type: none"> Social Distancing (not touching other learners and staying 2m from staff) Catering Equipment (pen/pencil /ruler / tissue/ water) The new school day 	Parents/learners don't follow the new guidelines	M	Parent guide sent home and published on website. Continued communication through school ping. New home school agreement sent to parents electronically as a form on 26/8 Teachers to communicate with pupils via DB primary – pictures of new classroom and social distancing rules. First day- time spent going over rules.	CS - done Home School agreement	L

3.6: Behaviour expectations

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
3.7.1 Learners behave safely and follow new protocols	Learners misbehave as they do not see importance of protocols	H	Regular briefings planned on importance of following the guidance Expectations clear in Home-School Agreement and sanctions used Revised behaviour policy that highlights the seriousness of not following rules designed to keep everyone safe	On-going 26/8 sent CS – to complete 3/9	M

3.7.1 Learners behave safely and follow new protocols	Learners misbehave as they do not see importance of protocols	H	Regular briefings planned on importance of following the guidance Expectations clear in Home-School Agreement and sanctions used Revised behaviour policy that highlights the seriousness of not following rules designed to keep everyone safe	On-going 26/8 sent CS – to complete 3/9	M
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Section 4: Contingency planning for outbreaks

5.1: Process in the event of local outbreaks

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Receiving information regarding a local outbreak	Delay in reporting	H	Follow Dfe, Essex Test and Trace and Public Health Advice Communication protocol in place to inform all staff, parents and learners. Using group call, facebook, website and email.	CS	L
			Home learning and home working protocols begin Revisit phased reopening risk assessment Organise for a deep clean of school		

5.2: Contingency plans - Remote education support

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
5.3.1 All learners receive a high quality of education.	Staff focus on in-school provision or do not engage with DB primary expectations	M	CS to gain support from JR on teaching and learning in Virtual School and to support staff to deliver engaging lessons that keep motivating learners.	Ongoing	L
	Lack of monitoring allows individual cases of unacceptable practice to go unchallenged	M	JR to offer support on virtual learning		L

5.3.2 Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Focus on in-school provision affects quality of work of DB primary remote work	M	CS/LC to continue to oversee quality of provision for Virtual School	Ongoing - CS	L
	Staff workload is not managed effectively, affecting well-being	M	Timetabling of in-school provision to be mindful of teaching required for Virtual School. For blended approach teachers should just mirror in school lessons on classroom as current practice		L