

Risk Assessment completed by: Michelle Engley, Headteacher and Charlotte Harris, Deputy Headteacher

Prepared with SLT, Chair of Governors and H&S Governor.

Sent to FGB and whole staff team, 28/08/2020. Staff discussion and site walk – 01/09/2020

Full revision for January opening, in line with Union advice. Completed – 04/01/2021, reviewed in SLT weekly. Shared in FGB 14/01/21

Date of Risk Assessment: 31/08/2020, live from 01/09/20 and reviewed weekly. Changes made highlighted, dated and added to table.

Description of activity being risk assessed: School reopening Covid-19

Staff Team – All staff employed by Bowsland Green Primary School

Site Team – Caretakers, SBM, HT

SLT – HT, DHT, Inclusion Lead, TLRs, SBM

Office Team – SBM, Administrators

LBS – Lunch Break Supervisors

Bubble structure during period of closure, January 2021

Year Group	Bubble
EYFS/ YEAR 1	1
YEAR1/ YEAR 2	2
YEAR 3	3
YEAR 4	4
YEAR 5	5
YEAR 6	6

We intend to keep bubbles at a maximum of 15 pupils, to allow for the risk assessment measures shared below to be most effective.

We have allocated spaces to **10%** of the pupil community who are vulnerable pupils, as defined by having an EHCP or Social Care involvement

We have aimed to allocate spaces to no more than **15%** of the pupil community, to pupils who have critical worker parents. Communication is shared with families to stress that where pupils can be at home, they should be at home

Timings

Please see Appendix 4, Bubble timetable during school closure period

Staffing

Please see Appendix 5, staffing timetable

Risk assessment reviewed by SLT weekly, **changes are highlighted green** and amendments noted here:

Review Date	Changes made:	Emailed to staff and FGB
07/09/20	1. Clarity given about handwashing and hand sanitiser. There are 5 identified handwashing points in the day 2/3 of these can be hand sanitiser if needed to reduce congestion, eg start of the day or break time. There must be a minimum of hand wash points, no back to back hand sanitising. Hand washing is the preferred option and must be encouraged.	Shared by phase leaders in meetings
14/09/20	1. Staff social distancing measures 2. Play zones appendix updated to reduce playground congestion	PD held for staff team on 17/09/20, phase leaders to share with TAs in teams Information displayed in staff room
21/09/20	1. Clear reminders to parents regarding the one way system – Piece in the newsletter	
28/09/2020	1. Ventilation of classrooms and areas, guidance issued regarding times windows must be open. 2. New flow charts issued for internal reporting and from PHE (V5 and V6) Put on display and updated on the website	New guidelines sent to staff 28/09/20
12/10/2020	1. Update to doors which are open, and when:	New guidelines sent to staff 12/10/20

