

COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME: Dalmain Primary School

DATE: 07/09/2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of schools to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and published in schools with over 50 employees.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:

[Guidance for full opening of schools September 2020](#)

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care settings, including the use of PPE guidance.](#)

[Covid19 cleaning in non-healthcare settings](#)

[NHS test and trace](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.
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System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'

Prevention:

1. minimise 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
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

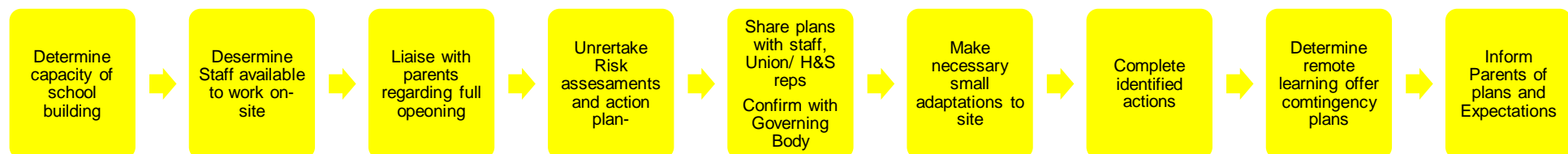
Number 6 applies in specific circumstances.

Response to any infection:

1. engage with the NHS Test and Trace process
2. manage confirmed cases of coronavirus (COVID-19) amongst the school community
3. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Steps to full opening



Risk Matrix:

| Risk rating High (H), Medium (M), Low (L) | | Likelihood of occurrence | | |
|--|--|--------------------------|----------|--------|
| | | Probable | Possible | Remote |
| Likely impact | Major: Causes major physical injury, harm or ill-health. | H | H | H |
| | Severe: Causes physical injury or illness requiring first aid. | H | M | L |
| | Minor: Causes physical or emotional discomfort. | M | L | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|--|--|--|-------------------------------|---|---|--|--------------------------------|
| 1. Engagement and communication- risk assessment and planning | | | | | | | |
| 1a | Risk assessment process fully engages staff, governing body and Union representatives. Assessment and plan shared and communicated with stakeholders | | M | Meeting held with Staff/Union Reps on 03/09/20. Further consultations will take place. Governors regularly updated. Staff involved with RA processes. Assessment shared with stakeholders. | HT H&S lead Union Reps SBM | 03/09/2020 04/09/2020 Ongoing TBC | L |
| 2. Preparing Buildings and Facilities | | | | | | | |
| 2a | Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers | Site Manager is unavailable Site has been closed for prolonged period | H M | Premises officer/s on site at all times. All statutory maintenance and inspections are up-to-date. | POs POs | 1/09/20 01/09/20 | L L |

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| | <ul style="list-style-type: none"> Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements | <p>Inadequate maintenance procedures</p> <p>Water and heating systems not prepared</p> <p>Electrical systems unsafe</p> <p>Food in freezers and/or refrigerators</p> | <p>M</p> <p>M</p> <p>H</p> <p>M</p> | <p>Re-opening arrangements have followed standard school procedures for opening after summer holidays. Recorded.</p> <p>Insurance has been checked: no change to cover.</p> <p>Reopening checklist supplied by insurers for POs confirms that all appropriate actions taken.</p> <p>Catering contractors changed so all fridges and freezers were emptied at start of holidays.</p> | <p>POs</p> <p>SBM</p> <p>POs</p> <p>Chartwells</p> | <p>01/09/20</p> <p>01/09/2020</p> <p>01/09 2020</p> <p>23/07/2020</p> | <p>L</p> <p>L</p> <p>L</p> <p>L</p> |
| 2b | Office spaces re-designed to allow office-based staff to work safely. | Office does not allow for adequate space between staff members. | M | <p>HT office is large and single occupancy. Sufficient space for social distancing and well-ventilated.</p> <p>Assistant heads' office has reasonable ventilation and seats are back to back and 1.5m apart.</p> <p>School office is well ventilated with only 2 occupants- increased working from home to reduce contact. Further arrangements in place.</p> <p>Screen in place for front of office desk.</p> | POs and relevant staff | 01/09/20 | L |
| 2c | Entry and exit routes to the school building are in place, any physical changes and/or signage required to allow social distancing are in place. | Bottlenecks likely at entrance to school. Social distancing | M | Specific routes in place for bubbles to enter and exit the school building. No parents/carers to enter. Children to line up using 2- | SLT SBM POs | 04/09/2020 | L |

