

Rendlesham Primary School
COVID-19 Educational Settings Risk Assessment School Year 2020-21

The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment has been provided to support all parties to ensure they are acting in line with the COVID-19 – General Guidance for all Education Settings for implementing the recovery plan.

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
18.5.20	Whole revised document with actions
29.5.20	Additional details added and information about pupil and staff numbers
1.6.20	Reviewed risk assessment to prepare for final opening. All staff briefed and final preparations to site on PD-Day
2.6.20	K.Speirs carried out first day audit of procedures. Risk assessment reflects the conditions on site.
4.6.20	Updated risk assessment based on new number of pupils expected in school since re-opening. Change to staff bubble groups.
8.6.20	Regular update to all to reiterate importance of risk assessment and following of procedures. – Added to SLT compliance section Added further details on storage of pupil medicines.
9.6.20	Added Children Centre to risk assessment under meetings and events.
10.6.20	Updated Public Health England Actions for suspected COVID-19 cases in school settings (Flow chart) Added information about communication via mobile phone between bubbles and school office.
11.6.20	Change to staffing in bubble groups Fire evacuation procedures updated after fire drill.
18.6.20	Update to Bubble groups, specifically changes to Key Worker provision for Year 2 = joining Year 1 bubble team. Added information to allow for pupils to move bubbles after a 48 hour period. Added information about virtual assemblies.
23.6.20	Fire evacuation procedures tested with fire drill – info added to risk assessment
25.6.20	Maximum of 15 in a class from 4 th July (under new 1m+ rule) Change to procedures with water bottles
20.7.20	NEW RISK ASSESSMENT PLAN FOR SEPTEMBER RE-OPENING
1.9.20	Risk assessment reviewed and updated for school opening. Update to use of PPE/face coverings.

Setting/Premises:	Rendlesham Primary School		
Location:	Rendlesham		
Assessment Date:	1 st September 2020	Review Date:	14 th September 2020
Assessment completed by:	Kevin Speirs (Academy Head)		

Management Planning

Senior Leadership Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Yes	Social distancing on entry and exit to site (no staggered times): Nursery = 8.45-11.45, 12.20-3.20 Reception, KS1 and KS2 = 8.30-3.30 Transport needs are not applicable	3 rd September
	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.	Yes	All Year groups working within their normal class areas. Internal = Small class bubbles (children stay in their own classroom only) with no mixing between classrooms. External = Phase group bubbles with specific outside areas for playtime. Children will not come into contact with another phase bubble. See additional information for allocated areas.	3 rd September
	Plans have been put in place to address lack of adequate space or available staff to achieve separation of phase bubbles. Class size returning to 30 with children seated in rows. Staffroom space to remain in the Atrium to allow for social distancing as staffroom is too small to enable successful movement.	Yes	Issue with Year 6 lack of separate toilets = use of changing rooms near hall – To be reviewed Staircase between floors – Can be used by both Yr3/4 and Yr5/6 as movement is staggered BUT essential for staff to wipe down bannister between use (last person up or down)	Review on 14 th September

	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Yes	No use of Hall during school day except: -breakfast/afterschool club -Collecting lunches from hall to return to class Isolation room needed – Disabled Toilet room at front entrance to school No parent drop off/pick up from the playground = all collections from front of school except Reception who use the main gate for entrance through to classes.	
	SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period	Yes	PD Day on 1 st and 2 nd September 2020 to inform all staff of final arrangements Central Caretaking team monitor regularly for premises. Fire Drill to be carried out within first three weeks of September term.	Ongoing monitoring KS, SB and MB
	SLT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Yes	SLT to monitor... EYFS = K. Cook KS1 =H. Woodruffe KS2 =T. Hardy Team leaders to assess and prepare zones for term start on 3 rd September	Completed
	SLT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes	SB leading on procurement of supplies. SLT to plan a timetable of cleaning, involving all staff. SLT to inform SB of Vertas requirements and/or cleaning needs.	Ongoing
	SLT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	Initial information given on 22 nd July to staff PD Day on 1 st September 2020 to confirm final arrangements and SLT to meet with teams to discuss specific arrangements for their zone.	Completed
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns.	Yes	All risk assessment changes to be circulated with staff for feedback and review.	Ongoing
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Normal Behaviour Policy rules and procedures. Expectations need to be made clear to all, including pupils in a	Completed