	<p>Classroom doors to remain open.</p> <p>External doors to remain open until last person in for registration, during break time and lunchtime, after school. Closed at other times.</p> <p>Internal corridor doors – To be closed. When a class are moving through the corridor, the teacher needs to open the door with a doorstop to reduce the number of people touching the door. The door needs to be shut by the last person. Internal doors will be sprayed/ wiped after lunch daily.</p> <p>Toilet doors – Open ajar to protect privacy. Use more than one doorstop if necessary.</p> <p>2. Visitors to school will be asked to wear a facemask, unless this will make their task in school difficult to achieve, eg SALT therapists. Visitor guidelines updated with this, all staff making arrangements for visitors to attend will ensure they are aware of this.</p>	
02/11/2020	<ol style="list-style-type: none"> 1. Parents are requested to wear face masks when on the school site, including drop off and pick up 2. Staff advised that tables can now be grouped if necessary. 3. Staggered times changed to be a ten minute window due to wearing of face masks. 4. Procedure introduced if a parent is isolating due to advice from Track and Trace 5. Music lessons are still going ahead, to avoid parents making an additional unnecessary journey the pupils have a place in ASC ahead of their lesson. 	<p>Email sent to families, 01/11/20</p> <p>Information shared with staff via meetings, 03/11/20</p> <p>Procedures on P7</p>
09/11/2020	<ol style="list-style-type: none"> 1. Pupils in Y2 – Y6 do not need to be sat in set spaces or rows, if the bubble closes all pupils in it move to remote learning. 	Email sent to staff.
30/11/2020	<ol style="list-style-type: none"> 1. Close proximity tracking sheets in place for staff who work across bubbles, daily monitoring by SLT 	Email sent to relevant staff
04/01/2021	<ol style="list-style-type: none"> 1. Staffroom capacity reduced to 6, all staff asked to only be in for eating lunch, remainder of lunch to be taken outside or in key stage area. Spraying down of used areas by all. 2. PPA capacity of 2 introduced, clear signs for spraying shared resources, eg photocopier. 3. Any staff member can wear a visor if they would like too. This is actively encouraged for staff who cross bubbles in the week. 4. Weekly briefing will be 8am on a Wednesday. 	Email sent to staff and shared in briefing
11/01/2021	<ol style="list-style-type: none"> 1. Bubble structure increased from 4 to 6 to cater for requests from critical worker families. Letter sent to families to ask them to reduce attendance at school where possible. 	Letter to families.

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Action completed
Spread of the virus within the school (General, specific areas identified separately)	All staff, pupils and visitors to school	<ul style="list-style-type: none"> Parents/carers are asked to check temperature and to wash hands before leaving for school 	Regular reminders in texts and newsletters	Office Team to schedule a regular text	Weekly	Ongoing
		<ul style="list-style-type: none"> Safe distancing will be followed during entry to, and exit from the school and supervised as much as possible. Signs will be clearly displayed. One way system in place to enter/ exit school, See Appendix 1. During lockdown 3, entry only via Ellicks and exit via Bowsland way. Staggered entry and exit times in place, from 8.40am – 9am and 3.20pm – 3.30pm. During lockdown 3, entry at 9am and collection at 3.30pm, two collection points. Parents remind to be 2m apart. Parents requested to wear face masks when on school site, including playground. Entrance areas marked with 2m distance points, Tyres and floor markings 	<p>SLT to supervise entry and exit times in the playground as per the timetable</p> <p>Spray paint markings to be checked regularly.</p>	<p>SLT</p> <p>Premises team</p>	<p>Daily check</p>	<p>Ongoing</p> <p>06/01/21</p> <p>06/01/21</p> <p>Ongoing</p> <p>06/01/21</p>

		<ul style="list-style-type: none"> Parents will be reminded that only one parent is permitted on site, any children with them must stay close to their side Y6 pupils encouraged to walk on to site alone, separate exit point for KS2 parents via the Ellicks Close entrance. 				Ongoing
		<ul style="list-style-type: none"> On entering school all pupils and staff will be asked to wash hands or if not appropriate use hand sanitizer Entry/Exit points are located by sinks/ toilets to allow handwashing. Appendix 2 shows allocated hand wash areas. Good stock of hand sanitizer, soap and paper towels 		Staff Team	Daily	Ongoing
		<ul style="list-style-type: none"> Parents will be asked to stay outside of school building whenever possible and any issues to be communicated by email or telephone, this is shared in all communication 		Daily check by Site Team		Ongoing
				HT, newsletters and reopening guidelines	Weekly	Ongoing

		<ul style="list-style-type: none"> Any visitor to site will be pre-planned where possible, they will observe the 2m social distancing upon entry to school, use hand sanitizer and sign the visitor risk assessment. Visitors will be asked to wear a face covering, unless this affects their role in school, eg SALT. Visitors will read the 'Visitors Guidance' and sign to confirm they understand the measures to prevent the spread of Covid-19 		Admin team		No visitors on site from 11/01/21. Will review as guidance changes
		<ul style="list-style-type: none"> Anyone who shows symptoms in school will be asked to move to isolation room - SBM office has sign on door Window in this room opened daily Cleaning pack is located in this room. 	SBM to move from this space to HT office as required.	All Staff	Daily	Ongoing
		<ul style="list-style-type: none"> If the isolated person needs to use the bathroom then disabled/ male toilet must be used and bathroom to be cleaned before further use 		All Staff	As necessary	Ongoing