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| | | unlikely to be maintained. | | meter markers which are present on floors. Signage in place. Staff and parents informed. Continuous review. | | | |
| 2d | Consideration given to premises lettings and approach in place. | None. | M | No lettings currently taken for the remainder of school year. | HT SBM | 01/09/20 | 0 |
| 2e | Necessary physical modifications completed <ul style="list-style-type: none"> Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary Lidded bins in classrooms and shared spaces Water fountains disconnected/ isolated Ventilation measures identified and safe use of air conditioning assessed. Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. | Failure to prepare appropriately | M | Hand driers are currently disconnected Paper towels in use Lidded bins are in place Water fountains have been put out of use. Air conditioning in Nursery assessed as appropriate for use. Windows and doors will be kept open. Fire doors must remain closed. Process of measuring, placing of tables and chairs markings etc (with regard to facilitating maximum possible social distancing) complete. | POs | 04/09/20 | L |

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| 2f | Consideration given to the arrangements for any deliveries. | Delivery drivers entering school. Contamination of boxes | M | All deliveries will be left outside school building and packing wiped with anti-viral cloths before opening. Kitchen deliveries will be made externally and similarly treated. Drivers will be made aware of requirements by POs. | POs Reception | 01/09/2020 | L |
| 3. Emergency Evacuations | | | | | | | |
| 3a | Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | Current evacuation routes would cause multiple groups/ bubbles to come into contact. Staff needing to work from home are current PEEP buddies and so reassignment necessary. | L | Layout of school means evacuation routes cannot be changed. Social distancing guidelines will not apply during evacuation drills until children are lining up at assembly points. Any child requiring 1:1 support (esp. for mobility issues) will have a designated adult at all times. Individual PEEP assessments for relevant children are already in place. PEEPs will be written for any further adults or children identified as requiring them. 1:1 staff in school. | POs H&S lead SENDCO | 04/09/2020 | L |
| 4. Cleaning, waste disposal and hand washing | | | | | | | |
| 4a | Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings | Lack of planning | M | POs and full-time cleaner will operate a rolling program of cleaning and disinfecting contact | POs | 04/09/20 And ongoing | L |

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| | | Insufficient cleaning and disinfecting materials available | | <p>points: work-surfaces, door handles, handrails, taps, access control buttons, etc.</p> <p>Hand towels and handwash are to be checked and replaced as needed by POs</p> <p>Toilet facilities (including staff toilets), particularly door handles, locks and toilet flush will be regularly cleaned during the day. A full-time cleaner has been employed: this will be part of their remit.</p> <p>Children will sanitise before using facilities, wash hands after using and sanitise on way back to class.</p> <p>Current stocks have just been replenished and more is on order. Stock levels will be carefully monitored.</p> <p>Hand sanitiser is available at key points throughout the building.</p> | | | |
| 4b | Capacity of cleaning staff is adequate to enable enhanced cleaning regime. | Irregular supply of staff from contractor (May Harris): insufficient/inadequate cleaning. | H | May Harris have agreed to supply a full-time cleaner during school hours. This is in addition to the regular afternoon cleaning staff. | SBM | Ongoing | L |

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| 4c | Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance | Lack of planning Lack of PPE equipment | H M | First Aid procedures have been updated. Gloves, masks and visors in place. See 4g for disposal | First Aid lead H&S lead | 27/05/2020 01/09/2020 | L L |
| 4d | Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed. | No hand sanitiser for visitors to reception. Insufficient cleaning supplies in classrooms | M | Hand sanitiser available at the school reception and throughout school. Disposable tissues and lidded bins in classrooms to implement the 'catch it, bin it, kill it' approach. Hand sanitisers and cleaning/disinfecting materials are available in all classrooms, stored in teachers' desks with the relevant COSHH data sheet (if applicable). Supply levels will be monitored. Arrangements for use will form part of return to school induction for staff. | POs POs POs HT/SLT | 01/09/20 | L |
| 4e | Arrangements for longer-term continual supplies are also in place. | Lack of stock from suppliers | M | Stock check and ordering schedule reviewed and orders made. Supply levels monitored. Supplies from Lewisham received. | POs | Ongoing | L |
| 4f | Sufficient time is available for the enhanced cleaning regime to take place. | Building in heavy use after school | M | All staff advised to leave the site as early as possible, in order for cleaning to be undertaken. Classrooms will be left tidy to facilitate efficient cleaning. | HT/SLT All staff | 01/09/20 | L |
| 4g | Waste disposal process in place for potentially contaminated waste. | Inadequate procedures | M | Waste bags and containers - kept closed and stored separately from | | 01/06/2020 | L |