	Regular update to all to reiterate importance of risk assessment and following of procedures.		positive behaviour expectations lesson at the start of the term. All children to understand their part to play in keeping everyone safe.	
Governor (LC) engagement	Locality Committee are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	LCM to be informed of risk assessment arrangements for September and all changes/updates, with opportunities for feedback and discussion.	Completed
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Leadership Team to ensure that they do not impact on safeguarding requirements in the setting.	Yes	Statutory safeguarding update for all staff on PD day. Normal safeguarding procedures to continue.	Completed
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance.	Yes	SB to request orders when required. Hand sanitisers for all phase groups 5 x temperature sensors 2 x Hand washing stations to be deployed at entrances for enhanced bio-security measures – See additional information for details Peddle bins allocated to classes.	Completed
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	SB to monitor	ongoing

Staffing arrangements

Staffing levels	All staff returning to work as per normal contracted hours.	Yes	Staff MAY move between bubbles of children. Staff have been allocated to each bubble but some have responsibilities across year groups.	
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management.	Yes	SLT to monitor their teams and report staffing to Academy Head and Office staff.	ongoing
	Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers.	Yes	TAs can be used to support the teachers in each bubble. SLT to organise staff rota/roles to ensure fair breaks and distribution of tasks in the event of a	

			teacher's absence. Academy Head and Office must be informed of any absence.	
Business support and premises management staff	Staff work from home where it is possible	No	Staff are expected and required to attend their place of work. In the event of a 'local lockdown', staff will move to online learning (Google classroom) from home.	
	Hot desking is avoided	NA		
	Office spaces are arranged to support social distancing (maintaining 2m distance)	NA		
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	NA	Staffroom = limited space for accessing kitchen area. Removal of all staffroom furniture to the Atrium.	
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Yes	MB and SB to liaise on cleaning routines and Vertas cleaners.	ongoing
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Yes	PD Day on 1 st September to review cleaning procedures and routines.	Completed
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Yes	SB responsible for procurement.	Reviewed weekly and staff informed of best practice
Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	Yes	NO volunteer helpers or outside visitors allowed on premises. Parents cannot enter the school premises and must remain in the designated drop off and pick up zones of the school (front of school)	Completed

Cohorting and limiting contact

Pupil and staff grouping

Primary school classes and early years providers	Class 'bubbles' to return to normal numbers (maximum of 30 per class) Phase group 'bubbles' at maximum of 90 children (outside areas)	Yes		
	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Set areas/zones for each group – NO interaction between different phase groups at any time.	

Keeping cohorts together where possible			Classes in a particular phase can mix during outside playtimes.	
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Yes	Staggered break and lunchtimes. Pupils eat lunch in their class area. Separate areas outside for each year bubble group.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	SLT to plan timetable of playtime duties for staff within a phases bubble	Completed
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	All staff allocated to classes as per normal school arrangements. Staff are able to move between bubbles (e.g. cover teacher who provides PPA release for teachers across the school)	
	Where possible pupils use the same desk each day where they attend on consecutive days.	Yes	Ensure this is in the rules for staff and shared on PD Day Pupils will use the same working space wherever possible.	Completed
School Messages	Avoid contact between bubbles and school office.	Yes	KW/SB to use text messaging to notify bubbles of important messages. Nominated member of staff to collect/drop off items from office. Table outside office to collect/drop off items with hand sanitiser.	As per arrangements in Summer term – to be continued

Reducing and managing visitors

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit	Yes	No visitors to be allowed on site, including parents and volunteer helpers but specific contractors/educational specialists/Central Trust Team can be admitted with dynamic risk assessment of their requirements.	Ongoing monitoring
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes	Staff meetings to take place when children are off site and may take place online.	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	NA	No visitors	
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered	Yes	Office hatch/window to remain closed at all time, including when speaking with visitors in the foyer.	

	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Yes	KW and SB to ensure this is carried out.	
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Yes	Hand sanitiser points at all entrance/exit ways.	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Kitchen deliveries to kitchen entrance	
	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Yes	Individual risk assessments to be shared between the school and contractors prior to work being carried out.	
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Yes		
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	NA	No Parents allowed on site Pupils with illness will be escorted to the main entrance by a member of staff. Appropriate PPE must be used when supporting children with illness. Staff will make contact with parents via phone or email when needed.	