		<ul style="list-style-type: none"> Ask person/pupil to leave by the nearest external door SLT will supervise handover to ensure clear guidelines on isolating and arranging a test for pupils and family members. Room will be cleaned after departure. 		All staff	As necessary	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
		<ul style="list-style-type: none"> If a staff member or child displays Covid-19 symptoms they will isolate for 10 days and we will request they arrange a test. Covid-19 PHE flowchart is on display in staff areas and on website. We request parent/carer will send email confirmation of the test booking to school When test result is received, if it is positive, SLT will contact PHE to confirm next steps necessary. Numbers of suspected and actual cases to be reported to PHE daily. 		<p>All Staff</p> <p>Admin team</p>	As necessary	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Areas are not well ventilated	All pupils, staff and visitors	<ul style="list-style-type: none"> Site Team to open external and classroom/office doors with doorstops and all classroom/ office windows on entry to site, including hall windows. External doors to remain open until 9am, then closed. Opened for whole of break time and lunchtime. Windows to be open as much as possible, weather permitting. Guidelines are: Windows open when caretaker arrives on site until 8.30am. Windows opened for break time and lunchtime to allow ventilation. Windows open at 3pm. Internal doors to be opened with a doorstop when a class walks through, to reduce touching the doors and to increase ventilation Cleaners to remove doorstops/ shut windows as they work through school. 		Site Team, SBM, cleaners	Daily	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Children needing support to come into school due to	Pupils, staff and parents	<ul style="list-style-type: none"> SLT or class teacher will use encouragement and aim to excite child into 	Share in parent communication	SLT Staff team	Daily	During lockdown 3, no physical

increased attachment needs		<p>classroom 'Come and see...' If staff have agreed they can make one attempt at a hand hold to support child into school, washing hands immediately after. If child is distressed and the above has not worked the parent will be asked to take child home and come back in an hour via the main school entrance.</p> <ul style="list-style-type: none"> Videos will be on Class Dojo, Tapestry and school Twitter account, showing what to expect and reducing anxiety Social stories available for pupils Recovery curriculum work is prioritised on the first days to establish new routines and answer questions 				<p>contact is permitted unless for first aid/safety</p> <p>Ongoing</p> <p>Ongoing</p>
Spread of the virus from shared use of the water fountains	All pupils	<ul style="list-style-type: none"> Water fountains are out of bounds, children asked to bring water bottles. Clear signs above sinks to refill bottles, time allocated for this to happen after lunch. If a child does not bring a water bottle, a message is 		Site Team	Daily	<p>Ongoing</p> <p>Ongoing</p>

		<p>sent home and parents asked to bring one in. Spare bottle are kept in the staff room to be used.</p> <ul style="list-style-type: none"> All fountains are taped off. They will be flushed weekly. 				Ongoing
						Ongoing

Toilet areas will be congested and pupils from different classes will mix	All pupils, staff and visitors	<ul style="list-style-type: none"> Each year group will have designated toilets to use. EYFS – EYFS, Y1, Y2 and Y3 – KS1, Y4, Y5 and Y6 – KS2. They will use these at all points of the day. Each year group will have a designated toilet, sign will be displayed on the door. Children will ask to go to the bathroom during lesson time and a teacher will record toilet is in use, main toilet doors will be propped open (allowing for privacy) so pupils can see if someone is in the sink area. They will learn to call 'Anyone in here' and wait until free. Children will go to the toilet during their staggered break time/ lunchtime During lunchtime, LBS will only allow one child from the class to go to the toilet at a time. Hand driers are turned off and replaced with paper towel dispensers 	<p>Shared in teacher communication</p> <p>Notepads and named pen for each LBS member to have in their apron</p>	<p>Staff Team</p> <p>LBS team</p>	<p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Adults will mix in the staff room	Staff and Visitors	<ul style="list-style-type: none"> Maximum of 6 people in at a time. Door propped open 		Site Team	By 01/06/20	11/01/21

