

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CORONAVIRUS (COVID-19) – Schools Full Opening
Used with Existing Risk Assessments & Current Government Guidance

“All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract’s termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies”.

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: The Acorn Federation

This risk assessment is for both schools – LLPS and MMPS. Where necessary schools have been named individually in the risk assessment.

Date of Assessment	July 2020	Date of Issue	September 2020
Assessment carried out by		Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons:	Young People/Clients	X	Staff	X	Visitors	X	Contractor	X	Others (specify)	
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Name of Manager confirming and agreeing Assessment:	
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

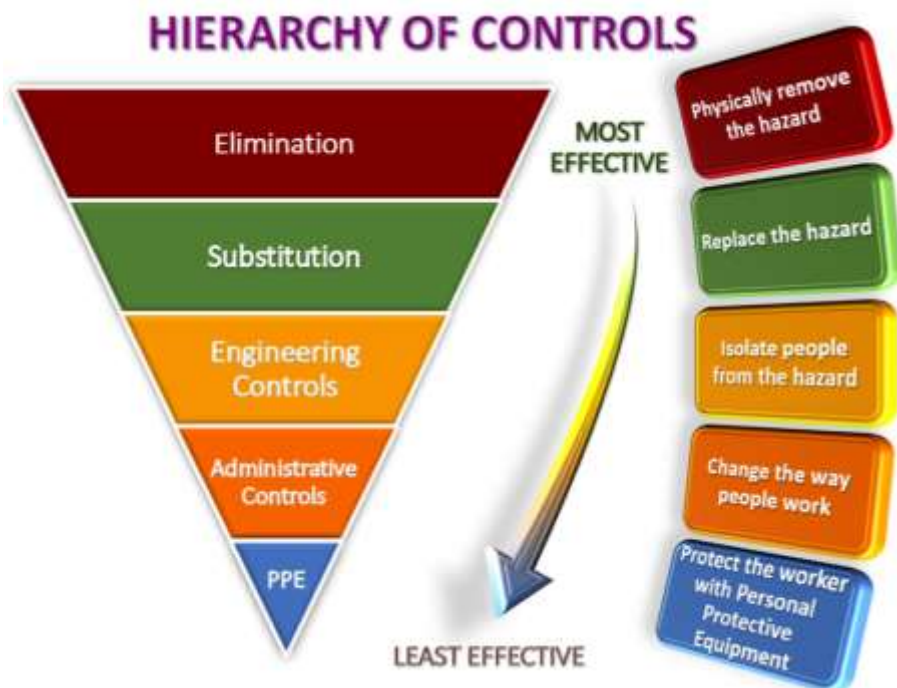
Print Name	Signature	Date	Print Name	Signature	Date

Preparation Steps for Full Opening

This Coronavirus (COVID-19) Full Opening (September 2020) Risk Assessment sets out a risk control framework for you to adapt to your school/setting following an overarching principle to reduce the number of contacts between children and staff.

When completing your risk assessment, you should always use the risk assessment hierarchy of controls principal (below) to guide you.

It is important to remember that the smaller you can get the groups 'bubbles' whilst delivering a broad and balanced curriculum, the more effective your management of cross infection will be, and this will prove evident in the event of a confirmed COVID-19 case.



These decisions and measures you put in place will prepare the school/setting for the full opening and establish a platform for the school to continually operate in a safe way, so far as is reasonably practicable

If you need any assistance, please do not hesitate to contact your Health and Safety Consultant

We're Here to Help

(Health & Safety Section | Children Services)
Commissioning, Communities & Policy.

