

## Extracts from School opening after Lockdown that relate to staff pupils and parents

### Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Monitored daily. Weekly staff meetings and a Monday briefing. Plus regular letter and e-mails to parents		
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Yes . Feedback systems already in place .		
3	<b>If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?</b>	Senior nurse under direction of SLT . Plus regular updates for Chair of Governors		
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Yes and online learning will continue for these pupils. The School Nurse can liaise where necessary.		
5	Who has travelled where: other than home and school? (via app or written diary).	Staff have given all their details to the school and if necessary have/will isolate. Parents have received detailed notes about when children should not return to school.		
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Hygiene rules have been set and pupils will be briefed day one and at regular intervals		
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Any future changes will be communicated by our School Nurse and SLT will reiterate.		
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	N/A		n/a
9	How is registration throughout the day managed including temperature / health checks?	Registration will take place electronically, in pupils' small groups with staff		

		using this time to talk to pupils about physical symptoms. Parents will receive regular reminders about monitoring the health of all household members and that is their responsibility to inform the school if there are symptoms with any household member.		
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Pre prep and year 6 are at opposite end of the school and play times are timetabled to ensure no congestion on corridors. No parking on site and no parents beyond school gates		
11	Are learning and games spaces configured to SD rules?	See above		
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes – Pre prep start later and finish earlier. Each year 6 has a different start and finish time		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	All staff can deal with a variety of issues and a log of family issues is maintained. Form teachers and staff brief others in team meetings of any potential issues		

### Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Policies are in place and putting these into practice remains of highest priority.		
2	Is the DSL and ADSL easily contacted and their contact information known to all?	YES all staff are fully aware and this is part of any induction training.		

3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes a new covid specific policy has been drafted and will be distributed to staff who attend school.		
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	No new staff this term or pupils.		n/a
5	Are sporting, play and SD rules clear to staff and pupils?	This will be communicated to all staff and pupils so that each small group stays together and does not mix with other groups. Groups will be named to help with this.		
6	Are drama, dance and music activities applying SD rules?	Initially there will only be playtime on school premises. As days expand policy will be adapted.		
7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Staff meetings will take place on-line.  At break and lunchtime, each small group of staff assigned to a particular group will have a designated area for their coffee/tea and lunch.  There are ample photocopiers to share amongst staff, usage will be limited and hygiene practices followed.  Ongoing cleaning / disinfection schedule is in place.		
8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	YES		
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	This has been communicated to parents and will be managed by staff to ensure that there is minimal contact at these times. Parents do not enter school premises.		

10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Playgrounds will be used by one group at a time. Contact in corridors will be kept to a minimum but the government stipulates that brief, transitory contact, such as passing in a corridor, is low risk.		
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Only limited parts of the school will be open initially cleaning will concentrate on those rooms and communal areas. Teaching groups have been reduced to comply with maximum pod sizes. Communal areas and surface will be cleaned at least a second time during the school day.		
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	We have planned to make use of all available staff to manage this and to ensure that subject/class teachers have enough time to manage both online and school learning. We have also planned enough breaks for staff so that they are not overloaded.		
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Intially pupils will bring their own packed lunches to be eaten with their pod groups only.		

Completed May 2020 by MRK and reviewed by SLT and Governors