		and seating organised 2m apart. <ul style="list-style-type: none"> Staggered break and lunch times, bubbles 1-3 eat first, 4-6 second Tea towels replaced with paper towels 			Ongoing
					Ongoing
		<ul style="list-style-type: none"> Hands to be washed before opening cupboards, microwave, dishwasher or fridge. Dishwasher is in use, staff to wash hands before/ after use. Teams timetabled to ensure area is clear at the end of each day. Office365 diary will be used alongside the whiteboard display. Staff will be encouraged to stagger entry to stop congestion in the staffroom. 	Staff	Daily	Ongoing
			SLT		Ongoing
Pupils from different classes will mix in the cloakrooms	All pupils and staff	<ul style="list-style-type: none"> Each class/ year group will have a designated entry and exit point Lunchboxes from home will be placed on trolley outside of entrance to the school. If coats are needed, these will be hung on pegs (2m apart) Pupils in Year 5 and Year 6 will put coats on the 	SLT and Staff Team	By 01/06/20 Daily	Ongoing
					Ongoing
					Ongoing

		<p>back of their class chairs. EYFS/ Y1 - shared cloakroom, Y2 – KS1 cloakroom, Y3 and Y4, one side each of KS2 cloakroom.</p> <ul style="list-style-type: none"> Maximum of 4 children in cloakroom area at any time. 		SLT		Ongoing
Children will mix classes during lunchtime	All pupils and staff	<ul style="list-style-type: none"> The hall will operate in a quadrant at this time. Pupils will eat together in their class group. The quadrant will have clear 2m gaps. Children will collect food from the hatch a class at a time. Designated LBS for each class. Set time for eating and then out to designated play zone, appendix 3 Packed lunch pupils put rubbish in lunchbox to take home. Class table go as a whole before exiting the hall. Pupils encouraged to clear their space, LBS spray and wipe down table. Staggered lunchtimes, rotated as 30 minutes (max) in the hall, 30 minutes in play zone. 		SLT, Kitchen Team, LBS	Daily	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<ul style="list-style-type: none"> LBS line class up in the play zone at end time, teachers collect and take in to wash hands at designated hand wash station. LBS wash play equipment, if used. 			<p>Ongoing</p> <p>Ongoing</p>
Pupils will mix classes during wrap around care	All pupils and staff	<ul style="list-style-type: none"> Bookings for both breakfast club and after school club must be made 2 weeks in advance. SLT will group children for the week in class and year groups – spaces will be allocated according to numbers. Children will mix with only their class or year group. Space will be organised weekly, dependant on numbers. Pupils will enter breakfast club via main entrance. Pupils in EYFS- Y3 will be taken to classrooms, pupils in Y4 – Y6 will travel independently. Children in EYFS – Y3 will be collected for ASC. Pupils in Y4-Y6 will go to the hall independently. 			<p>Ongoing</p> <p>Only B/C available during lockdown 3</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>No ASC during lockdown 3</p>

		<ul style="list-style-type: none"> • Location of ASC dependent on numbers. • Staff will wipe tables and equipment at the end of the sessions. 				Ongoing
Areas will need cleaning between PE lessons due to perspiration	All pupils and staff	<ul style="list-style-type: none"> • PE is timetabled to be outdoor as much as possible • Indoor PE will only take place in the afternoon • ASC will spray hall before it is used by ASC pupils. 		Staff Team	Daily	Ongoing Ongoing No ASC during lockdown 3

