

Actions to be taken which apply to all schools planning for reopening from 1st September 2020. Red writing refers to any additional measures for full school reopening March 8th 2021 - All other procedures outlined should be continued to be adhered to

Persons at risk	Any person entering the school grounds or building		
Hazard - What can cause harm	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	5 additional fire marshals were trained this year so well covered - new areas assigned following fire drill. Further full time staff trained Oct 2020 to ensure high number on site at all times Staff rotas reviewed to ensure that fire marshals are present on site at all times. Roles redefined to wardens in light of new use of areas.	Yes
Fire – Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	Completed 8/9/20 complete 22/10/20 - further improved evacuations times Fire drill to be completed W/B 11.1.2021 - complete. Drill for full school to be carried out W?B 8.3.2021	Yes
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Check the school has sufficient number of 1 st aid trained staff to operate safely.	Number of first aiders checked and sufficient. Main first aider will not deal with suspected covid cases as personally higher risk - Delegated to AB or YV	Yes
School building assessment - Where applicable, has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'School building assessment' tab.	See buildings section	
Staffing - Staff are physically and mentally able to return to work.	A risk assessment has been completed for every member of staff (see Staffing tab).	All members of staff are currently risk assessed in relation to the summer term. Update RA for vulnerable staff before returning to bubbles if able to in September- check how staff are next week w/b 1st sept. Staff were all asked if okay in first week - followed up by wellbeing meetings with a member of SLT in W/B 12.10.20. Staff who are struggling being referred to Health Assured 16.10.20. Individual risk assessments updated to review. Four members of staff working from home at all times (Jan 2021). Any members of staff now on CEV list to continue shielding and working from home. CV back in school in line with guidance.	Yes
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	Copy of UK Govt. poster to be completed and displayed.	Poster displayed in front entrance	Yes

	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Letters to parents outline the importance of this - parents who cannot read have these elements explained to them. Anyone on site showing any signs goes to isolation room and then sent home. Cannot return to school until a clear test is obtained. Send letter again as a reminder - 1st Sept. families appear to be adhering to the rules 22.10.20. Reminder to be sent in reopening letter to parents.	Yes
	Cleaning hands thoroughly and more often than usual.	4 additional outdoor sinks commissioned for summer installation. Hand dryers turned off and paper towel bins purchased - update sink - installed and plumbed in - 28.8.20. Go through routines for handwashing with staff at INSET. Review best practice at staff meeting 9.9.20. 16.9.20 - ensure outside bin is emptied early enough for additional towels on KS2 playground - now in place. Handwashing regime to continue. Staff advised to wash hands when applying and removing mask. - mask should be stored in zip lock plastic bag between use and replaced if damp.	Yes
	Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Assembly recorded to be streamed to all pupils on first couple of days back. Signage/ posters around the school promote this. Streamed Assembly completed 14.9.20 using e bug resources. Reminders given to pupils on 3 x assemblies during first half of term - re handwashing, social distancing, not touching (pupils need constant reminders). First day back assembly (8.3.2021) to cover this with pupils	Yes
	Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Additional cleaner employed to clean toilets at lunch times - will also be cleaning touch points on play equipment more regularly. All tables in classrooms are wiped down before and after lunch. Business Manager monitor that appropriate products are used and that they are also safely stored. Staff in bubbles asked to clean touch points - door handles in morning and afternoon.	Yes

	Minimising contact between individuals and maintaining social distancing wherever possible: -	Letter to parents explain that our behaviour rules now also include 'no touch'. Distancing encouraged by staff. Parents told that we will always maintain distance between bubbles, even though children will be closer in the rooms, due to the physical space available. Corridors have been cleared to create additional space for movement. Annex to behaviour policy created. Staff should use the distancing box at front of classrooms wherever possible and maintain 2m distance from both pupils and other staff - reminder to all staff in staff meeting 3.3.2021. reminder to pupils in assembly 8.3.2021	Yes
	How children are grouped	Class bubbles (Max 31 pupils) - will allow effective deliver of curriculum and adequate supervision of pupils at all times, whilst also minimising contact with others on the school site. Oct - all KS2 staff created seating maps for classrooms to minimise movement 16.11.20 - playgrounds split for YR-6 so that only one class are playing together outside further reducing contact, following case in school. Classes of pupils must not mix for any reason and be completely isolated from one another. There is some shared use of toilets but this is minimal. Where YR/1/2 eat in the hall classes will be seated at opposite ends of the hall and use separate doorways.	Yes
	Measures within the classrooms	2m Marked zone around entrance to classes that only that group can enter. Forward facing tables (in Year 3 upwards) (NB changed Y2 changed back to tables from rows after review as pupils were in high contact getting out of rows 9.9.20), soft furnishings removed, excess furniture removed. Distancing area for staff moving around classrooms to be marked out. Y2 now changed back to forward facing tables.	Yes
	Large gatherings (e.g. assemblies, collective worship)	No assemblies, no events with visitors. Singing can take place if teachers adhere to the DFE guidelines which will be circulated to them.	Yes
	Movements around the school	Where possible pupils and staff move around the outside of the school. Only YR/1/2 use hall at lunchtime. All classes use their outside door for access. Split corridors so only YR, Y1 and Y2 use one side of the school and Y4,5,6 use the other - signs to be put up. Staff reminded about key stage corridors at staff meeting 3.3.21	Yes

