



Stoke Bishop CofE Primary School

Section 3 – ACTION PLAN - Covid 19 Risk Assessment – June 2020 – Implemented 20.5.20 / Reviewed 8.6.20

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person) (Identified as High due to concerns regarding testing regime)	1. Office Team to create Posters with updated Symptoms list for classes, FA Rm, Office, Dining Hall, Staff Rm.	1. Office / FA Team (JL)	1. 3.6.20	1.6.20
	2. Information for Parents contains updated symptom information	2. SLT (DF)	2. 4.6.20	1.6.20
	3. Office lead to collate key information regarding Testing process and expectations regarding outcomes for sharing with all adults or parents <i>All children and adults from the group will be sent home or told not to attend school and the wider group will be sent home and told to self-isolate for 14 days. Wider family only self-isolate if the family member shows any symptoms. Signposting for testing. Share available literature with parents and explain procedures</i>	3. Office / FA Team (JL)	3. 4.6.20	1.6.20
	4. Outcome for all parents / children who are tested communicated with school office as part of attendance procedures. Follow up where no	4. Office Team (JL)	4. 8.6.20	On-going

	<p>information provided</p> <p>5. Classroom procedures will be put in place and monitored on a daily basis for limiting infection through:</p> <ul style="list-style-type: none"> • Applying a bubble principle to groups of 10 maximum • Regular surface cleaning throughout the day by adults at the end of class sessions • Regular handwashing for all children at the beginning of each classroom session • Social distancing measures in place for children using allocated seat / table per child within a 2m zone. • 'Catch it, bin it kill it' signage and lidded bins in all classrooms • All class groups have an allocated outdoor space for break and lunchtime • A system for staggered breaks and lunchtimes has been put into place to minimise any contact between groups • All staff will follow social distancing, handwashing and minimised contact guidance to limit the possibility of transmission 	5. SLT (DF/SB)	5. 8.6.20	8.6.20
Contact with those developing symptoms of the virus during the working day.	<p>1. First Aid Rm needs to be deep cleaned and prepared as an isolated space with signage and appropriate equipment in situ. <i>Child / Adult is isolated in the First Aid Rm and treated / supported by First Aid Team using PPE resourced by school</i></p>	1. Cleaning Team (SF) / FA Team (JL)	1. 5.6.20	2.6.20
<p>Cleaning</p> <p>Person contracts COVIS 19 as a result of inadequate cleaning</p>	<p>1. A full guidance document listing cleaning processes and expectations has been produced to give clarity to all staff in support of the daily and weekly cleaning routine.</p> <p>2. Specific staff training has been given to all groups to ensure they follow the precise guidelines on cleaning in class, around all adult spaces, the Dining areas (when brought into use) offices or the First Aid Rm</p>	<p>1. Admin (AS/SF)</p> <p>2. SLT / SF</p>	<p>1. 3.6.20</p> <p>2. 5.6.20</p>	<p>3.6.20</p> <p>3/4/5.6.20</p>