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| | | | | communal waste for 72 hours (POs). (Addendum to Waste Disposal Policy) Waste collections regularly made when the minimum number of persons are on site (i.e. after normal opening hours). | | And ongoing | |
| 4h | Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance | Lack of awareness | M | Masks not currently recommended for use in primary schools. Staff can use them if they so wish, following PPE guidance for removal. See above for disposal. | POs All staff | 04/09/2020 | L |
| 4i | Clear hand washing procedures outlined for all groups; hot water and liquid soap readily available. Routine hand washing <ul style="list-style-type: none"> on arrival and leaving school before entering and leaving class during the day before and after eating Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary. | Routines not introduced or followed. | M | Staff in each bubble to ensure all children are clear on necessity for regular hand-washing or sanitising, <ul style="list-style-type: none"> on arrival and leaving school before entering and leaving class during the day before and after eating and to ensure that the control measures in place are followed. Hot water and liquid soap available in most classrooms: cold water washes are acceptable if no alternative safely available. Hand sanitising equipment in key positions and classrooms throughout school. | All staff POs POs | 01/09/2020 | L |

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| 5. Classrooms and outdoor space | | | | | | | |
| 5a | Desks side by side, facing front, where age appropriate. | Lack of preparedness | M | All classrooms Y2-Y6 arranged so that children all face forwards. EYFS, Reception and Y1 educationally appropriate arrangements for play-based learning. | POs | 01/09/20 | L |
| 5b | Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible) Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and children | Lack of organisation | H | Classrooms (including Art Room, Music Room and Maths Room) have been re-arranged to allow as much space between individuals as practical. Staff should not work face to face with children: 2m distance wherever possible; standing; side to side or behind. Each pupil has own identified desk where possible and deemed educationally appropriate. Maths Room reserved for very small group work. | All staff POs CTs | 01/09/2020 04/09/2020 | L |
| 5c | Classroom entry and exit routes have been determined and appropriate signage in place. | Lack of organisation and dissemination | M | Plans in place and disseminated to staff | SLT POs | 04/09/2020 | L |
| 5d | Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials | Inappropriate sized equipment for smaller children in Classroom | L | All classrooms contain appropriate resources. Each child (Year 1 upwards) will have an individual stationery pack and as much basic individual | CTs | 01/09/2020 | L |

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| | <p>and surfaces should be cleaned and disinfected more frequently</p> <p>Non-essential resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible Children instructed not to bring in toys or other articles from home (other than water bottle)</p> | <p>Lack of organisation</p> <p>Lack of children's awareness.</p> <p>Lack of childrens' and parent/carers' awareness.</p> <p>Lack of information regarding effective hygiene.</p> | <p>M</p> <p>L</p> <p>M</p> | <p>equipment as possible (eg. books, science kits). Any shared use equipment (within bubbles) will be kept in small groups and cleaned before and after use.</p> <p>Equipment will not be shared between bubbles.</p> <p>Non-essential resources which are not easily washable or wipeable between use have been removed (e.g. soft toys, dressing up clothes).</p> <p>ipads should be restricted to colour-coded bubble use (where possible); thorough cleaning between bubbles; rotating use so ipads are left for up to 72 hours between use. Same procedure for laptops.</p> <p>EYFS: following DfE guidance Actions for EYFS during Coronavirus Outbreak 28/08/20), sharing of easily cleanable resources will be permitted within bubbles (although restricted to</p> | <p>POs Reception staff</p> <p>Reception/ Office staff</p> | <p>04/09/2020</p> <p>04/09/2020</p> <p>01/09/2020</p> | <p>L</p> <p>L</p> <p>L</p> <p>L</p> |