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & CURRENT GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Person to Implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to Implement	Date to be actioned
Unsafe Buildings <i>Operating in a different manner to normal operations</i>	Senior Leadership Team / Site Management Team have held meetings to review the school site and specify entry/exit points and classroom use.	✓	TB	LLPS – will arrive through the front gate. MMPS – will arrive through the gate to the car park. Upon arrival at school children will immediately enter the building, leave bags in class and wash their hands.	All	Ongoing
	All the usual pre-term building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g. <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting Portable appliance testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	✓	Appropriate staff to carry out checks	Prior to 7 th September TB will contact appropriate staff to ensure pre-term building checks have been carried out and we are compliant.	TB	02/09/20
	Contact is made with Property Services/Facilities Management/Trust if any problems are identified.	✓	TB		TB	03/09/20
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place, including arrangements for any deliveries.	✓	TB	LLPS – sign on side gate directing parents to front gate. MMPS – sign on metal gate directing parents to car park gate.	TB	04/09/20
	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	✓	TB	Review Operational Fire RA	TB	24/09/20
	The school/setting has a system for knowing who is in the school when open.	✓	All	Staff already use TA timetables and let each other know if they won't be in when they are expected.	All	Ongoing
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary).	✓	TB	Appropriate staff know how the fire alarm systems work. MMPS – TB, ML, AH Train KS LLPS – TB, KM, KS Train SM, TW	TB	07/09/20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Unsafe Buildings <i>Operating in a different manner to normal operations</i>	Fire drills are undertaken and recorded <ul style="list-style-type: none"> Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required) A known fire drill is done first to reassure staff and pupils. Social distancing is aimed for at all times during the fire drill, including the final assembly point(s). One or more external areas of the school are used to achieve social distancing A debrief is undertaken to share any lessons learnt 	✓	TB	TB to review fire evacuation procedure for both schools and share this with staff. Fire drill to be completed w/b 14/09/20 – record fire drill and alter evacuation procedure as necessary.	TB TB	23/07/20 18/09/20
	Alarm point checks are recorded.	✓	TB KS	Ensure weekly tests are recorded at both schools.	TB KS	Ongoing
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off.	✓	TB	TB to review fire evacuation procedure for both schools and share this with staff.	TB	23/07/20
	Staff know where utility isolation points and firefighting equipment are.	✓	TB	Include location of utility isolation points and firefighting equipment in September information.	TB	23/07/20
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building.	n/a		n/a		
	A risk assessment review has been undertaken to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 Government guidance so far as is reasonably practicable.					
	Staying COVID-19 Secure notice is displayed to show staff that the school has complied with managing the risk of coronavirus (COVID-19). Click on the link to download the Staying COVID-19 Secure notice https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice	✓	TB	Display the COVID-19 Secure notice in both schools, - LLPS – in the office MMPS – in the Ocean room.	TB	23/07/20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	Additional cleaning schedule is agreed and implemented with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.	✓	All	Staff will continue existing cleaning of tables and regularly touched surfaces throughout the day.	All	Ongoing
	Working hours for cleaning staff are increased in agreement with staff.	n/a				
	Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc.	✓	KS	KS will continue to follow the risk assessment in place for cleaning from 01/06/20.	KS	Ongoing
	Classrooms, desks and chairs are cleaned at the end of the day and between different groups using the same furniture.	✓	KS		KS	Ongoing
	To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom.	✓	All	Classrooms / offices / shared areas are tidy at all times. Staff do not allow 'heaps' to gather and ensure rooms are tidy at the end of the day.	All	Ongoing
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.	✓	All	Existing arrangements for cleaning tables in place.		
	Outdoor playground equipment is cleaned between different groups 'bubbles' and also for resources used inside and outside by wraparound care providers.	✓	All	Equipment used outside is cleaned daily.		
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception/delivery drop off areas for staff and visitors to use.	✓	TB All	MMPS – hand sanitisers in the entrance hall, Garden Class, Meadow Class, Bluebell Class. LLPS – Hand sanitisers in the office, corridor, Garden Class, Meadow Class. Staff are all responsible for ensuring these have hand sanitiser in.	All	Ongoing
	The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.	✓	??	Toilets cleaned at lunchtime – lunchtime staff will do this when the children eaten lunch and are outside.		
	To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.	✓	All	Cleaning tick list for each area produced, laminated and displayed. LLPS – in the office; MMPS – in TB's office	All	Ongoing
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.	✓	KS	KS will ensure soap dispensers and hand towels are full on a daily basis. Spare soap / hand towels will be available in the office (LLPS), TB's office (MMPS)	KS	Ongoing
	Bins are emptied regularly.	✓	KS	Bins will be emptied daily, including 'Sneeze Station' bins.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision during deliveries	Vending machines are taken out of use for the foreseeable future as continual hygiene cannot be maintained.	n/a				
	The school/setting would pursue; <ul style="list-style-type: none"> replacement/cover site staff if the duties are contracted in sharing site staff support from another school/setting external cleaning services temporary workers if alternative arrangements cannot be made. 	✓	TB	TB would make appropriate arrangements if KS was unable to work. The arrangements made would be dependent on the reason / length of time KS was unable to work.	TB	Ongoing
	If identified areas cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds.	✓	TB	TB to contact LA or ask ML / KM / TW	TB	Ongoing
	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	✓	ML KM TW	Orders are accepted at the front door. Drivers leave them outside, staff bring them into school when the driver has left.	All	Ongoing
	Deliveries are kept to a minimum where possible.	✓	ML KM TW	Orders are saved so that we order in bulk not and small amounts.	ML KM TW	Ongoing
	Contact between staff and delivery staff/drivers is minimised through temporary drop off and pick up zones.	✓	ML KM TW	Orders are accepted at the front door. Drivers leave them outside, staff bring them into school when the driver has left.	All	Ongoing
	Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building.	✓	ML KM TW	Orders are accepted at the front door. Drivers leave them outside, staff bring them into school when the driver has left.	All	Ongoing
	While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	ML KM TW	Orders are unpacked and cleaned upon delivery. They are then immediately put away.	All	Ongoing
	Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries.	✓	All	Hand sanitiser available in the office (LLPS) and the entrance (MMPS)	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Planning shortcomings	Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school.	✓	All Gov	Governors are aware of the Government guidance and the DCC risk assessment. They will continue to stay aware of changes to this.	All Gov	Ongoing
	Headteachers/leaders are clear on what Governors need to know and how frequently they receive information.	✓	TB	Governors will receive all documents (e.g. RA, information for parents and staff) to discuss/ amend and approve. Leaders send Governors update to practices in school (fortnightly in September?)	TB	Ongoing
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines.	✓	All Gov	Full Governing Board to meet to approve arrangements for September prior to those being sent to families / staff.	TB	17/07/20
	Communication between Headteachers and Governors is clear and understood and virtual governing body meetings are undertaken.	✓	All Gov	Meetings taking place via Zoom.	TB / MOS	Ongoing
	Head Teacher/Manager ensures daily checks are made with Derbyshire County Council Health and Safety S4S Resources page and Government updates.	✓	TB ML KM TW	Agreements made between staff re daily checks of S4S.	TB	Ongoing
	Union representatives are consulted on full opening plans.	✓	TB	Staff are able to contact Union representatives if they wish.	All	24/07/20
	A record (including contact details) is kept of all visitors for 21 days.	✓	ML KM TW	Staff to ensure visitor books provide space for contact details. When visitors arrive at school staff ensure contact details are taken.	All	Ongoing
	In addition to the Government guidance and Derbyshire County Council risk assessments, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.	✓	All	Staff will continue to use the Acorn Federation WhatsApp group to communicate changes that need making to procedures.	All	Ongoing
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.	✓	TB	Updated RA will be published on the school website and all staff will receive an email copy of them.	TB	Ongoing