<p>Risk of transmission of the virus - prevention of infection - see relevant part of Government guidance, section 1 PHE guidance</p>	Break times / Lunch times	One year group one a playground at a time. Hand wash before and after a break time. Playgrounds should be split to allow classes to play separately. Playground equipment to remain closed in first week back - then review	Yes
	Shared staff spaces	3 staff rooms/ areas in operation to reduce the volume of staff - staggered breaks will also mean less people using the space at one time, 9.9.20 - additional posters added to staff rooms to remind about distancing and also cleaning shared PPA stations between use. additional signs added in staff rooms and 2m signage at front of school entrance to remind all staff. 21.10.20 1.11.20 - chairs taken out of action in main staff room to ensure teachers don't sit near each other. 16.11.20 - all staff who can now wearing face masks in shared areas - corridors/ staff rooms etc. 8.3.2021 Return to the use of 3 areas - staff room for admin YR1/2, Year 3 hut for Y3/4/HLTAs, community room - Y5/6	Yes
	Measures for arriving at and leaving school	queuing system mapped out - new cones to mark out have been purchased. One way signs purchased, staggered start and end of the day for different year groups, siblings can be dropped off at the same time to avoid parents waiting in the playgrounds. 11.9.20 - new year groups signs introduced after feedback from parents. From 14.9.20 all parents who are able asked to wear face coverings and staff are wearing visors. around 98% compliance. Staggered drop off and pick up continuing & reminder to parents about facemasks to be sent out.	Yes
	Measure for pupils with SEND	All pupils with an EHCP have individual risk assessments - CL updating over the summer. 11.9.20 - further info re EHCP provision if pupils at home received from county - CL seeking further clarification around expectations and workload for staff. 22.10.20 - Risk assessment needs to be completed if child is self isolating - these have been completed as required. Offer of additional emotional support for pupils that may need it to go out on return to school letter for parents. SENCO to ensure work is matched for pupils with EHCP if they need to isolate at any point.	Yes

	Measures for supply / peripatetic teachers	Will try to book the same supply where we can - or use teachers from our own staff that work part time and are available for supply. Ensure they are aware of procedures that are in place as a school. 16.9.20 - own staff (HLTA's used to cover any supply to date). Peripatetic teachers for music and PE have been invited back onsite - will ensure they are given our Covid Protocols. Advice sheets for all such teachers and supplies are given from our staff information point at front of the school.	Yes
	Measures for specialists, therapists, clinicians and other support staff	All work should be carried out at two meter distancing. Additional cleaning in rooms that are used. Work with pupils from one bubble at a time wherever possible. Floor markings to be put in place to make distancing clearer, See separate music lesson risk assessments in risk assessment file. 16.9.20 - all risk assessments complete - need to add floor marking before lessons commence tomorrow. Music lessons have taken place successfully 22.10.20. Provision for these staff to continue delivering support will be made - will be given and allocated space, covid secure procedures are shared and should only see 1-1 child who work is being delivered to.	
	Measures for visitors	Visitors will be kept to a minimum - no volunteers in first half term. No parents in unless meeting has been pre booked. Phone numbers to be recorded and kept for 21 days in order to initiate track and trace if needed. Ensure they are briefed in hygiene measures in place. Separate toilet to be allocated for visitors. Nov 2020 - currently one volunteer in school who is delivering essential phonic support in y2 - measures followed as per staff. work towards Volunteers coming back for start of summer term - should not be CEV or CV. Need to update DBS checks	Yes
	Measures for contractors working in occupied parts of the school	See contractors Covid-19 document produced by RS	Yes
	Measures for dual-registered pupils	N/A	
	Requirements for individual equipment (e.g. pens and pencils)	We have purchased a pencil case, minimal equipment to be brought in. These will be labelled to limit sharing of small equipment. Continue to use own equipment.	Yes