<p>Contractors working on the premises.</p> <p>Exposure to infection from inadequate social distancing/ hygiene arrangements</p>	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>3. For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	<p>3. Admin Team (AS)</p>	<p>3. 8.6.20</p>	<p>On-going</p>
<p>Preparation of school building</p> <p>Failure to complete compliance checks renders the building unfit for use.</p>	<ol style="list-style-type: none"> 1. Signage set out to direct parents and children on arrival: <ul style="list-style-type: none"> • One Way entry system • 2 metre marking zones • Drop off points for each class group • One Way exit system 2. Rms to be deep cleaned and set out as per measurements for 2m zones around each child 3. Signage in toilets for handwashing 4. Signage in corridors, staffroom, toilets and Admin office doors , to guide adults in maintaining 2m social distancing expectations 5. Fire Procedures document with map reviewed and any changes communicated to all staff to ensure clarity of guidance / expectations and where sited in rms. 6. Go Inside / Get Out Get Away procedures document reviewed and any changes communicated to all staff to ensure clarity of guidance / expectations and where sited in rms. 7. Fire / Lockdown drills on 8.6.20 and all subsequent dates that the pupil constituency changes due to new groups being in school 8. Kitchen area deep clean to be organised and checked by AS / DF as well as AiP 	<ol style="list-style-type: none"> 1. H&S Team (AS) 2. H&S Team (AS) 3. H&S Team (AS) 4. H&S Team (AS) 5. SLT (SB) 6. SLT (SB) 7. SLT (SB) 8. AiP contractors (DF/AS) 	<ol style="list-style-type: none"> 1. 2.6.20 2. 2.6.20 3. 2.6.20 4. 2.6.20 5. 3.6.20 6. 3.6.20 7. 1.6.20 8. 5.6.20 	
<p>Concerns from staff in identified work groups</p>	<ol style="list-style-type: none"> 1. Discussions to be held with all staff on a 1-1 basis, where they have identified themselves as being in a particular group. Either confirmation of ability to work or clarification of supporting medical information has been recorded. Where necessary they have been advised not to return to work and will work from home. 	<ol style="list-style-type: none"> 1. DF/AS 	<ol style="list-style-type: none"> 1. 21.5.20 	

Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	<ol style="list-style-type: none"> Staffing questionnaire has identified overall level of 'comfort' with arrangements based on level of risk for individual teachers Classroom planning based on identified numbers of children returning through questionnaire (See Return to School Plan) 	<ol style="list-style-type: none"> DF DF 	<ol style="list-style-type: none"> 14.5.20 21.5.20 	<p>20.5.20</p> <p>20.5.20</p>
Daily variation in staffing means that the school is unable to operate safely for all groups of pupils.	<ol style="list-style-type: none"> Grouping is based on two adults per class to maintain possibility of continuity at least to end of a day where a member of staff is sick. Reserve staff will be used to provide cover as necessary. Limiting contact between groups with a 3 day gap. Headteacher will close parts of the provision if we have insufficient cover staff available to allow essential social distancing and infection control measures based on school's agreed guidance (See Return to School Plan) We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice i.e. via School comms email and text Parent information will ensure they understand that provision may be curtailed by lack of available staff 	<ol style="list-style-type: none"> DF DF SLT (DF) SLT (SB) SLT (DF) 	<ol style="list-style-type: none"> As required As required As required 4.6.20 4.6.20 	<p>21.5.20</p> <p>On going</p> <p>On going</p> <p>1.6.20</p>
Pupil welfare - changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	<ol style="list-style-type: none"> Register of all children deemed to be at risk and Risk assessments, where required, maintained by Inclusion lead to identify children of key concern and actions in place to support their attendance at school / learning from home 	<ol style="list-style-type: none"> SB 	<ol style="list-style-type: none"> 4.6.20 	<p>2.6.20</p>

<p>Ineffective reintegration of young/vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils</p>	<ol style="list-style-type: none"> 1. We will identify children where reintegration measures may support children. We will discuss arrangements on an individual basis where we anticipate difficulties in this area. 2. We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required. 	<ol style="list-style-type: none"> 1. SB 	<ol style="list-style-type: none"> 1. 5.6.20 	<p>5.6.20</p>
<p>Provision of first aid</p>	<ol style="list-style-type: none"> 1. Only those identified within the First Aid Team will deal with any FA requirements beyond a simple plaster (applied with gloves). 2. All members of the First Aid Team will wear PPE for all situations where they are treating a need. PPE will consist of : <ul style="list-style-type: none"> • Gloves • Mask • Aprons • Face shields 3. Procedures for the appropriate use of PPE will be shared in staff training and displayed through the 'donning & doffing' Poster in the First Aid Rm. 4. Paediatric First Aid staff in EYFS will take responsibility for delivering First Aid at all levels with Reception children. 5. It will be reinforced for parents that these procedures and the necessity of calling for them to pick up their child are essential where there are significant cuts / bleeding / or significant toileting issues. 	<ol style="list-style-type: none"> 1. FA Team (JL) / All Staff 2. FA Team (JL) 3. FA Team (JL) 4. SLT (DF) 5. SLT (DF) 	<ol style="list-style-type: none"> 1. 8.6.20 2. 8.6.20 3. 1.6.20 4. 4.6.20 5. 4.6.20 	<p>4.6.20</p> <p>8.6.20</p> <p>3/4/5.6.20</p> <p>3./4.6.20</p> <p>4.6.20</p>