Potential contamination of buildings/equipment	All pupils staff and visitors	<ul style="list-style-type: none"> The whole school will be ZOONO treated (fogged) on a Saturday, every 30 days until March. Last completed 03/01/21. Deep clean of all areas at end of day by cleaning team. Touch points cleaned mid-day by admin team, including internal doors and lockers. Communal areas, such as the staff room and toilets, will have labelled anti-bacterial sprays, should staff wish to use them at additional times. Children in EYFS and KS1 will share equipment, this will be sprayed/ wiped/ washed at the end of each day. Children in KS2 will have an individual resource pack, labelled, containing equipment they need for each day. Children in KS2 will be sat spaced apart. Equipment which is difficult to clean, soft toys etc are put away. 	<p>Ensure stocks of cleaning materials are maintained</p> <p>ADMIN rota for mid-day cleaning</p> <p>Equipment requiring cleaning left on designated table</p>	Cleaners	Monthly	Ongoing
				Cleaners	Daily	Ongoing
				Admin Team/ Site Team	Daily	Ongoing
				All staff	Daily	Ongoing
				Staff team	Daily	Ongoing
				Staff Team		Ongoing

		<ul style="list-style-type: none"> • Objects in communal places, such as the photocopier, will have antibacterial wipes/ sprays next to them to be used prior to use. • EYFS, Y1, Y5 and Y6 staff access office photocopier. • Each key stage/ class will have allocated days for bringing reading books back to school. These will be in a lidded box for 72 hours before being returned to library/ areas. • Reading records will be completed at home and photographs updated by families weekly to Tapestry or Class Dojo. • Resources can only be used by one class per day, they must be effectively cleaned before being used by a different class, on a different day, eg Dienes or musical instruments. If this cannot be done, they must not be used. • Class based resources must be put into a box labelled 'to clean' at the end of each day, these 		Staff Team		Ongoing
						Ongoing
						Ongoing
						Ongoing
						Ongoing
						Ongoing

		<p>items must be sprayed or wiped.</p> <ul style="list-style-type: none"> • Paper based resources must be used by individuals only and disposed of at the end of the day. Staff are encouraged to keep these to minimum. • In the event of an outbreak, a deep clean of the affected area of school, or whole school, will be instructed. This may require the school being closed. 		SLT		<p>Ongoing</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> Staff will be based in their classroom, only identified staff will work across classes. Staff who work across classes spray teacher space before and after use. Laptops/ Ipads are timetabled to be used by set classes or year groups on set days. At the end of the session they must be sprayed down. Staff spray/ wipe personal laptops/ ipads before taking out of school and when bringing into school Pupils wear PE kit 2 out of 5 days, rotating clothing. Pupils to bring individual snack from home, this must be fruit, this is to be placed on individual desk or designated space in classroom. Alternatively families can pre-order break time toast which will be delivered to classes. Y6 pupils have allocated space for mobile phones, this is sprayed down by Y6 staff member once they are 	Staff Team	Daily	<p>No bubble crossing during lockdown 3</p> <p>Ongoing</p> <p>Ongoing</p> <p>During lockdown 3, pupils wear sports bottoms and trainers to school.</p> <p>Ongoing</p> <p>Ongoing</p>
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		put in and at the end of each day.			
Staff who move between groups, eg PPA, wrap around care		<ul style="list-style-type: none"> Where staff are rotated, IWB and other resources will be wiped with anti-bacterial wipes between each use. Staff will remind pupils that they work in different classes and keeping a 2m distance is important Staff will teach from marked teacher zones Staff will be encouraged to wear visors. Staff will take their own equipment to use, or spray the class equipment before and after use ASC/ BC lists will be set for the week 	Staff Team	Daily	No bubble crossing during lockdown 3. Staff who work in BC maintain over 2m distance.
			Admin Team	Weekly	