Requirements for classroom based resources (e.g. books and games)	Books and resources will not be shared between year groups. Pupils will have their own stationary on desks. Additional cleaning of toys facilitated in classrooms - Milton dips. All soft toys have been removed. No sand trays in EYFS. Staff should continue to clean any shared equipment regularly.	Yes
Requirements for shared equipment (e.g. sports, art and science equipment)	Sport HLTA will rota equipment used. Additional cleaning time is being resourced for afternoons to support with additional cleaning where needed 4.9.20 - additional equipment for playtimes has been distributed to bubbles for their use at playtimes - not shared across. 22.10.20 - additional funding from sports premium to be used to enhance playtimes for getting pupils more active through increased range of resources - work with young governors planned to select new resources. New playtime resources for year groups should be split between classes and not shared.	Yes
Requirements for outdoor play equipment	Additional cleaner employed - wipe down handles on climbing equipment regularly (see schedule). All climbing equipment will be on a rota so only used by one bubble each week. Deeper clean between bubble use and 48 hour gap over the weekend. Other Outdoor equipment in YR playground to be used by YR only - bikes/ Wendy house. Only use if cleaning time allows for daily clean. Children wash hands before and after use. NB, following case in school playgrounds split so one class in each area from 16.11.20 Outdoor climbing equipment is currently closed - reducing risk of transmission and allowing cleaners to focus on indoor cleaning.	Yes
Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Restrictions outlined in letter to parents - lunchbox, snack, water bottle, hat, coat, books, mobile phone (If Y6 walker). Art shirt and PE kit to stay in school - older year groups may want to ask pupils to wear into school to avoid the need for gender mixing whilst changing.	Yes

	Restrictions on what equipment, books or shared resources can be taken home	As per DFE guidelines - equipment that supports learning can be taken home - reading books, books for marking. Reading books will go into a quarantine box before going back into circulation after returning from a pupils house. 22.10.20 - reminder given to Y6 re not bringing in 'swapping cards' - message to go out to all parents in weekly reminder. New guidance states pupils and staff can continue to take books and other resources home for the purpose of education.	Yes
	Where necessary, wear appropriate personal protective equipment (PPE)	PPE equipment is available in first aid rooms - staff know to use for personal care or when looking after someone who is showing any symptoms - guidance on first aid room door. 8.9.20 - PPE don and doff station set up in room next to isolation room so that staff member does not stay in room where suspected case was located. PPE should be worn for administering all First Aid that requires contact. Cleaning and dinner staff all have access to PPE as well.	Yes
Response to infection - see relevant part of Government guidance, section 1 PHE Guidance	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	Surrey & Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069. Flow charts are displayed in offices - spreadsheet set up to record all suspected cases as outcomes internally.	Yes
	Booking a test	See PHE flow chart in offices	Yes
	Keeping records of personnel in the building	All staff and pupils on SIMS - all visitors and contractors will leave name and number in the office. GDPR guidelines being followed.	Yes
	Self-isolating	Advise families if required - ensure contingency plan for education continuation is in place. Staff meeting re contingency plans planned for 16.9.20. New isolation periods are a 'minimum' of ten days.	
	Keeping home testing kits	to be supplied to the school from PHE - small supply of kits in schools - 16.9.20 Head has read the specific guidelines for distribution DFE Schools testing webinar. 22.10.20 - stock of tests in school has been kept replenished.	Yes