Travel and parking

General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	NA	Most pupils walk to school. Low risk of additional vehicles but increased emphasis on parents maintaining social distancing at start/end of the day.	
	Carers/parents are discouraged through communications, from dropping off and picking up children in large groups. One parent rule.	Yes	Parents to be reminded of this in letter on 2 nd September.	Completed
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	Front of school site is prepared for this.	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Letter to parents with information and instructions to be sent on 2 nd September with specific arrangements for Rendlesham.	Completed
	Parents and staff have been advised that only the same household members should travel together by car	Yes	To be made clear in parent communications	
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	To be made clear in parent communications	

	Pupils and parents have been advised that they should not walk together in large groups	Yes	Letter to parents with information and instructions	Completed
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	To be made clear in parent communications	Completed
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	To be made clear in parent communications	Completed
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport.	Yes	To be made clear in parent communications	Completed
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	NA		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA		
	Markings are provided where queuing is required for transport services on school premises	NA		
	Windows are opened during journeys where it is safe to do so	NA		
	Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use	NA		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	All pupils with illness to use isolation room and wait for parents to collect from school with a member of staff to monitor (with appropriate PPE).	Disabled access room beside main entrance

Arriving at and leaving the setting

Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	Group staff to monitor on entrance and exit to school. SLT to remind parents of social distancing if required. There is an expectation that all families maintain distance from each other. Any who do not follow this will be contacted by KS.	ongoing
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Yes	Separate entrance and exits from school. Entrance to playground provides a narrow 'bottle neck' to the site and cannot be used by a large group.	Completed
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at	Yes	Fire exits to be used by Yr3/4 and Yr 5/6. Appropriate supervision needs to take place by staff to ensure children are safe on the stairs.	

	the setting entrance (hand sanitiser has been provided at these points)		Hand washing stations deployed to bottom of stair cases.	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	No	No staggered start and end for children from Reception to Year 6. Nursery follow separate timetable of sessions as per normal school arrangements.	
	Floor marks have been added to assist with social distancing in outside areas.	Yes	MB to use floor paint to mark out distinct areas for parents to wait at front of school.	Completed
	Staff supervise at peak times.	Yes	As part of staff expectations/rules	Completed
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	No	No staggered start – 8.30am to 3.30pm for all (except Nursery) 5 separate entrances are positioned in distanced locations.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	Nursery – Staff carpark gate near kitchen Reception – Main gate leading to classroom doors Yr1/2 – Main office entrance (parents wait outside main office) Yr3/4 – Fire Escape into Yr3/4 (staircase next to Reception gate) Year 5/6 – Fire Escape into Yr5/6 area (parents wait between disabled parking and children centre)	
	Parents have been advised that only one parent should attend.	Yes	Letter to parents with information/instructions on 2 nd September	Completed
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	No	Bags/coats kept in individual classrooms or lockers (Yr5/6)	
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.	No	Return to normal peg/locker arrangements. Class teachers to monitor safe use.	

Educational Activities

Classrooms and other learning environments.	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve government guidelines of classes in rows.	Yes	Maximum of 30 children in a class bubble. KS1 and KS2 to set tables in rows.	
	Rooms have been organised into rows, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not	Yes	Classes to be ready by 2 nd September. KS to assess and confirm arrangements before 3 rd September opening.	Completed

	possible to move furniture seats are taped off/marked as not to be used to support social distancing		No social distancing requirements within class bubbles.	
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Yes	Audit of equipment on PD Day – All nonessential items must be removed, specifically soft toys and furniture.	Completed
	Classroom based activities have been reviewed and modified to support different learning environment arrangements.	Yes	Bubble teams to plan a curriculum that incorporates children sitting in rows. Children will need to be explicitly taught that this is the expectation. 'What is a Bubble?' poster to be displayed and used when setting expectations on first day and reminded to those who attended previously.	Ongoing monitoring of behaviour expectations
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Yes	Hall space for breakfast/afterschool club Outside spaces for each group during lesson times and breaks. Each bubble to use different spaces with clear distance between each group. Staff to ensure groups do not come into contact.	
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Yes	Bubble teams are encouraged to plan for outside learning opportunities. Staff need to be mindful of other bubbles and the use of corridors when travelling.	
	Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	Yes	Staggered break and lunchtimes alongside separate areas for each bubble. MDSAs are split into the five bubbles and work with their assigned group.	
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	Yes	Teachers to plan activities that limit interaction as much as possible by allow for close working within class bubble for a short period of time. Lessons can make use of resources but these must be cleaned after use (as part of regular cleaning schedule)	
Resources	Resources and the exchange of resources that are taken home have been limited	Yes	Staff to ensure this. Older pupils should be encouraged to bring their own equipment in a pencil case. Children <u>can</u> bring lunch in disposable bag so no cross contamination to home at the end of the day. Water bottles allowed.	

Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of additional areas	Yes	Breakfast/Afterschool club – Hall divided into corners with each bubble space.	Completed
Use of school swimming pools	Please refer to updated swimming pools guidance.	Yes	No School swimming in Autumn Term	
Showers	Cleaning and disinfection arrangements are in place for showers.	NA	No showers	

Lunchtime and breaks

Lunch	The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.			
	Different pupils mixing together is avoided through staggered times and/or use of additional areas - Children collect school meal from hall. - Children eat their lunch in their classroom.	Yes	Staggered lunchtimes MDSA assigned to each group Pupils eat lunch in their classroom (at their own desk space with cleaning before and after eating) Staff may take their children outside to eat in designated spaces. Each class will go to the hall to collect school meals and return to their class.	
	Times that meals are provided are staggered to reduce queues	Yes	MDSAs and available staff to support children in moving around the school.	
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Yes	Only in set areas for each group and weather dependent.	
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Yes	SB to organise procurement of further supplies when needed	ongoing
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful).	Yes	Lunches to be put out on tables for collection from each group. MDSAs to clean tables between use.	ongoing
	Alternative payment methods are being used to eliminate cash handling	Yes	Already cashless school	
	Tills are screened where still in use	Yes	NO Mid-morning Munch Pupils will need to bring their own snack	
	Tables and seating are moved apart and reflect the maximum capacity. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	Children eat in their classroom at their own designated space. Masking tape can be used to mark out space on larger, group tables.	
	A different entry and exit route are being used at dinner times where more than one door is available	Yes	Entrance to hall via main corridor Exit hall via outside door	

Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Yes	SB liason with Vertas	
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Yes	Staggered break times and different areas for pupils to access.	
	Play equipment use is supervised to ensure that pupils do not gather.	Yes	NO play equipment to be used across bubbles. Staff can arrange their own supply of items but these will need to be cleaned as part of scheduled cleaning rota.	
	Pupils and staff have identified suitable play activities for break times	Yes	To be discussed within staff bubbles – play activities available online	
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	Staff to monitor movement of pupils at all times	
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	MB to source and mark out where needed – our site is suitably sized to not required	

Movement around the premises

General interactions and movement around the building	Windows are open to increase ventilation where it is safe and appropriate.	Yes	Ensure all staff know this as part of rules and procedures	
	Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.	Yes	Size and layout of our school allows for bubbles to be maintained. Year 5/6 – issue with toilets (planned time to access changing room toilets via fire escape and one member of staff to open external door from within)	
	Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.	Yes	See timetable of staff and locations (end of this document)	
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Yes	See timetable of staff and locations (end of this document)	
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	Yes	Main staircase to be used by Yr3/4 and Yr5/6 groups – at staggered times with regular cleaning of bannisters	
	Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where	Yes	Audit of fire escape routes completed and Yr3/4 and Yr5/6 can use these throughout the day with staff supervision.	Completed

	available and consideration is given to implementing a one way system where this is possible			
	Where appropriate one way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	NA	This is not possible with the layout of classes in our school but tape used on floor to encourage appropriate movement.	
	Movements around settings are supervised.	Yes	Group leaders to monitor and adjust practises where issues arise.	

Toilets and handwashing facilities

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Yes	Groups to have access to separate toilet areas only. Regular hand washing throughout the school day.	
	Distancing for queuing has been introduced e.g. through floor markings	Yes	MB to monitor floor markings. Staff can use chairs to mark distancing but these need to be cleaned regularly	
	Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building)	NA		
	Every other urinal/basin has been taken out of use in toilets that have high usage	Yes	Only one child to use toilets at a time	Ongoing monitoring by team leaders
	Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas.	NA	Hand sanitisers readily available to all areas and entrance/exit points Hand washing stations deployed in school and for use in areas where sinks are less available (Yr5/6 during school day)	SLT to monitor use
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Yes	SB and MB to maintain safe storage of stock.	