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager.	✓	All	Individual RA to be carried out for staff members when appropriate.	TB	07/09/20
	The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided.	✓	TB AH SM	Staff continue to meet parents with vulnerable children and risk mitigation forms are completed.	TB	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Planning shortcomings	Contingency planning with Local Authority is in place and additional resource identified.	✓	TB	TB would contact DCC if contingency planning was required.	TB	Ongoing
	Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	n/a		No teaching staff are shielding.		
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	TB	All families and staff will receive information regarding rules and procedures in place for September. Families will be asked to discuss these with their children. Staff will explain these upon return to school & have regular reminders	All	Ongoing
	Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.	✓	TB	Pupils will be identified prior to return to school. TB will plan doorstep visits if any children continue not to attend school.	TB	07/09/20
	The approach and expectations around school uniform has been determined and communicated with parents.	✓	TB	Children to return in school uniform. Parents to be asked to ensure children can dress themselves. This will be included in parent information leaflet.	TB	17/07/20
	Changes to the school day/timetables have been shared with parents.	✓	TB	This will be included in parent information leaflet.	TB	17/07/20
	The approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff (This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure).	✓	All	Year 2 pupils will remain in the Garden Class for 2 weeks and then move into Meadow Class.	All	Ongoing
	Available large spaces and appropriate timetabling is identified e.g. dining areas, halls, studios, particularly in outdoor areas.	n/a		No large spaces are available.		
	Arrangements are in place for before/after school clubs for them to implement the necessary protective measures.	✓	BC ASC staff	ASC / BC staff will carry out cleaning of tables and touch points before and after the session starts.	BC ASC staff	Ongoing
	Arrangements are in place to use of alternative sites in co-operation with the responsible organisation/body.	n/a				
	Re-orientation support for school leavers is developed.	n/a				
	Online/website support for families and young people around transition is available.	✓	AH CS TB	Secondary schools have provided transition for Y6 pupils. New YR pupils have had doorstep visits.	AH CS TB	07/09/20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Planning shortcomings	Plans are in place for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • Early Years to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 	✓	All	New YR – doorstep visits, transition booklets. EYFS to Y1 – same class teacher, continued access to continuous provision. Y2 to Y3 – to spend first two weeks in Garden Class.	All	07/09/20 Ongoing
	Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, which includes: <ul style="list-style-type: none"> • Risks and symptoms of COVID-19 • Advice regarding self-isolation of those showing signs or symptoms • Social distancing measures • Changes to timetable • Emergency procedures (i.e. first aid, fire) • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible • Education resources such as e-bug and PHE • Expectations when in school and at home 	✓	TB	- Posters on display in both schools showing risks and symptoms – Ocean Room & office. - Information leaflets for both families and staff contain information on, - <ul style="list-style-type: none"> ➢ Procedures for those with symptoms. ➢ Timetables ➢ Emergency procedures (e.g. fire, first aid) ➢ Hand washing frequency. ➢ Catch it, bin it, kill it. ➢ Expectations at home (follow government guidelines) - Social distancing signs displayed where appropriate (entrances / classrooms / offices).	TB / All	17/07/20 Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Planning shortcomings	The impact of COVID-19 on families and whether any additional support may be required is considered concerning: <ul style="list-style-type: none"> Financial Increased free school meals eligibility Referrals to social care and other support Pupil premium grant / vulnerable groups. 	✓	TB	July and September Newsletter to include, - <ul style="list-style-type: none"> ➤ Food banks ➤ Information on FSM eligibility and application ➤ Asking for support from school during summer holidays 	TB	17/07/20 Ongoing
	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents.	✓	TB	Behaviour Policy will be updated. Updated Behaviour Policy will be published on the school website and all staff will receive an email copy of them.	TB	17/07/20
	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. See Appendix 1 (A3 flowchart – end of document).	✓	TB	This will be contained in the information leaflets for families and staff.	TB	17/07/20
	As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.	✓	ML KM TW	Continue to use email, text messaging and the website to share information with families and staff	TB	Ongoing
	Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment.	✓	TB	Information for families and staff will state that the protective measures we put in place are only as effective as how well we all follow government guidelines at home.	TB	17/07/20 07/09/20
	Information is sent to EYFS children to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes /trainers (any clothing that does not require adult assistance/supervision).	✓	TB	Information leaflet asks parents of new children are 'school ready in September and can dress themselves for PE. Any children with shoe laces must be able to tie these themselves.	TB	17/07/20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Planning shortcomings	The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance <ul style="list-style-type: none"> PPE requirements for staff PPE in Schools Quick Guide for Coronavirus (COVID-19). 	✓	ML KM TW	PPE and PPE guidance is stored in the office (LLPS) and TB's office (MMPS). Staff to ensure supply of PPE remains and order when needed.	ML KM TW	Ongoing
	The school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team . The schools have informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to; <ul style="list-style-type: none"> provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). 	✓	TB	Information on NHS Test and Trace process included on family and staff leaflets.	TB	17/07/20
	PPE requirements are understood, and appropriate supplies are in place including long term approach to obtaining adequate PPE supplies.	✓	TB	Information regarding PPE is included in staff information leaflet.	TB	17/07/20
School safeguarding policy and procedures are not in place due to COVID-19	Consideration has been given to any children and young people who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	✓	TB	TB is currently communicating with families whose children may need support to return to school. Other staff may be involved in this as appropriate.	TB	Ongoing
	Safeguarding remains highest priority and policy is updated to reflect changes.	✓	TB	Policy will be updated when guidance has been received from DCC.	TB	ASAP
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.	✓	TB	Updated policy will be shared with families and staff. It will also be published on the school website.	TB	ASAP
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and young people to return to school.	✓	TB	TB will contact other agencies if needed.	TB	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
School safeguarding policy and procedures are not in place due to COVID-19	Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	✓	All	Staff will wear PPE if close contact is needed.	All	Ongoing
	All Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams.	✓	TB	List of contact numbers provided in staff information leaflet.	TB	17/07/20
	The school considers dynamically any day to day changes to the health and safety arrangements including changes to evacuation procedures (depending on the use of classrooms), entry and exit points and Critical Incident and Lockdown procedures whilst factoring in social distancing requirements.	✓	All	Staff will continue to use the Acorn Federation WhatsApp group to communicate changes that need making to procedures.	All	Ongoing
Staffing arrangements unprepared	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff, first aiders, fire wardens. Including at least one of the following: <ul style="list-style-type: none"> First aider (trained at the level for the relevant age group and associated risks of the school) Designated Safeguarding Lead (DSL) SENCO Caretaker/Cleaner, site support staff Office staff member 	✓	TB	First Aider – Many staff have required first aid qualifications. DSL – TB and lead teachers will be on-site / available. SENCO – TB will be on-site. Caretaker – will continue to work usual hours. Office staff – Timings of office staff in school to be shared in September newsletter	TB	07/09/20
	Designated safeguarding leads are provided with more time where possible in the first weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to social care and other agencies.	✓	TB	TB will provide any support to staff and children.	TB	Ongoing
	Designated Safeguarding Leads capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils.	✓	TB SM AH	DSL staff will be made available if a child makes a disclosure. TB will travel to the other site if needed.	TB SM AH	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Staffing arrangements unprepared	Individual risk assessments are in place following the Derbyshire County Council 'Guidance for Schools Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19'.	✓	TB	TB and staff work together to complete individual risk assessment.	TB	07/09/20
	Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	✓	TB	Teaching Assistants and supply agency staff to be used to cover sickness – dependent on length of time expected to be absent. TB is able to cover staff when absent.	TB	Ongoing
	Consideration has been given to staff clothing expectations and information shared with staff.	✓	TB	Information included in staff information leaflet.	TB	17/07/20
	Approaches for meetings and staff training is in place.	✓	TB	Continue to use Zoom for meetings	TB	Ongoing
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.	✓	TB	TB to plan for this and share with staff over the summer holiday.	TB	07/09/20
	Consideration has been given to the options for redeployment of staff to support the effective working of the school.	✓	SLT	TA timetables have been planned to enable support to be provided where needed.	TB	07/09/20
	For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	✓	TB	Expectations shared with staff if needed.	TB	07/09/20
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	✓	SLT	TA timetables have been planned to enable support to be provided where needed.	TB	07/09/20
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance (the Government are planning to issue test kits to schools in Autumn).	✓	TB	Information shared in staff and family information.	TB	17/07/20
	The approach for inducting new starters has been reviewed and updated in line with current situation.	✓	TB	Induction will include information on current procedures.	TB	07/09/20
	Return to school procedures are clear for all staff and arrangements to return any furloughed staff are in place.	✓	TB	Contact staff who have been shielding.	TB	07/09/20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Staffing arrangements unprepared	The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.	✓	TB	Information leaflet asks staff to provide updates as appropriate.	TB	17/07/20
	Staff receive regular briefings on day to day school matters.	✓	TB	Staff board in the office (LLPS) and in the Ocean room (MMPS) used to update staff, as well as email and text messaging.	All	Ongoing
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.	✓	TB	Posters displayed in the office (LLPS) and the Ocean Room (MMPS). Management Plan reminds SLT to regularly check on staff well-being.	TB	07/09/20
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.	✓	TB	Staff to inform TB if this is needed.	All	Ongoing
	Staff workload expectations are clearly communicated	✓	TB / All	Workload difficulties identified and dealt with when needed.	All	Ongoing
	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	✓	TB	Training will be identified and planned for. This will then be shared with staff as needed.	TB	07/09/20
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	n/a				
	Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared.	✓	TB	Produce a protocol to be followed when contractors attend either site.	TB	07/09/20
	Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders with protocols and expectations shared.	✓	TB	Sports Coaches – will not be used, this will be reviewed in October 2020. Music Tutors – the Church will be used for both piano and Wider Opps music lessons. This will allow social distancing of teacher and children. Forest School – Mrs Coppen will continue with Forest School at LLPS, she will socially distance as much as is possible. Head Teacher – will work on both sites, socially distancing as much as possible	TB	07/09/20
	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	✓	All	Due to the size of our schools, the number of children who attend BC/ASC and siblings in both classes, we will operate as one bubble across the school.		Ongoing
	Staffing allocations to groups have been determined, minimising contact with multiple groups as much as possible.	✓	All	In each school staff will be able to move between bubbles.		Ongoing
	Consideration of available testing for school staff is updated according to latest government advice: Test and Trace .	✓	TB	As appropriate	TB	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Classroom arrangements not organised	Classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues have been considered and good ventilation implemented where possible.	✓	TB	Information included in parent / staff leaflets - classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues	TB	17/07/20
	Classrooms have been re/arranged to allow as much space between individuals as practical.	✓	All	Meadow Class – arranged in rows, children facing forwards. Where possible children spaced out. Interventions delivered in groups. Garden Class – Children sit in same space every day. Tables are grouped to support learning.	All	07/09/20
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Sharing of equipment is limited to the bubble.	✓	All	Resources are used within classrooms and not shared between classes without being sterilised in-between.	All	Ongoing
	All furniture not in use has been removed from classrooms and teaching spaces with safe storage arranged for unused furniture.	✓	All	Staff will ensure classrooms are tidy at the end of every day.	All	07/09/20
	Shared materials and surfaces are cleaned and disinfected more frequently.	✓	All	Expectations for cleaning resources / surfaces are shared with staff in the staff information booklet.	TB	17/07/20
	Non-essential equipment or resources, which are not easily washable or wipeable have been removed. This may include items such as soft furnishings, soft toys, cushions and beanbags in classrooms dependent on how effective they can be cleaned.	✓	All	Staff to remove items when reorganising their rooms following the start of the summer holiday.	All	07/09/20
	Furniture has been arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	✓	All	Meadow Class – arranged in rows, children facing forwards. Where possible children spaced out. Interventions delivered in groups. Garden Class – Children sit in same space every day. Tables are grouped to support learning.	All	07/09/20
	Classroom/area arrangements are reviewed regularly.	✓	All	Staff will continue to use the Acorn Federation WhatsApp group to communicate changes that need making to procedures.	All	Ongoing
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	New timetables arrangements are agreed and confirmed for each year group to allow for reduced interaction between year groups whilst considering the need to move between basic class spaces.	✓	TB	Timetables shared with staff and families in information leaflets.	TB	17/07/20
	Consideration of staffing changes to cover absence has been undertaken.	✓	TB	Teaching Assistants and supply agency staff to be used to cover sickness – dependent on length of time expected to be absent. TB to cover for teachers.	TB	Ongoing
	Arrangements in place to support pupils when not at school with remote learning at home.	✓	TB	TB to plan for this and share with staff over the summer holiday.	TB	07/09/20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Precautionary transmission measures not being followed in school	Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).	✓	All	Staff and child temperatures will continue to be taken upon arrival. Anyone with a temperature over 37.9 will be sent home. Staff and children also expected to stay at home if they have symptoms.	All	Ongoing
	All persons should remain on site once they have entered the school premises unless they have a valid reason to leave, which has been authorised by a member of the senior management team whilst considering the risk of cross infection to others.	✓	All			Ongoing
	Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	All	Doors and windows open as they are currently	All	Ongoing
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. Note; most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.	✓	All	It is not possible for staff in a primary school to deliver quality first teaching whilst maintaining a 2m distance, e.g. listening to children read. Staff may wear PPE if they wish.	All	Ongoing
	Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use touch screen sign in, touch screen payment and fingerprint ID contact points.	✓	All	Hand sanitiser available next to signing in book.	All	Ongoing
	Staff and pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment	✓	All	It is not possible for staff in a primary school to deliver quality first teaching whilst maintaining a 2m distance, e.g. listening to children read. Staff may wear PPE if they wish.	All	Ongoing
	Electronic/touch screen "signing in" systems are cleaned/wiped down regularly.	n/a				
	Visitors are informed/asked to use their own pen to sign in at reception (no school pens are kept with the sign in book/register).	✓	All		✓	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Precautionary transmission measures not being followed in school	The school uses a cashless system to limit cash handling.	X		Cash less systems are not financially viable.	n/a	
	All staff, pupils and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment.	✓	All	Hand washing expectations shared with staff / pupils / visitors.	All	Ongoing
	The school endeavours to keep equipment sharing to a minimum.	✓	All	Pupils will have their own pencil case with individual equipment in.	All	Ongoing
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff.	✓	All	Staff to routinely supervise hand washing routines and remind children of expectations.	All	Ongoing
	All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • when they change rooms • before food preparation and eating any food, including snacks • before leaving school. 	✓	All	Staff ensure this is adhered to.	All	Ongoing
	The school has enough hand washing and/or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.	✓	All	Enough sinks available. Hand sanitiser available around the school.	All	Ongoing
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands. 	✓	All		All	Ongoing