<p>Use of Personal Protective Equipment (PPE) (Mainstream)</p> <p>Incorrect use exacerbates the risk of further infection.</p>	1. We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings and have advised the staff of such.	1. DF	1. 3./4.6.20	20.5.20
	2. PPE equipment, both general (disposable) and designated for all activities that require adults to clean areas, or make direct contact with children – for example when providing basic First Aid – has been purchased and stored to be made available as required.	2. AS	2. 22.5.20	20.5.20
	3. We currently have children, whose care often requires support with toileting issues. A review of these needs will be completed at the point they return to school.	3. SB	3. As required	
	4. We will ensure that, regardless of the 2m social distancing guidance, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal. This information will be displayed through the 'donning a& doffing' Poster in the First Aid Rm.	4. SLT (AS)	4. 4.6.20	
	5. Parents will be informed of these procedures and the necessity of calling for them to pick up their child emphasised, where there are significant cuts / bleeding (Return to School Plan)	5. DF	5. 4.6.20	4.6.20
<p>Administration of medication</p> <p>Illness or injury to those who are unable to access their medication</p>	All aspects will be addressed through discussion and agreement in staff training	DF	5.6.20	5.6.20
	1. School procedures for the administration of prescription and controlled medication will continue to apply.	1. Office Lead (JL)	1. 4.6.20	8.6.20
	2. Parents have been advised to check that they have returned any required medication to school;	2. Office Lead (JL)	2. 5.6.20	4.6.20

	3. We will check that medication that has remained in school is still in date and contact parents if this is not the case.	3. Office Lead (JL)	3. As required	On going
	4. Staff will wear PPE, whilst administering medication, if it is not possible to maintain 2m social distancing.	4. FA Team / Teaching staff	4. 5.6.20	5.6.20
	5. Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) are listed through initial on SIMs	5. Office Lead (JL)	5. 5.6.20	3.6.20
	6. All children with allergies will be identified for the adults in each teaching group.	6. Office Lead (JL)	6. 5.6.20	5.6.20
	7. EHC Plans or other relevant Healthcare Plans will be shared with staff responsible for each teaching group.	7. SB	7. 5.6.20	N/A
	8. Match trained staff to children requiring Adrenaline Auto-injectors (AAI) and asthma inhalers.	8. DF	8. 4.6.20	4.6.20
	9. We have advised parents that if there is any significant risk to the health of a child or adult then this will take precedence over social distancing.	9. DF	9. 5.6.20	4.6.20
	10. We have reviewed the need and provided refresher training for all staff regarding the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.	10. Office Lead (JL)	10. As required	1.6.20
	11. Tables will be cleaned after lunch, rubbish disposed of and the lidded and open waste bins emptied on a daily basis to avoid allergens remaining in the classroom for longer than necessary.	11. Lunchtime / Cleaning Teams	11. 8.6.20	8.6.20