The virus could be on play equipment used by different groups	All pupils and staff	<ul style="list-style-type: none"> Play ground is organised into rotated zones, see appendix 3. There will be no crossing of groups. Play equipment is able to be used as per Pentagon guidance. Football nets up in one play zone. Each key stage will have play equipment allocated to them. Pupils wash hands before going out to play and when re-entering the school 	Rotated weeks to be shared with staff and pupils	SLT	Weekly	Ongoing
				LBS	Daily	Ongoing
				Staff Team		Ongoing
Contamination through coughing and sneezing	All pupils staff and visitors	<ul style="list-style-type: none"> Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal Posters are displayed in communal areas to share this message Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands Plentiful supply of tissues in classrooms Lidded bins in each classroom and learning zone 	Regular reminders to children.	Staff Team	Daily	Ongoing
						11/01/21
						Ongoing
				Premises Team		Ongoing
						01/09/20

23

		<p>is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.</p> <ul style="list-style-type: none"> • Obtain the safety data sheet for the product(s) (easy to obtain from your supplier). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes. • SDS will also help with potential reactions to the product 	<p>Ensure that supplies are topped up daily at entrance and exit points from the school</p>			<p>01/09/20</p> <p>Ongoing</p>
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Cleaning of school building	School staff and cleaners	<ul style="list-style-type: none"> • Cleaning staff will have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area • Staff providing touch point cleaning have PPE available to use if they wish • Hand washing facilities are available including anti-bacterial hand gel. <p>These are to be used after:</p> <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. • Cleaning • After emptying bins • After using the bathroom 	<p>SBM to discuss with contracted cleaning company, if PPE being used then designated red bin –</p>	<p>Site Team</p> <p>SLT</p> <p>Site Team</p>	<p>Daily</p>	<p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p>
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26

Provision of first aid	All staff, pupils and visitors	<ul style="list-style-type: none"> First aid will continue in the usual way. Where there is a trained first aider in a class/ year group it will be administered and recorded in that space. Trained first aiders will have a back pack of necessary supplies and PPE. Temperatures will be taken using a thermos scanning thermometer. Where there is not a designated first aider in the class or year group it will be administered by Mrs Gilvear or Mrs Edmonds or Miss Brown. Mrs Smith offsite contactable first aider. All first aid will be logged on contact tracing log. Staff should wash hands after dealing with pupil and complete any accident forms as usual All first aid trained staff will read the DFE guidance document and watch the supporting video regarding PPE 	<p>Email documents to First Aid trained staff and request a confirmation email back</p>	<p>Staff Team</p> <p>Admin Team</p> <p>SLT</p> <p>Staff Team</p>	<p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/20</p>
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28

Staff, pupils or parents will mix in office areas	All staff, pupils and visitors	<ul style="list-style-type: none"> Parents/carers and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff Request that parents pay for school lunches etc by electronic means to avoid use of cash Screen added to front office. Post etc will be left on shelf and then collected by office staff member Plastic divider screen between office desks Staff who need to access office must knock and wait. Hatch door to be used at 2m distance. SLT office space to be used by 2 members of staff maximum (DHT, SENDCO, SBM) 	Reminders in Newsletter	HT in newsletter	Fortnightly	Ongoing
				Office Team	Daily	Ongoing
				All staff		01/09/20
				SLT		01/09/20
Deliveries to school	All staff, pupils and delivery drivers	<ul style="list-style-type: none"> Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes. When ordering products, consideration will be given to delivery. 		Office Team	Daily	Ongoing
						Ongoing

		<ul style="list-style-type: none"> • Delivery drivers encouraged to use hand sanitizer on arrival. • Staff are not able to use school for personal deliveries, unless agreed with HT. 		Staff Team		Ongoing
Dealing with unwell children, non Covid-19 symptoms	All staff and pupils	<ul style="list-style-type: none"> • Children that become unwell with non Covid-19 symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness. Usual absence procedures apply. • Families will be advised to seek GP advice for illnesses, as necessary to ensure appropriate treatment is received. 	Public health England poster guidance followed regarding childhood illness	SLT Team	As necessary	Ongoing
Premises plant and equipment	All staff, pupils and visitors.	<ul style="list-style-type: none"> • All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should • School has been open and caretaker has been on site daily, all checks complete including additional legionella checks 		Site Team	Daily	Ongoing