	Ensuring parents and staff inform school of test results	Ask to see test results before returning to school (SLT responsibility). 16.9.20 - we are aware that we can only ask to see and not insist that we are shown evidence of negative results. Letter 11.9.20 to parents reminding of symptoms and processes. System was put in place to inform school of any positive test results over the Christmas holiday.	Yes
	Manage confirmed cases of COVID-19 amongst the school community	Designated member of SLT (AB) to take on responsibility for liaison with PHE and manage the case.	
	Contain any outbreak by following local Health Protection Team advice	Follow guidelines given from HPT and PHE	
	Staff to volunteer to participate in LFT programme	See separate risk assessment for staff testing	
School transport see section 2 of the government guidance 'School Operations' Government has pledged to produce more guidance on dedicated school transport in due course (as at 10/07/20)	Dedicated 'home school transport' in partnership with providers: -		
	Measures to manage transport to allow pupils to where possible remain in their 'bubbles'	Risk assessment from Rascals mini bus seen. Bus only being used by GG pupils - max 15. Pupils are from all year groups, but groups are quite consistent that attend. Their staff are wearing face coverings and pupils use hand sanitiser before entering/ leaving the minibus. 22.10.20 - observed by head. Rascals has been contacted to see if they are reopening on 8.3.2021.	Yes
	Measures to prevent the spread of infection.	Any staff that use transport to be informed that they can't use the same mask in school	Yes
	Measures to maintain social distance when queuing and inside vehicles wherever possible.	System in place to allow pupils from minibus through separate entrance and avoid other parents who are queuing at the school	Yes
	Public transport: -	Parents have been advised in communication from the school not to use public transport. They have been asked to advise us if this is their only option so that suitable risk assessments can be put in place.	Yes
	Consideration of staggered start and finish times to avoid peak hours on public transport	School is operating staggered start times for all year groups. Siblings can be dropped at the same time to avoid repeat visits to the site for parents. Systems are now well established for this 22.10.20. Parents have been asked to wear masks on arrival and drop off since since end September. Staff also now wear protective visors on gate and distance from parents. Staggered drop off and pick up continuing for reopening 8th March	Yes
	Measures to encourage use of other forms of transport to avoid use of public transport	parents asked to consider alternative routes to school where possible. Parents asked to advise us if they are having to use public transport.	Yes

	Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport	Head has spoken to parents who have no alternative - discussed removing mask before entering school and taking home in a sealed bag	Yes
Attendance for pupils who are shielding or self-isolating see section 2 of the government guidance ' School operations ' Note: Shielding advice for all adults and children will pause on 1 August.	Arrangements for pupils who are following clinical and/or public health advice	Individual risk assessments have been carried out for highly vulnerable pupils - pupils who are required to continue shielding for medical reasons until 31st March will continue to be supported through remote learning. We are also aware that a very small number of pupils have medically been advised to wear facemasks.	Yes
	Arrangements to reassure pupils and parents who are anxious about the return to school	School has social stories written which have been used by pupils as they have returned. Send out to all again in September, just before we open to ensure they have up to date info. SLT on gates in the morning to help reassure parents. Parents have given positive support on social media to other parents who are concerned about returning. 16.9.20 CL in contact with any parents who have not returned. letter to parents for reopening 8.3.2021 will ask parents to contact the school if additional support is needed with this. Any children who do not return will be followed up by the hub support team within first two days.	Yes
Attendance for staff see section 2 of the government guidance ' School operations ' Note: Shielding advice for all adults and children will pause on 1 August.	For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab	All staff individually risk assessed. Staff all given a visor they can chose to wear this if they are working in close proximity with a child. Vulnerable staff advised that they can use masks in close proximity work with children - 16.11.20 All staff now wear masks in any shared area and can wear them in own bubble if they wish. Advised to clean hands on putting on and removing and keep in a sealed plastic bag - should be replaced if damp.	Yes
	Arrangements for Supply Teachers and other temporary or peripatetic teachers	Ensure that we check health requirements for visiting staff. - RS to monitor	Yes
Catering see section 2 of the government guidance ' School operations '	Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).	School is working with Chartwells to safely resume a full catering service from September 2020. Full service has resumed 16.9.20 we are now aware that we need to put in arrangements for FSM pupils who are self isolating.- now organised Arrangements in place to continue with full delivery of Chartwells service from 8.3.2021 - guidelines and school expectations shared with Chartwells staff.	Yes
	Arrangements for re-opening: -		
	All school - all the usual pre-term building checks must be undertaken to make the school safe	See buildings tab	