Emergency Evacuation and lockdown	<ol style="list-style-type: none"> Staff Training on all procedures in dedicated Staff Training session A drill be completed for fire / lockdown procedures on 8.6.20 and all subsequent dates that the constituency changes due to new groups being in school 	<ol style="list-style-type: none"> SLT (DF) SLT (DF) 	<ol style="list-style-type: none"> 3.6.20 8.6.20 	
Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc	<ol style="list-style-type: none"> Children are reminded on arrival of the appropriate procedure for washing hands. Sanitiser will not be used as part of the daily handwashing routine Guidance and training for staff regarding cleaning procedures and products includes <ul style="list-style-type: none"> use of gloves, demonstration of appropriate use of virucidal spray and disposal of gloves / single use cloths COSSH guidance on cleaning products in classes 	<ol style="list-style-type: none"> All staff SLT & SF 	<ol style="list-style-type: none"> 8.6.20 3./4./5.6.20 	<p>8.6.20</p> <p>5.6.20</p>
Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils	<ol style="list-style-type: none"> Guidance for staff regarding cleaning procedures and materials includes directions / expectations on safe storage: <ul style="list-style-type: none"> All products kept in class bucket Class bucket stored on shelf in class cupboard 	<ol style="list-style-type: none"> SLT & SF 	<ol style="list-style-type: none"> 3./4./5.6.20 	<p>5.6.20</p>
Hand hygiene	<ol style="list-style-type: none"> All routines and processes addressed in Staff Training and in the written guidance for staff and parents: <ul style="list-style-type: none"> Indicates when handwashing and hand sanitising are to be done What resources are available and where to do this How waste is to be disposed of Signage is used to inform/remind all adults and children of expectations 	<ol style="list-style-type: none"> DF AS/SF 	<ol style="list-style-type: none"> 4.6.20 5.6.20 	<p>4.6.20</p> <p>4.6.20</p>
Measures to reduce contamination Use of shared resources	<ol style="list-style-type: none"> Staff guidance and training ensures all teaching staff are clear as to expectations around non-sharing of items and the cleansing of any items shared by pupils. Staff are limiting or stopping the amount of shared resources that are taken home. Information explains pupils are not required to bring items in from home eg: for 'showing' etc. 	<ol style="list-style-type: none"> DF All Teaching staff All Teaching staff 	<ol style="list-style-type: none"> 3./4.6.20 8.6.20 8.6.20 	<p>4.6.20</p> <p>4.6.20</p> <p>4.6.20</p>

	<p>Reading books will be cleaned/ quarantined when they are returned to school.</p> <p>4. Any item from home that is required by a pupil and is absolutely essential will be appropriately cleaned on arrival in school.</p> <p>5. School will provide all stationery (no pencil cases from home) and any other equipment on a 1-1 basis</p> <ul style="list-style-type: none"> - Each pupil will have an individual writing resource pack which will be for their sole use. It will contain: a pencil, rubber, ruler, felt tips/colouring(pencils (as required) - Shared modelling equipment eg: plasticine, play dough etc will not be available - Shared use of stationery and other equipment has been stopped where possible. - Shared equipment and surfaces are disinfected more frequently. Tables and work surfaces will be cleaned during each break time and after lunch time. - Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books. - Staff will ensure books and writing materials are left on individual work stations and placed under the tables for surfaces to be cleaned after each session. - Individual items such as chrome books will be cleaned after each use with virucidal spray and a single-use cloth 	<p>4. All Teaching staff</p> <p>5. All Teaching staff</p>	<p>4. 8.6.20</p> <p>5. 8.6.20</p>	<p>8.6.20</p> <p>3.6.20</p>
Harder to clean items	<p>1. Harder to clean items will be removed from all classrooms and outdoor areas. Specific agreed items for use outdoors have been identified as:</p> <ul style="list-style-type: none"> - Scooters - Hoops - Skipping ropes - 1 Football per session <p>2. Larger equipment will be sprayed daily by Mr Fowler</p> <ul style="list-style-type: none"> - Smooga areas - Jungle Gym (used by one class per day) 	<p>1. All staff (DF/SB)</p> <p>2. SF</p>	<p>1. 5.6.20</p> <p>2. Daily from 8.6.20</p>	<p>5.6.20</p> <p>5.6.20</p>