	Hand washing facilities identified for each learning zone.	✓	All	Children use handwashing facilities in classrooms, toilets and the corridor.	All	Ongoing
	External doors and windows are opened to allow additional ventilation, where possible (including offices).	✓	All	All windows and doors open when it is safe to do so.	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed in school</p>	The amount of shared resources that are taken home and the exchange of take-home resources between children, young people and staff are limited.	✓	All	Children will take home reading books and reading records.	All	Ongoing
	Equipment and resources per child are provided for to prevent the sharing of stationery and other equipment where possible.	✓	All	Pupils will have their own pencil case with individual equipment in. Resources e.g. word cards, whiteboards are stored for each pupil.	All	Ongoing
	Any shared classroom materials and surfaces are cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups).	✓	All	Surfaces cleaned regularly. Resources used by a class are cleaned daily.	All	Ongoing
	Practical lessons can proceed if equipment is cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between groups.	n/a				
	The centralised ventilation system that removes and circulates air to different rooms is turned off. In these situations, advice is also sought from the schools facilities management/Property Services.	n/a				
	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.	✓	All	Staff will teach outside when they can / appropriate.	All	Ongoing
	Sufficient training is given to Teachers, if cleaning materials are to be placed in classrooms, including safe use and secure safe storage of products.	✓	All	Staff are currently cleaning throughout the day. Storage of cleaning materials to be safe.	All	Ongoing
	Bin liners are used in all bins and emptied daily.	✓	KS	Part of daily cleaning routine.	KS	Ongoing
	Enhanced cleaning and disinfecting guidance are available to staff for use if required.	✓	TB	Copies available from TB on request.	TB	Ongoing
	Adequate cleaning supplies are in place including longer-term arrangement for continual supply.	✓	ML KM TW	Staff inform ML/KM/TW if cleaning supplies required.	All	Ongoing
	PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff.	✓	TB	PPE and PPE guidance is stored in the office (LLPS) and TB's office (MMPS).	TB	Ongoing
	PPE requirements are understood and appropriate supplies are in place.			Staff to ensure supply of PPE remains and order when needed.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Social distancing failure	The schools will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Applying an overarching principle to reduce the number of contacts between children and staff. This will always be dependent on; <ul style="list-style-type: none"> children's ability to social distance the lay out and facilities of the school the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) 	✓	All	Each school will operate as a single bubble. Contact between classes will be limited to lunch times and BC / ASC to further reduce the risk. Staff will move between classes.	All	Ongoing
	Year group sized 'bubbles' are implemented where class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school.	X		We will operate as a whole school bubble with 'mini-bubbles' operating within that.		
	After the school has assessed the manageable group 'bubble' sizes that suit the schools particular circumstances, they are kept apart from other groups where possible and older children are encouraged to keep their distance within groups.	✓	All	Each class will be a mini-bubble within the school. Break times will take place separately (partly to facilitate hand washing). At lunch time classes will sit together to eat, but all children will be in the room together.	All	Ongoing
	Smaller groups the size of a full class is implemented where it can be achieved, as this helps to reduce the number of people who could be asked to isolate should someone in group become ill with Coronavirus COVID-19.	n/a				
	Steps to limit interaction, sharing of rooms and social spaces between groups is undertaken as much as possible to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate in the event of a confirmed COVID-19 case.	✓	All	Break times will be separate. At lunch time children will eat within their mini-bubble in the same room.	All	Ongoing
	The school is organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.	n/a				
	All teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable will ideally try and keep a 2 metre distance from pupils and other staff as much as they can.	✓	All	Staff who work in both schools (e.g. TB) will maintain 2m distance from pupils and staff as much as they can. Staff who work predominantly in one school will maintain 2m distance from pupils and staff in the other school (e.g. JC / KS)	TB JC KS	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Social distancing failure	All essential face to face staff (adult) meetings are organised to maintain social distancing of 2m, or 1m with risk mitigation where 2m is not viable in well ventilated areas.	✓	All	As much as possible meetings will be arranged via Zoom. When this is not possible staff will follow social distancing guidelines.	All	Ongoing
	Teaching assistants are deployed to lead groups or cover lessons, under the direction and supervision of a qualified teacher (any redeployments is not at the expense of supporting pupils with SEND).	✓	All	This will only be necessary if a member of teaching staff is absent.	All	Ongoing / as needed
	Supply teachers, peripatetic teachers, SEND specialists and/or other temporary staff who move between schools should minimise contact where possible and maintain as much distance as possible from others.	✓	All	Supply teachers – only used for longer absences. Peripatetic teachers (at LLPS) – will use the Church to ensure social distancing.	All	Ongoing
	Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.	✓	All	Staff remind pupils throughout the day. Posters displayed around both schools.	All	Ongoing
	Pupils/children who would normally be in their class groups for the majority of the classroom time, can mix into wider groups for the provision of specialist teaching, wraparound care and transport.	✓	All	We will operate as a whole school bubble with 'mini-bubbles' operating within that.	All	Ongoing
	The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups.	✓	AH CS	EYFS staff will consider resources available for children – ease of washing, number available each day.	AH CS	Ongoing
	Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice that unlike older children and adults, early years and primary age children cannot be expected to remain socially distanced apart from each other and staff always.	✓	All	Meadow Class – children will be as spaced out as they can, in rows. Garden Class – children will sit in groups. Staff – will maintain distance where possible. It is not possible to do this continuously, staff will wear PPE if they wish.	All	Ongoing
	Resources are arranged to be used by small groups to limit the risk of cross contamination with unnecessary sharing avoided.	✓	All	Resources used by a class are cleaned daily.	All	Ongoing
	If EYFS staff are required to change young children's nappies the correct PPE is worn when carrying out such intimate care (see PPE guidance).	✓	All	Staff wear PPE for changing nappies / toileting children.	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Social distancing failure	<p>As much as possible, pupils and staff social distance and are spaced apart;</p> <ul style="list-style-type: none"> • The use of staff rooms and offices are staggered to limit occupancy • Staff model social distancing consistently • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements • Circulation plans have been reviewed and amended • Circulation routes are clearly marked with appropriate signage • One-way systems are in operation where feasible • Corridors are divided where feasible • Appropriate supervision levels are in place • Large gatherings such as assemblies or collective worship with more than one group bubble are avoided. • Avoiding unnecessary gatherings • Social distancing floor markers are used where queues cannot be eliminated • Pupils entering/leaving the classroom follow a "one person at a time" rule • The movement of pupils around the school is minimised • Outdoor space is encouraged (weather dependent). 	✓	All	<ul style="list-style-type: none"> - Staff socially distance at break / lunch time. - Staggered drop off / collection times (done by surname). - Meadow Class arranged in rows. - Interventions delivered in groups. - Garden Class arranged in grouped tables. - Staggered break time to allow for hand-washing. - Toilets shared by bubbles, cleaned at lunch time. - MMPS: Children encouraged to social distance when queuing for dinner – markings on the floor. - MMPS: to continue with one-way system in the corridor. - Assembly to be delivered by TB via Teams?? Both schools at the same time. TB to deliver assembly on Monday and Tuesday?? - Staff stagger the arrival / departure of children from the classroom and consider where children sit when sending them into class. - Staff use the outdoor space when they can. 		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Social distancing failure	Lesson change overs are staggered to avoid overcrowding	n/a				
	Where possible, pupils stay in classrooms and staff move around	✓	All	Pupils and staff remain in the same classroom for teaching.	All	Ongoing
	Break times and lunch times are structured and closely supervised	✓	All	Staff walk around the outdoor space talking to each group of children.	All	Ongoing
	Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points.	✓	All	Each class only sends one child to the toilet at a time. Cleaning of regularly touched surfaces happens during the day.	All	Ongoing