Meetings and events

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible	Yes	NO assemblies to take place physically. Online assemblies/collective worship to be organised by KS and distributed to staff.	
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Yes	No events to take place for the first half of Autumn term. To be reviewed.	October half term

Staff spaces and meetings	Whole school meetings may not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.	Yes	Staff meetings can resume as normal, as staff can move between bubbles but may be remotely, using online systems. During the school day, communication between bubbles can take place through staff phones in emergencies.	
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	Yes	Staff room moved to Atrium space.	
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	No Parent meetings in person. Use of email or phone calls +Google Meet	
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Yes		
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	Yes	NO Clubs until after October half term (at the earliest) with a view to resume enrichment opportunities from Jan 2021. Breakfast/afterschool club to resume from September.	
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Yes	NO Educational visits until 2021. SCITT students to be allocated to bubble groups when working in school, as part of phase group staff and following SCITT's own risk assessments.	
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Yes	Office staff to ensure outside groups are aware of this.	To be reviewed at October half term
Children Centre	No access between Children Centre and Rendlesham school during this time – Children Centre to maintain their own bubble outside of the operations of Rendlesham school. In the event of a fire, Children Centre to evacuate as per normal fire safety arrangements.	Yes	Share risk assessment with Children Centre staff and retain a copy of their own.	

Breakfast and afterschool clubs

School clubs that are essential	An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.	NA	NO Clubs until after October half term (at the earliest) with a view to resume enrichment opportunities from Jan 2021. Breakfast/afterschool club to resume from September.	
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Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	All staff are responsible for general cleaning throughout the school day. Group leader to arrange timetable with their group with scheduled tasks.	
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use.	Yes	Equipment must not be shared between different bubbles. Cleaning of equipment must be part of scheduled routine each day.	
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Yes	Scheduled as part of regular cleaning throughout the day (at least hourly)	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	Ensure this is added to schedule of tasks if computer equipment is used.	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	Ensure this is added to schedule of tasks if PE equipment is used.	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	Avoid shared workspace wherever possible. Children to have allocated desk space. Regular wiping of desks is part of scheduled cleaning tasks.	
	Disinfectant wipes are available for staff to use where required.	Yes	Procurement requests to SB.	ongoing
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys	Yes		
	Toys that are put into children's mouths are cleaned between use	Yes	Expectations need to be clear to pupils and monitored by staff as part of behaviour policy.	
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	Regular cleaning of these resources to be scheduled by SLT monitoring phase groups.	
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Yes	Staff groups to arrange this. Teachers can encourage children to use their own supplies which must remain in school and not travel home every day.	
	Books are issued to pupils on a rotational basis	Yes	Staff groups to arrange this	

Books (books are items that are difficult to clean)	Used books are set aside for 72 hours after use to reduce microbial load	Yes	Staff groups to arrange this	
	Books and posters checked for visible soiling and disposed of where necessary	Yes	Staff groups to monitor	
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	As part of scheduled cleaning rota	
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	NA	No outside equipment to be used.	
Waste tissues	Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	As part of scheduled cleaning rota. Peddle bins introduced in classrooms.	

Handwashing arrangements

Handwashing	<p>Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class.</p> <p><i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</i></p>	Yes	Timetabled at regular points throughout the day and part of every lesson. Staff may use timers, countdowns, activities to implement this effectively as part of a normal daily routine in class.	Ongoing monitoring by SLT
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day.	Yes	Make this clear on staff planning/timetable	
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	Staff to monitor Use of handwashing stations for extra bio-security to be encouraged throughout the school day. KS2 have greater need for handwashing stations upstairs.	
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	Avoid use of sanitisers when proper hand washing is possible. Hand sanitizer can be used for transitions between areas/school start/school end. Hand sanitizer to be used at entrances without a water station, with children	

			washing hands after entry to school as well.	
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	EYFS – Water play table with soap	
	All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use. Ensure individual risk assessments for children with complex needs who struggle to maintain good hygiene.	Yes	Staff to monitor individual needs. <i>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</i>	

Health Needs

Staff health

Specific health considerations	All staff required to return to work from 1 st September 2020	Yes	Staffing has been organised and confirmed.	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	Yes	Individual risk assessments to be created for anyone with a specific need or issue.	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Wellbeing champion to continue working with staff to support wellbeing.	