<p>Social distancing across the site</p> <p>Too many people on site increases likelihood of exposure to coronavirus</p>	<p>1. We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <ul style="list-style-type: none"> - Staggering opening and departure times over a 30 minute window from 8.45 -9.15 / 3.00-3.30 - Using a One way drop-off/pick up system monitored by PTA adults - Advising parents that only one person should attend to deliver/pick up their child. - Erected signage and barriers to remind those visiting the site of social distancing requirements. - Parents of Y6 pupils have been advised of the appropriate entrance and exit to use. Opportunities for groups of children congregating on site before and after school have been minimised. - Parents of Y6 pupils have been advised to warn them against congregating in groups before and after school. 	<p>1. SLT(DF)</p>	<p>1. 5.6.20</p>	<p>4.6.20</p>
<p>Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures</p>	<p>1. Staff Training and guidance shared in dedicated Staff Training sessions</p> <p>2. Daily / weekly monitoring of new procedures</p> <p>3. Our communication with parents and children prior to reopening will include information about:</p> <p>Arrival and departure from school and arrangements for parents to access the site</p> <p>Arrangements for infection control</p> <p>Pupil groupings</p> <p>What school day will look like</p> <p>Attendance and non-attendance</p> <p>Clarification on what will happen if there is a case of coronavirus at the school.</p> <p>Updated information on symptoms and the protocol around illness with actions to be taken at school and at home</p> <p>Breakdown of measures we have in place for social distancing, cleaning, testing and use of PPE</p>	<p>1. SLT (DF)</p> <p>2. SLT (DF)</p> <p>3. SLT (DF)</p> <p>4. Admin Team (AS/JL)</p>	<p>1. 3./ 4./5.6.20</p> <p>2. 8.6.20</p> <p>3. 22.5.20 - 4.6.20</p> <p>4. 5..6.20</p>	<p>5.6.20</p> <p>5.6.20</p> <p>4.6.20</p> <p>5.6.20</p>

	4. We are using this as an opportunity to ensure that pupils' emergency contact details are up to date. Data collection forms to be completed for all children returning to school with enhanced expectations of accuracy and response within 2 hours by parents.			
Circulation within the building Exposure to infection from inadequate social distancing	1. We will arrange for pupils to access rooms directly from outside where possible.	1. DF	1. 8.6.20	8.6.20
	2. Outside areas will be timetabled to ensure social distancing measures are adhered to	2. DF	2. 4.6.20	4.6.20
	3. Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways, with children being reminded to walk on the left.	3. AS/SF	3. 5.6.20	5.6.20
	4. Wherever possible staff have been advised to use outdoor routes to travel around the building.	4. DF	4. As required	On going
	5. Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.	5. DF	5. 5.6.20	
Lunchtimes Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	1. Our own staff arrangements for social distancing have been implemented including: <ul style="list-style-type: none"> - Mapping of routes and procedures for seating in the hall - Staggered timetabling of groups - Staffing for clearance and cleaning of all furniture throughout lunchtime period 	1. SLT (DF)	1. 5.6.20	
Breaktimes Exposure to infection from inadequate social distancing: breaktimes	1. We will use all external areas on a rota basis. Areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together. <ul style="list-style-type: none"> - Different groups will be allocated an area for these times on a staggered timetable. - Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it 	1. All Teaching staff	1. 8.6.20	

	<p>simultaneously. (See Harder to clean items – Smooga / Jungle Gym)</p> <ul style="list-style-type: none"> - All staff have been provided with a map and timetabling for the break and lunchtime periods 			
Exposure to infection from deliveries arriving at the school.	<ol style="list-style-type: none"> 1. Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by intercom of their arrival. 2. School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver. 3. Staff must wash their hands after unpacking items and dealing with waste packaging. 	<ol style="list-style-type: none"> 1. Office Lead (JL) 2. Office Lead (JL) 3. Office Lead (JL) 	1. 5.6.20	
Other work areas Exposure to infection from inadequate social distancing: other work areas	<ol style="list-style-type: none"> 1. Guidance for all staff is as follows <ul style="list-style-type: none"> - We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils, etc. <ul style="list-style-type: none"> - Staff meetings will be held remotely or in areas where it is possible to maintain 2m and social distancing guidance will be followed. - Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc, has been implemented. - All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used. - ICT equipment should not be shared. 	<ol style="list-style-type: none"> 1. DF 	1. 5.6.20	
Exposure to infection from inadequate social distancing/ hygiene arrangements Contractors working on the premises.	<ol style="list-style-type: none"> 1. All procedures in place to ensure contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours. 2. For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community. 	<ol style="list-style-type: none"> 1. Office Lead (JL) 2. AS 	<ol style="list-style-type: none"> 1. As required 2. As required 	3.6.20
Safeguarding concerns are not reported; pupil/ student is placed at risk.	<ol style="list-style-type: none"> 1. Concerns shared from the community, telephone and online communication with families 2. All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period. Where staff are trained and have access to CPOMs staff to use this system to record and notify the DSL of concerns. 3. DSL will share reporting guidance for all members of the school community (e.g. catering 	<ol style="list-style-type: none"> 1. All staff (DF) 2. All staff (DF) 3. DF 	<ol style="list-style-type: none"> 1. 3./4./5.6.20 2. 3./4./5.6.20 3. 3./4./5.6.20 	<p>On-going</p> <p>5.6.20</p> <p>5.6.20</p>