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| | | | | <p>smaller groups within bubble whenever possible).</p> <p>Cleaning and disinfecting materials available in classrooms for dynamic use.</p> <p>Shared handling will be restricted: children encouraged to collect/replace own supplies.</p> <p>Dalmain Covid-safe agreement specifies that only (clean) water bottles should be brought into school.</p> <p>Information posters in place</p> | <p>POs</p> <p>CTs</p> <p>POs</p> | 01/09/2020 | <p>L</p> <p>L</p> <p>L</p> <p>L</p> |
| 5e | Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings | Lack of planning | M | <p>Use of outdoor areas for education and exercise has been timetabled.</p> <p>Playtimes will be staggered; each bubble has its own marked area of the playgrounds and pack of play equipment which will be regularly cleaned.</p> <p>Fixed equipment can be used: children should sanitise/wash hands before and after playtime.</p> | HT/SLT | 01/09/20 | L |

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|--------------------|---|---|-------------------------------|---|----------------|-----------------------|--------------------------------|
| 5f | <p>Ventilation measures identified in each room. (Air conditioning use assessed and used in line with HSE guidance) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm (Fire doors should not be propped open- longer term, automatic close fire doors could be considered)</p> | <p>Poor ventilation First floor rooms on the southern side become very warm in summer due to direct sunlight. The three first floor on SW side (above offices) have historically been very warm and stuffy, but new glazing has recently been fitted; effectiveness not yet fully tested.</p> | M | <p>Ground floor rooms are well-ventilated and the external fire doors can be kept open.</p> <p>Internal fire doors must be kept shut.</p> | HT/SLT | 01/09/2020 | L |
| 6. Staffing | | | | | | | |
| 6a | <p>Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff, Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles.</p> | <p>Ineffective planning and dissemination</p> | H | <p>Plans in place and disseminated to staff.</p> <p>PPA cover organised to preserve integrity of bubbles as far as possible</p> <p>Continuous review.</p> | SLT SBM MMS | 04/09/2020 | L |

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| 6b | Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities Coronavirus- taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible. | Lack of planning | H | IRAs to be carried out prioritising higher risk categories. | HT H&S lead | Completed 07/09/2020 | L |
| 6c | Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified | Failure to make appropriate arrangements for those previously shielding | H | Arrangements made to teach year group who are more able to socially distance wherever possible. Visors provided See above (6b) | HT H&S lead POs | 04.09.20 | L |
| 6d | Approach to staff absence reporting and recording in place. All staff aware. | Lack of awareness of absence procedures | M | Standard school procedures apply: all staff aware. | HT SBM | 01/09/2020 | L |
| 6e | Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. | Lack of planning | H | HT and SLT monitor sickness levels on a daily basis and are aware of potential cover teachers/staff. Cover will be planned on a weekly basis where possible to minimise cross-bubble contact. | HT/SLT | Ongoing. | L |

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| 6f | <p>Assess transport arrangements for all staff and parking arrangements as required.</p> <p>Check LBL parking restrictions & inform staff https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs</p> <p><u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff.</p> <p>Consideration of arrival times to encourage walking and cycling to work</p> | Failure to assess and consider | M | <p><u>Coronavirus (COVID-19): safer travel guidance for passengers</u> has been shared with all staff. Staff who use buses (distance from work) are encouraged to consider walking or cycling. Staff who use trains are encouraged to make own assessments regarding safety of journey and discuss arrangements with SLT.</p> <p>Staff advised to discuss earlier start/finish times to avoid peak hour travel (where possible).</p> <p>School has no car-park, but there is sufficient on-street parking in a quiet cul-de-sac.</p> <p>Staff who walk or cycle are happy to continue with current start/finish times.</p> | SLT/SBM | Ongoing | L |
| 6g | Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable | Lack of clarity of expectations. | L | Clothing expectations remain the same as usual- smart casual. Staff reminded to maintain cleanliness of all clothing. | HT | 01/09/2020 | L |
| 6h | Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger | Lack of consistent approach. | H | Ad-hoc and formal meetings in school will observe social distancing requirements in well-ventilated rooms. Daily briefings and PDMs held in top hall. | SLT SBM | 01/09/20 | L |