	Movement of pupils around the school is minimised and staggered to reduce large groups of pupils/staff gathering as much as possible (brief, transitory contact, such as passing in a corridor, is low risk).	✓	All	Children only leave the classroom to go to the toilet / wash their hands.	All	Ongoing
	Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.	✓	All	At regular points during the week.	All	Ongoing
	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	✓	TB	Review to be shared with staff and Governors.	TB	Ongoing
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for.	✓	All	Staff follow procedures agreed.	All	Ongoing
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓		Meadow Class at MMPS will do this.	LoT	Ongoing
	School entrance reception desk/point has a screen or a physical barrier that creates a 2-metre gap between the visitor and member of staff.	X	All	Visitors will be asked to remain outside the front door whilst establishing the reason for their visit and sharing procedures.	All	Ongoing
	Visitors are reminded to keep a 2-metre gap between other visitors (use of social distancing floor markers are ideal in these areas).	✓	All	Information sheet for visitors displayed on front doors – staff point this out.	All	Ongoing
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries.	✓	All	Information leaflets ask parents to do this.	All	Ongoing
	Any essential face to face meeting is undertaken maintaining 2 metre social distancing.	✓	All	This is considered prior to the meeting so that an appropriate place can be selected.	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff rooms and offices do not allow appropriate social distancing	Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing (2m, or 1m with risk mitigation where 2m is not viable).	✓	TB	Arrange furniture in the Ocean Room to allow for social distancing.	TB	23/07/20
	Staff workstations are assigned to an individual and not shared to allow them to maintain social distancing wherever possible. If they need to be shared, they are shared by the smallest possible number of people.	✓	TW KM	Staff ensure they clean their workstation upon arrival and departure at work.	TW KM	Ongoing
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work.	✓	All	Staff will make drinks for those in their mini-bubbles.	All	Ongoing
	Staff should use a dishwasher if possible, to clean cups, cutlery, plates etc. Staff should wash their hands before emptying the dishwasher. Staff will be responsible for washing their own cups etc. if no dishwasher available.	✓	All	Staff will be responsible for washing their own cups etc.	All	Ongoing
School unable to meet full provision for children and young people (CYP) with SEND	Approach to provision of the elements of the education health and care plan (EHCP) including health/therapies are in place.	✓	All	Current elements of the EHCP can be met.	All	Ongoing
	Consideration is given to any CYP who may need support with their return to school which involves consultation with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	✓	All	Current elements of the EHCP can be met.	All	Ongoing
	Individual pupil's EHCP are reviewed to consider what can reasonably be provided whilst in school.	✓	All	Current elements of the EHCP can be met.	All	Ongoing
Vulnerable people	The DCC individual risk assessment for staff categorised as at Higher Risk is undertaken for individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield as they can return to work from 1 st of August as long as they maintain social distancing (PPE may also be required).	✓	TB	TB to carry out RA with staff who received a shielding letter.	TB	07/09/20
	Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the DCC individual risk assessment for staff categorised as at Higher Risk.	n/a		Staff to inform TB if they are pregnant.	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Home visits to be undertaken by staff	Home visits are only undertaken if it is absolutely necessary.	✓	All	Staff travel in own vehicle. Often visit families in pairs. Doorstep visits are carried out.	All	Ongoing
	Staff will use their own vehicle to get to the visit and once they arrive, they will knock on the door and step back to maintain social distancing.	✓	All			
	Staff will consider whether it is possible to have a conversation with parents and pupils via an open window.	✓	All			
	Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school.	✓	All			
Pupils' behaviour on return to school does not comply with social distancing guidance	The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.	✓	TB	New Behaviour Policy written and shared with families and staff. Also published on the website.	TB	17/07/20
	All staff understand the new rules and routines, including the use of sanctions and rewards.	✓	All			
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches; <ul style="list-style-type: none"> handwashing social distancing good hygiene to limit cross infection code of conduct to be signed by students and parents for repeat offenders Risks assessments around students who might struggle to follow expectations. 	✓	All	This is included in the new Behaviour Policy.	All	Ongoing
	Staff, pupils and parents are regularly reminded of their responsibilities and behaviours on the School site.	✓	All	Staff remind children in school. Reminders included in newsletters.	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Insufficient staff and pupil wellbeing	Cover arrangements for Headteachers/leaders are in place.	✓	AH SM	Lead Teachers would step in if TB absent.	AH SM	As needed
	Staff are aware of how to access support for issues such as anxiety, mental health, resilience, behaviour, including bereavement, behaviour in addition to safeguarding in general.	✓	TB	Posters displayed in the office (LLPS) and Ocean Room (MMPS). Staff know to talk to DSLs (TB, SM, AH).	All	07/09/20
	Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home.	✓	All	Posters displayed in the office (LLPS) and Ocean Room (MMPS). Staff know to talk to DSLs (TB, SM, AH).	All	07/09/20
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss and require time to express their feelings.	✓	All			
	Some pupils with SEND are provided with specific help and preparation for the changes to routines and teachers and special educational needs coordinators will have plans to meet these needs, for example using social stories.	✓	SH	Social stories used as needed.	SH	Ongoing
	Pastoral and extra-curricular activities provision is available to all pupils designed to: <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement address and equip pupils to respond to issues linked to coronavirus support pupils with approaches to improve their physical and mental wellbeing (including accessing the Educational Psychology Service) 	✓	All	Additional PSHE lessons planned for September.	All	Ongoing
	The approach to promoting and supporting attendance for all pupils has been established, including those who may be anxious.	✓	TB	Information included in staff and pupil information leaflets.	TB	17/07/20
	Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per Government guidance.	✓	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
The start and end of the school day create risks of breaching social distancing guidelines	Start and departure times are staggered.	✓	TB	Arrival / departure times staggered by surname – shared with families / staff in information leaflets.	TB	17/07/20
	The number of entrances and exits to be used is maximised; where possible each year group to enter through its own access point.	X	TB	Entrances / exits planned considering number of families arriving at one time.	TB	17/07/20
	Different entrances/exits are identified and used for different groups.	X	TB	Whole school one bubble.	TB	17/07/20
	Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.	✓	TB			
	When staff, pupils or visitors arrive at school wearing face coverings, they should be removed and disposed of in a covered bin (if enough space wheelie bin near the entrance) or if the face coverings are reusable they are placed in a sealed plastic bag to be taken home. After removing the face covering, individuals must wash their hand immediately. This process is communicated to all staff, pupils and parents.	✓	All	Information shared with families / staff in the information leaflets.	TB	17/07/20
	A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised.	✓	TB	Arrival / departure times staggered by surname – shared with families / staff in information leaflets. Including not gathering.	TB	17/07/20
	Floor markings are visible where it is necessary to manage any queuing.	✓	TB	Signs on the fences used to identify where people should stand.	TB	07/09/20
	Attendance patterns have been optimised to ensure maximum safety.	✓	All			
	A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress.	✓	All	Staff use 'Air 5' / virtual hug. If needed PPE is worn to allow closer contact when children are distressed.	All	Ongoing
	Parents should not enter the school buildings to drop off or collect children.	✓	All	Shared with parents in the information leaflet.	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Inadequate social distancing and cross infection risk during Catering Service delivery	lunchtimes are staggered to align with start and finish times.	n/a		Children will eat at the same time.		
	Lunchtime arrangements are discussed with the school Catering Team to promote a cohesive approach to the service.	✓	TB	Lunch time to happen as usual.		
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that pupils/children do not mix with pupils/children from other groups.	✓	TB	Lunch time to happen as usual.		
	Throughout meal service times, social distancing rules in queues, seating and eating are followed.	✓	All	MMPS: Children reminded to social distance in the queue.	All	Ongoing