	staff/ SMSA's) to enable the safeguarding responsibility during school closure.			
Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	<ol style="list-style-type: none"> 1. School to review information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. 2. Schools to make parents aware of sites they are asking their children to use and school staff their child will interact with. 	<ol style="list-style-type: none"> 1. SLT (DF) 2. SLT (DF) 	<ol style="list-style-type: none"> 1. 11.6.20 2. 8.6.20 	TBC
E-Safety. Inappropriate staff contact with pupils/ students	<ol style="list-style-type: none"> 1. School E-Safety Polices continue to apply. 2. Communication must only take place through school channels approved by the senior leadership team. 3. Staff must not make informal arrangements to contact students using their own phones/ devices etc. Where staff are contacting parents via the phone, they are encouraged to use the prefix 141 before entering parent contact details. 	<ol style="list-style-type: none"> 1. SLT (DF) 2. SLT (DF) 3. SLT/ Hub Leads 	<ol style="list-style-type: none"> 1. 3./4./5.6.20 2. 5.6.20 3. 5.6.20 	
<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	<ol style="list-style-type: none"> 1. Review and revisit expectations with staff <ul style="list-style-type: none"> - Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. - Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. - School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). - Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. - If phoning families we will request to speak to the child as well. 	<ol style="list-style-type: none"> 1. SLT (DF) 	<ol style="list-style-type: none"> 1. 4.6.20 	

Staff are not aware or do not understand the requirements for working safely when returning to work	1. Staff Training and guidance shared in dedicated Staff Training sessions	1. SLT (DF)	1. 3./4./5.6.20	
	2. Daily / weekly monitoring of new procedures	2. SLT (DF)	2. On-going	
Measures to reduce contamination Use of shared resources	1. Each pupil will have an individual writing resource pack which will be for the sole use. It will contain: a pencil, rubber, ruler, felt tips/colouring(pencils (as required)	1. Classteachers	1. 4.6.20	3.6.20
	2. Shared equipment and surfaces are cleaned with virucidal spray between use. Tables and work surfaces will be cleaned during each break time and after lunch time	2. Classteachers	2. On going	On going
	3. Staff will ensure books and writing materials are left on individual work stations for the day and then removed at the end of the day for tables and surfaces to be cleaned	3. Classteachers	3. On going	On going
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	1. Use of main building for class settings, which have no ventilation units	1. SLT (DF)	1. 8.6.20	8.6.20
	2. Staff information and training covers the need to avoid using units in the Cedar block and mobile air conditioning units in the main building	2. SLT (DF)	2. 3./4./6.20	4.6.20
Anxiety re: coronavirus and constraints of new learning environments	1. Parents have been advised to discuss with pupils what to expect when they return to school.	1. DF	1. 4.6.20	4.6.20
	2. Initial arrival in school will include a session where staff explain to children the reasons for the measures in place and why these help to keep them safe.	2. Classteachers	2. 8.6.20	8.6.20
	3. Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.	3. Classteachers	3. 8.6.20	8.6.20

1. Green indicate completed
2. Yellow indicates in place but yet to be completed
3. White indicates in place but an on-going requirement / not yet able to complete