<p>Estates see section 2 of government guidance 'School operations'</p>	<p>Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 - see 'School building assessment' tab</p> <p>Arrangements to manage ventilation including air conditioning</p> <p>Note: Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.</p>	<p>See buildings tab</p> <p>No air conditioning units in school. Staff to be reminded at INSET training in Sept about not opening and wedging fire doors - even where ventilation is needed - use windows. Staff reminders on INSET 2.11.20 - Also info sent to parents about allowing pupils to wear additional jumper/ hoodie so that they do not get cold. New guidance states that in this colder weather staff should ensure that there is 'continuous background ventilation' - Keep internal doors open and windows. Increase ventilation when the room is not in use by opening external door. All advised that they can wear additional layers if cold.</p>	<p>Yes</p>
<p>Educational visits see section 2 of government guidance 'School operations'</p> <p>The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage. But from Autumn term non-overnight domestic educational visits can resume.</p>	<p>Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p>	<p>School has decided not to have any trips that involve coach travel in the autumn term. School residential has been cancelled. Classes may utilise the local area for trips they can walk to if we are able to risk assess this as safe within the trip planning 16.9.20 - some year groups are organising visitors into school which are individually risk assessed against covid procedures. some local area walking trips have taken place - all risk assessed and outdoors. 22.10.20 Continue with no offsite visits from 8.3.2021</p>	<p>Yes</p>
<p>Extra curricular provision- see section 2 of government guidance 'School operations'</p>	<p>Arrangements for resuming any breakfast and after school provision.</p>	<p>Breakfast club will not resume in the first half of autumn term. Cereal bars available in class for PP children who previously attended breakfast club and may need them. School to liaise with after school care to check their plans for Covid Safety - we may need to work with the providers due to the new staggered pick up times at the end of school. Planning to reopen breakfast club for PP children after October half term - following wrap around care provision guidelines. Individual risk assessment to be completed. 22.10.20 3.11.20 - breakfast club reopened for a small amount of PP children. Siblings sit together to reduce risk. Breakfast club will reopen with above guidelines re small numbers and siblings 8.3.21.</p>	
	<p>Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting</p>	<p>Teachers should refer to guidelines - Schools coronavirus (Covid 19) operational guidance February 2021 - for guidance. This will be sent out to teachers on email.</p>	<p>Yes</p>

<p>Curriculum risk see section 3 of government guidance 'Curriculum, behaviour and pastoral support'</p>	<p>Arrangements to manage C19 risks during physical education, sport and physical activity</p>	<p>PE and Games will take place outdoors. Any equipment will be on a rota. PE HLTA has created games which can be played at a safe distance and will be taught to pupils for use at break times. No contact sport will be allowed. No football at break times. Nov - Year 6 small scale football with sports coach one lunch time a week. Number of children using the cage at any one point is limited by use cage passes. 22.10.20 - very small games of football being allowed under supervision of sports coach on Thursday lunchtime for year 6 only. PE should take place outside where possible - hall can be used if needed due to smaller groups. limit team sports - activities should be no contact. Staff should avoid any physical contact. Equipment must be thoroughly cleaned between different bubbles using. Promote daily physical activity through active walks/ jog etc. NO FOOTBALL at break times (except if supervised as outlined above)</p>	<p>Yes</p>
<p>Pupil wellbeing and support see section 3 of the government guidance - Curriculum and pastoral care</p>	<p>Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.</p>	<p>Afternoons in the first two weeks curriculum will focus on well-being. Pupils who need additional support will be picked up and have access to our learning mentor or family support manager. 16.9.20 - pupils have generally settled back very well, individuals who need extra support are working with learning mentor. Staff work to constantly reassure parents. Contact details for learning mentor shared with parents whose children are at home and may need additional support. If possible set up virtual class assemblies to ensure that we maintain contact with all. Head to release weekly challenges on Facebook to support families.</p>	<p>Yes</p>
	<p>Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation</p>	<p>Additional work for specific groups will be organised within bubbles as assessments on emotional well being are made. All pupils will be Thrive profiled to assess emotional well being at the end of the first half term to allow for longer term planning once readjustment period has passed. Thrive profiling of all pupils due 2.11.2020 Pupils identified by SEND team to receive additional support as required.</p>	

	Arrangements to manage school community anxiety to prevent escalation	Ensure we still have whole school elements such as streamed assemblies to ensure a sense of belonging. Settling children in plan first few days - routines and relationships. Lots of staff on playground on first day to welcome at doors. 16.9.20 - lots of positive feedback from parents about drop off and the warm welcome back given to all. Streamed assemblies happening on Monday and Friday Ensure regular communication is maintained to both those in school and out of school.	Yes
Student placement - ITT	Arrangements to ensure that we continue to support ITT and support individual students	Student placements will continue with students as part of the staff rota supporting staff. Individuals will be included in individual staff risk assessments. Follow any guidance supplied from Universities.	Yes
Contingency planning for outbreaks - see section 5 of government guidance 'Contingency planning for the outbreak'	Develop contingency plans to cover all eventualities.	SLT to develop full contingency plan during September. School has purchased Tapestry and Seesaw which has had excellent feedback from parents and should allow a full remote learning plan to be put in place easily. 22.10.20 - plans in place and available on website, alongside paper support packs. We will continue to use Seesaw and Tapestry to deliver offsite learning for both individual isolators and whole class groups if needed. Guidelines and expectations to be set up around this to help manage staff workload.	Yes