	Staff, pupils and visitors are reminded to wash their hands prior to eating.	✓	All	Built into daily routine	All	Ongoing
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments.	✓	All	Mini-bubbles eat together in same room but sit in their mini-bubble groups.	All	Ongoing
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves to minimise cross infection.	✓	All	LLPS: Staff serve dinner at the table wearing PPE. MMPS: MC to serve dinner and give children their tray / utensils.	All	Ongoing
	Pupils do not carry plates/trays of food/drinks up or down stairs	n/a				
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible	✓	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Unmanaged toilet arrangements <i>Queues for toilets and handwashing risk non-compliance with social distancing measures</i>	Toilets are allocated to specific groups 'bubbles' where possible to assist with reducing the mixing of groups.	n/a		Whole school bubble		
	Queuing zones for toilets and hand washing have been established and are monitored.	✓	All	When queuing outside toilets occurs staff monitor this	All	Ongoing
	Floor markings are in place to promote social distancing.	✓	TB	Ensure corridors are taped.	All	Ongoing
	The number of children using the toilet at any one time is limited where possible and different groups using the same facilities at the same time are avoided where possible.	✓	All	Children will use the toilets one at a time. Siblings may go in the toilet together. Information included in family / staff leaflets.	All	Ongoing
	Staff will follow social distancing when using toilet areas.	✓	All			
	Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	✓	All			
Contractors / Essential Repair Work	Only contractors carrying out essential work are allowed on the school site.	✓	ML KM TW			
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.	✓	ML KM TW	ML, KM, TW liaise with contractors prior to their visit.		
	Contractors are to adhere to hygiene and social distancing rules.	✓	All			
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	✓	All			
	Site briefing carried out explaining social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.	✓	All	Poster displayed on front door to be used.		
	The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned where required.	✓	All	Staff will then use Acorn WhatsApp group to inform KS	All	Ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓	All			
	Staff should wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. REMEMBER if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)	✓	All			
Transport failings	Arrangements are in place with transport providers to support any staggered start/end times along with school staff to support boarding and disembarking where possible.	n/a				
	Checks are made with the school's arranged transport provider(s) to ascertain that they are following Government Coronavirus (COVID-19): safer transport guidance for operators?	✓	ML	Contact Taxi company and families to establish arrangements.	ML	07/09/20
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	n/a		Taxi		
	Parents should ensure their children over 11 wear face coverings while travelling on public or school buses unless they are exempt and provide them with hand sanitiser to use upon boarding and/or disembarking.	n/a		Children under 11 years old		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	n/a				
	Support is in place for children and young people who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	n/a				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Curriculum/ learning environment	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?	✓	TB			
Music	<p>Each activity is risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • Music • PE – including no contact sport • Practical science lessons • All other Curriculum Departments 	✓	TB	<p>Music – will take place. Lessons involving singing will happen outside. Percussion instruments can be used but must be cleaned following use and not shared during the lesson.</p> <p>PE – non-contact sports will be taught and lessons will only take place in fine weather outside.</p> <p>Art / D&T – children will use their own resources (e.g. paint brush) for the lesson. These will then be washed and stored for 72 hours before being used again.</p>		
	<p>The following points (not exhaustive) is used to reduce the risk when pupils are playing instruments or singing in small groups such as in music lessons;</p> <ul style="list-style-type: none"> • physical distancing • playing outside wherever possible, • limiting group sizes to no more than 15 • positioning pupils back-to-back or side-to-side • avoid sharing instruments • ensuring good ventilation 			<p>Singing – will happen outside where increased space allows for social distancing.</p> <p>Instruments – Peripatetic instrument lessons will happen at the Church / outside to allow for social distancing. - Wind and brass instruments will not be shared. - The piano will be wiped between each child using it. Children will wash their hands before leaving school and will use hand sanitiser upon arrival at the Church.</p>		
	Singing, wind and brass playing in larger groups such as school choirs, or school assemblies is not undertaken.	n/a				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Curriculum/ learning environment	School staff will consider the following points (not exhaustive) to reduce the risk for pupils undertaking physical education;	✓	All	<ul style="list-style-type: none"> - Pupils will take part in PE in their mini-Bubbles. - PE equipment will be cleaned after the lesson. Staff will consider the equipment they use to ensure it can be cleaned. - Non-contact sports will not be taught. - PE will only take place outside. - Children will wash their hands before and after PE lessons. - Sneeze stations, tissues and hand sanitiser will be taken outside. 	All	Ongoing
Physical education	<ul style="list-style-type: none"> • pupils kept in consistent groups • sports equipment thoroughly cleaned between each use by different groups • contact sports avoided (for example rugby/football/netball/basketball/hockey) • outdoor sports prioritised where possible • using indoor spaces maximising distancing between pupils • scrupulous attention to cleaning and hygiene • ensure enough tissues available for good respiratory hygiene 					
	Changing areas (if used) are cleaned after every lesson (wiping surfaces).	✓	All	Staff will wipe tables / chairs after children have finished changing.	All	Ongoing
	There is sufficient standard cleaning equipment is available and those undertaking the cleaning task are competent to do so.	✓	All			
	The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.	n/a		At the present time we will not be using external coaches. This will be reviewed in October 2020.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Contingency planning for local Coronavirus COVID-19 outbreak	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.	✓	TB	Remote education planned for during Summer holiday and staff clear on expectations.	All	As needed
	<p>In developing contingency plans the school has considered:</p> <ul style="list-style-type: none"> All students have access to appropriate technology. Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the school's curriculum expectations Giving access to high quality remote education resources Selecting online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use Providing printed resources for pupils who so not have suitable online access Recognising that younger pupils and pupils with SEND may not be able to access remote education without adult support. 	✓	TB ML KM TW	<ul style="list-style-type: none"> - Survey parents and ensure access to remote education should we need to use it. - Staff to continue to follow planning set out. - Plans for printing resources and delivery of those resources in place. - Expectations for parents to support remote education. 	All	As needed
	<p>When teaching pupils remotely, the school will:</p> <ul style="list-style-type: none"> Set assignments for meaningful and ambitious work each day in a number of different subjects Teach a planned and well-sequenced curriculum Provide frequent, clear explanations of new content, delivered by a teacher in school or through high quality resource or videos. Set a clear expectation on how regularly teachers will check work Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers. 	✓	TB SM AH LoT CS	Clear expectations for remote learning set out and shared with parents in September.	TB	07/09/20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 7 days from when the symptoms started and informed to book a test .	✓	All	➤ Tests can be booked online through the NHS testing and tracing for coronavirus website , or ordered by telephone via NHS 119 for those without access to the internet.		
	Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs.	✓	All	If possible children will be isolated outside. At LLPS children displaying symptoms will sit outside under the canopy if it is raining. At MMPS children will sit in TB's office with the door closed and the window open.		
	To limit disruption a separate toilet is used by the pupil if required (as this would require enhanced cleaning before being used by anyone else).	✓	All	LLPS – use the staff toilet in the corridor (staff to use the toilet in the office). MMPS – use the staff toilet in the corridor (staff to use the toilet in the Bluebell Room).		
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).	✓	All			
	Staff are aware of the locations for PPE.	✓	All	PPE and guidance for putting it on is in the office (LLPS) and TB's office (MMPS)		
	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).	✓	All			
	Parents informed of their child developments and asked to collect immediately (staff are also informed).	✓	All			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	All			