Fire drill	All staff and pupils	<ul style="list-style-type: none"> Fire drill procedures and fire safety notices remain as before. Staff exit nearest door and line up in the playground, adhering to 2m distancing as much as possible. Fire drill completed promptly in during second week of lockdown. 	All staff team	<p>Daily</p> <p>Drill by 21/09/20</p> <p>Drill by 22/01/21</p>	Ongoing
Children struggle to return to school routine	All pupils and staff	<ul style="list-style-type: none"> Adjustments made to the daily timetable Rainbow curriculum prioritised to support recovery, including the Bowsland Green Closure story Social stories/ videos shared ahead of return to support transition Allowances made for adjustment but clarity on our school rules 'Be Safe, Be Respectful, Be Ready to Learn' Behaviour expectations clear (See Behaviour Policy Addendum) Green room support and support from Lisa Fletcher clearly prioritised for pupils 	<p>Staff Team</p> <p>Staff Team</p> <p>SLT</p>	<p>Term 1</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Areas of support for SEN pupils are hard to implement due to Covid-19 Risk Assessment Safety Measures	Staff and pupils	<ul style="list-style-type: none"> Individual risk assessments in place in relation to potential behavioural issues in line with/reviewed by SENCO. All plans agreed and confirmed via email by parents. This is for all EHCP pupils and pupils on the SEN register, identified as requiring one by the SENDCO. Staff working 1-1 with a child must sit a minimum of 1m away, unless otherwise agreed in the personal risk assessment. They can mark a space on the floor so children have a visual to support this understanding. SENCO support in place for staff working with these pupils. Staff will not use positive handling techniques with children. If a child repeatedly refuses, SLT will be called and the child will go home 	Regular reviews as required by SENCO/one to one TA and parents particularly if issues with biting/spitting	SLT	By 01/06/20	11/01/21
	All pupils, staff and visitors			Staff Team	By 08/01/21 Weekly	Ongoing
Children require de-escalation/ nurture approach				SLT	Daily	Ongoing
Children miss learning due to a family member awaiting a test.	All pupils	<ul style="list-style-type: none"> Parents will make school aware their child is self-isolating 				

therefore all members of the household are in self-isolation		<ul style="list-style-type: none"> School will send an email and text directing the family to the 'What to do if my child is self-isolating' tab of the website Teachers will acknowledge learning from pupil on either class dojo or Tapestry at the end of each day 				
Children are vulnerable in their homes	All pupils	<ul style="list-style-type: none"> Daily monitoring sheets completed by staff, work uploaded? Pupils present in live session? Any concerns reported to SLT via CPOMS. Texts sent to family if no contact, follow up calls by SLT, welfare visits by DSL if necessary Weekly SLT monitoring of sheets Be Safe sessions part of the timetable, children are reminded what to do if they are worried Online expectations shared Safeguarding guidance shared with all families, encouragement to report any concerns 	<p>SLT to monitor</p> <p>Regular sharing in newsletter</p>	<p>All staff</p> <p>SLT</p> <p>SLT</p> <p>All staff</p> <p>SLT</p> <p>SLT</p>	<p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Fortnightly</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

** Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire concerns. Alcohol based hand sanitizers should be stored away from all heat and ignition sources, including (but not limited to) sparks, open flames, any type of electrical outlet, switches or equipment, and extreme heat. Caution should also be used when hand sanitizer has been used and individuals may come into contact with heat/hot surfaces etc.

Appendices:

~~Appendix 1 – Site plan, entry and exit points~~ One entry and exit point during lockdown 3

~~Appendix 2 – Staggered timings~~ Set timings during lockdown 3

Appendix 3 – Play zones

Appendix 4 – Timetable

Appendix 5 – Staffing structure