Symptoms	<p>Staff will go home as soon as possible if they develop symptoms</p> <p>Follow PHE Actions Flow chart</p> <p><i>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</i></p>	Yes	<p>Contact team leader immediately and ensure KS is informed as soon as possible.</p> <p>Implications of a 'local lockdown' means that all learning must be available online (via Google Classroom) within 24hours of a bubble closure.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	
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Pupil Health

Specific health considerations	Pupils who are clinically vulnerable (<i>previously referred to as having an underlying health condition</i>) have been assessed and following medical advice, these pupils will only attend the setting where infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	<p>Individual conversations with parents of clinically vulnerable children to ascertain needs and create individual risk assessments where required</p> <p>Normal attendance/absence procedures apply from 1st September.</p>	
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	To be explicitly taught and reminded by bubble groups in an age appropriate way.	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Staff to monitor	
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements.	Yes	Staff to monitor	Individual risk assessments where needed.

Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff	Yes	Team groups to discuss individual children in their group and plan accordingly. Risk assessments to be shared with DSc	
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Yes	As part of learning expectations.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Support from KA where needed.	
Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	Yes	Pupil Asset	
Storage of Pupil Medicines	Individual pupil medicines are to be stored appropriately within their group bubble (not in the school office). These can be stored where the pupil is able to access them under watchful supervision from staff.	Yes	Ensure medicines are stored safely in a known location to all staff working within the bubble.	
Use of face coverings by staff	Staff are given the option to use face coverings during the school day as a personal choice.	Yes	Provision of equipment available for staff if needed. Guidance is that staff working in Primary setting do not need to wear a face covering but Consortium Trust have given the option for any member of staff if they want to.	

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	Led by Trust Parent communication in line with Trust policy. Union communication direct to AAD as Trust leader. Updated communication routes to be published for parents (re. SLT, class teacher, etc...)	Completed
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Yes	KS to be informed of any breach or parents who do not comply with requirements.	
	Parents and carers have been communicated with about symptoms and household isolation requirements	Yes	Regular parent communication from Trust and school level	ongoing

Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	Poster in main entrance to explain no visitor policy.	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	MB to monitor	
	Site changes such as entrances and exits will be identified where required	Yes	MB to organise floor painting. KS to inform parents in letter before 3 rd September.	Completed on 25.8.20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Posters to be displayed in useful locations where needed.	
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	NA		

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.	Yes	Previous communication with staff and shared resources. Risk assessment and procedures to be reviewed on PD Day.	Completed
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	No	To be confirmed as part of staff survey and discussions on PD Day	Completed
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment)	Yes	Initial Risk Assessment shared with staff on 22 nd July, updated and shared on 1 st September. Opportunities for feedback prior to September opening. PD Day to address all instructions and procedures and time for teams to implement measures.	Completed
	Staff have been involved in the practical implementation of this guidance.	Yes	Timely and meaningful changes to risk assessment are shared with all staff through consultation regularly.	KS to arrange

Pupil involvement and communication

Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes	Staff to ensure this is done on Day 1 of teaching and plan to engage children in wellbeing activities as we start.	3 rd and 4 th September
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Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> • become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. • encourage pupils to take part in increased hand washing and information about developing symptoms of viruses 	Yes	Many online resources for teachers to use when planning.	
Online Learning	Staff to continue providing an education offer to children via our online platform (Google Classroom) in the event of a local lockdown and for homework.	Yes	Google classrooms to be up and running for all classes as the start of September for all homework activities. Teachers will move to full online learning within 24 hours of a lockdown situation or bubble group isolation.	SLT to monitor use

Other considerations

Actions if a person develops symptoms

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	Isolation Room – Disabled toilet room in Atrium	
	The room has been emptied of unnecessary items.	Yes		
	Tissues and a waste bag have been provided in the room	Yes		
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Yes		
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes		
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes		

	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Yes	SB to inform MB and Vertas of deep cleaning requirements as and when they occur.	
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes		
NHS Test and Trace	<p>Staff members and parents/carers understand that they will need to be ready and willing to engage with the NHS Test and Trace system.</p> <p>Parents and/or staff must inform the school immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. if someone tests positive, they should 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 10 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. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-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. 		<ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit 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) <p>If a proportion of the school needs to isolate at home, we are ready to move all learning to our online platform (Google Classroom) within 24 hours.</p>	

Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	Same exit locations as end of day routine. Groups line up within their outside learning space zones in the event of a fire alarm.	
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	Fire drills that are carried out encourage social distancing.	Yes	Fire drill practised within first three weeks of school opening.	
	Staff and pupils understand that in an emergency they must leave without delay	Yes	As part of regular fire evacuation procedures.	
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	Risk assess individuals with specific requirements.	
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:	Yes	All regular first aid arrangements can be fulfilled and staff will require PPE in the event of intimate care.	
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	NA		
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	Yes	SB and KW to monitor.	
	There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999.	Yes	As normal first aid procedures.	
	A member of staff has been nominated to check and maintain first aid kit contents	Yes	KW	
	First aid boxes are located in prominent places	Yes	Usual first aid procedures	
	The location of the automatic defibrillator is known to all staff	NA		
	Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	First Aiders available across the school.	
	Changes to first aid arrangements are communicated to all staff	Yes	PD Day – as part of risk assessment review and discussion.	
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	PPE available for use in these situations	
	Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered “no”)	Yes	

Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	Yes		
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.	NA		

Any other actions that are not listed above

Use of Trauma Informed Schools room	Ensure that children working within this area are given appropriate space, resources and follow cleaning procedures all outlined in above risk assessment.	Yes	KA to use T.I.S space with children across the school, ensuring that sufficient cleaning takes place between groups from different bubbles. T.I.S room is out of bounds for children who are not given a timetabled session in the room.	

Assessor's Name: Kevin Speirs	Manager's Name: Andrew Aalders-Dunthorne
Position: Academy Head	Position: CEO, The Consortium Trust
Signature: K.Speirs (1.9.20)	Signature:

Rendlesham Staff Teams – School Opening from 3rd September 2020

Group	Maximum children in group bubble	Staff	Locations	Entrance/Exit	Timetable
Nursery	30	Mrs Drackford Miss Adams Mrs Villa* <u>Mrs North (Lunch) 11.45 – 12.20</u>	Nursery classroom Nursery outside area and hall garden (playtime, lunchtime, outside learning)	Staff carpark gate to garden	Morning start – 8.45am Morning end – 11.45am Afternoon start – 12.20pm Afternoon end – 3.20pm
Reception	45	<i>Mrs Cook – EYFS Lead</i> Mrs Stowe Mrs Fernandes Mrs Kersey Mrs Villa* <u>Mrs Moore (Lunch) 12.00-1.00</u>	Reception Aztecs Reception Celts Reception Art area Reception outside area Tennis/basketball court (playtime, lunchtime) FIRE EVACUATION - Playground	Usual entrance gate (into Reception classrooms at back of school)	Start - 8.30am Playtime 10.15-10.30 Lunchtime 12.00 – 1.00pm Playtime 2.15-2.30 End - 3.30pm
Year 1/2	90	<i>Mrs Woodruffe – KS1 Lead</i> Mrs Howard Miss Gleeson Mr Gooding Mrs Harrison Mrs Lucas Mrs Buckles <u>Mrs Aspinall (Lunch) 12.15-1.00</u>	Egyptians Greeks Incas Playground/Astroturf area for playtimes and outside learning	Main Office Entrance	Start – 8.30am Playtime 10.30-10.45 Lunchtime 12.15-1.00 Playtime 2.00-2.15 End – 3.30pm
Year 3/4	90	Mrs Berry Mrs Arnold Mr Vaughan Mrs Maghoo Miss Cornell Mrs Kemp Miss Dunnett Mrs Davy* <u>Mrs Hardwicke (Lunch) 11.50-12.35</u>	Mayans Normans Romans Group room (opposite Mayans) Main staircase can be used +wipe banister regularly Field (cabin side) for outside learning School Field (playtime)	Fire Escape stairs to Yr3/4	Start -8.30am Playtime 10.00-10.15 Lunchtime 11.50-12.35 Playtime 2.00-2.15 End – 3.30pm
Year 5/6	90	Mr Hardy – KS2 Lead Mr Harris Miss Shipp Mr Kemp Miss Berg Miss Farnham Mr Fisher Mrs Davy* <u>Mr Potter (Lunch) 12.30-1.15</u>	Vikings, Trojans, Saxons Intervention Room (Science) Intervention Room (opposite Trojans) Sensory Room Far end of field for outside learning Main staircase can be used +wipe banister regularly School Field (playtime, lunchtime) *Toilets – Hall changing rooms	Spiral Fire Escape stairs to Yr5/6	Start – 8.30am Playtime 10.45-11.00 Lunchtime 12.30-1.15 Playtime 2.15-2.30 End – 3.30pm