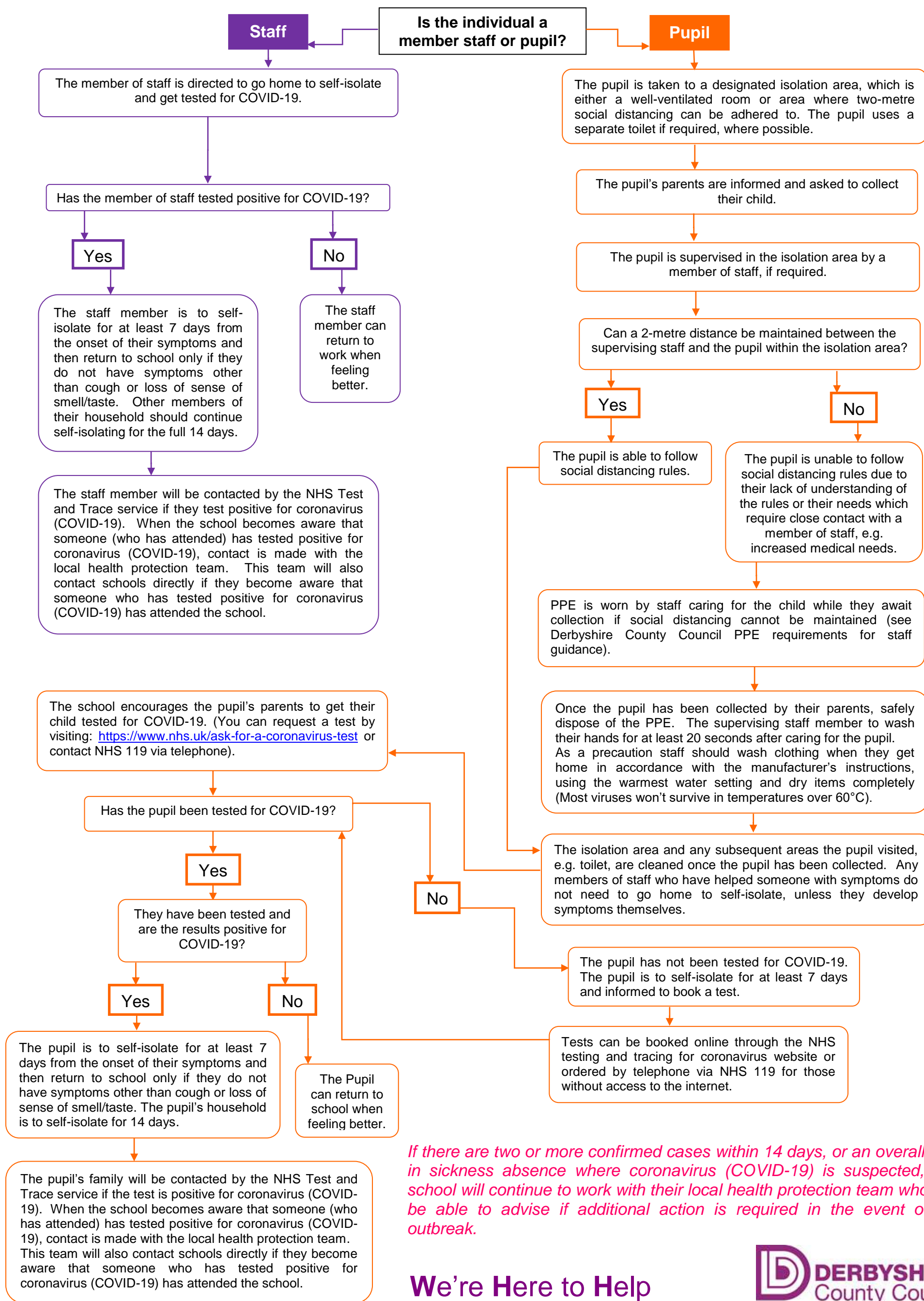
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	The school will inform the relevant staff/parents to follow the Stay at home guidance .	✓	TB	TB will ask ML, KM, TW to contact relevant staff / parents / visitors.		
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school).	✓	All			
	Staff and Headteacher/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	SLT	Contact families by telephone	SLT	As needed
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	KS			
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.	✓	All			
Confirmed staff or pupil Covid-19 case	If someone tests positive, they will follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (<i>This is because a cough or anosmia can last for several weeks once the infection has gone</i>).	✓	All	➤ Note; Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation		
	The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	✓	All	Ensure parents / staff know this by including in the information leaflets.	TB	17/07/20
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.	✓	TB / KS			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Confirmed staff or pupil Covid-19 case	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.	✓	KS			
	Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).	✓	KS	Equipment is double bagged.		
	Sufficient and suitable equipment is available for the required clean.	✓	KS	Ensure spare equipment is always available.		
	When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team (<i>this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school</i>) – as identified by NHS Test and Trace.	✓	TB			
	The health protection team will work with schools in the above situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • direct close contacts - 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 	✓	TB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Confirmed staff or pupil Covid-19 case	To support the Test and Trace process a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is recorded. Note; <i>You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i>	✓	All			
	If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required in the event of an outbreak.	✓	All			
	<div data-bbox="336 748 799 1407"> </div> <div data-bbox="831 748 1263 922"> <p>A flowchart is available at the end of this document as APPENDIX 1 for dealing with Coronavirus (COVID-19) suspected and confirmed cases.</p> <p>Note; In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> </div>					

Appendix 1

Coronavirus (COVID-19) Flowchart



We're Here to Help