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| | groups. Use of outdoor space also considered where possible. | | | Some staff training is being carried out via Educare or on Zoom. Necessary in-house staff training (eg for Covid procedures) will take place in top hall or outdoors. | | | |
| 6i | Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision. | Lack of planning | M | Plans for home-learning provision will be as in Summer 2020, if required. Training is taking place on Office 365. Future lockdown contingency plan in place by end of September Detailed staffing arrangements, including division of planning and teaching responsibilities will be organised on a week-by-week basis responding to needs of school and staff as required. Staff are responsible for communicating with SLT if work-load is unmanageable. | HT/SLT | 01/09/2020 | L |
| 6j | Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school. | Lack of planning | M | Plans in place to consider and consult with staff regarding new roles- exactly as any new school year. If staff are not fully confident of their awareness of new controls | HT SLT SBM | 04/09/2020 | L |

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| | | | | Staff have been made aware of testing available via Lewisham if showing signs of Covid 19. Inset days will ensure staff are fully aware of return to work procedures. Self-testing kits in stock. | HT/SLT POs | 03/09/2020 | L |
| 6m | The approach for inducting new starters has been reviewed and updated in line with current situation. | Failure to induct new starters appropriately | M | Procedure reviewed: no specific changes required. All staff-including new starters- will attend inset days for review of new school procedures. | HT SLT SBM | 04/09/2020 | L |
| 6n | Return to school procedures are clear for all staff. | Lack of clarity in expectations and procedures | M | Inset days will thoroughly review all procedures | SLT SBM | 01/09/2020 | L |
| 6o | Arrangements to return any furloughed staff in place. | | N/A | N/A | N/A | N/A | N/A |
| 6p | Any staff contracts that need to be issued, extended or amended considering the current situation have been. | | | Completed | | | |
| 6q | Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve | | N/A | N/A | N/A | N/A | N/A |

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| 6r | <p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the contractor/visitor.</p> | Failure to control access arrangements | M | <p>Only essential visitors- those who cannot fulfil their responsibilities without being on-site (eg. occupational therapists) will be allowed (by prior arrangement and with the agreement of the HT). They will be made fully aware of relevant school policies and procedures regarding Covid-19. If working with children, visitors/employers should provide their own Risk Assessments for the meeting/activities.</p> <p>Only essential contractors will be allowed on site (fire or electrical safety, for example), and wherever possible they will work outside school hours or in isolated areas. Risk assessments will be checked for PPE and any school specific requirements. School protocols will be shared.</p> | <p>HT Reception staff DSL SENDCO</p> <p>POs</p> <p>POs</p> | 01/09/2020 | L |
| 6s | <p>Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.</p> | | M | <p><i>Laban: own RA to be checked before commencement of lessons.</i></p> <p>Sports coach: Additional Covid RA has been checked and agreed before commencement of lessons. Both will read and act on Dalmain Covid safe agreement. Bubbles will be preserved. No other external adults currently (eg music lessons)</p> | HT SLT | TBC | L |

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|-----------------------------|---|---|-------------------------------|---|-----------|-----------------------|--------------------------------|---|
| 7. Group Sizes | | | | | | | | |
| 7a | All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible. | 2 form entry and limited space | M | Bubble set at the size of two classes/ year group. | HT SLT | 01.09.20 | L | |
| 7b | Staffing allocations to groups determined, minimising contact with multiple groups much as possible | Failure to plan | M | See 6a, 6b, 6c, 6j | SLT | 04/09/2020 | L | |
| 8. Social Distancing | | | | | | | | |
| 8a | <p>Arrangements for social distancing in place to define:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices Parents/carers drop off at school gate- no entry Staggered or limited amounts of moving around the school/ corridors, one way systems where possible Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. Markings in place for routes around school to minimise closer contact | <p>Lack of planning and dissemination</p> <p>Insufficient space to do this safely</p> | H | <p>Staggered school drop off/pick up times and locations confirmed (main gate, Brockley Rise gate and Pen) with sufficient staff to monitor safe practices (SLT/POs).</p> <p>Pen: Years 3 & 4. Drop-off (08:45): parents/carers accompany children into pen by one gate, hand over children and leave by the second gate. Collection (15:00): Parents/carers enter and leave via same system (all in before children handed over.</p> <p>Reception as above. Currently 09:00-11.30.</p> <p>Nursery: Currently: 09:00-11:30 via Pen. 13:00-15:00 via main gate and nursery playground entrance: only feasible route (Max 5 per session).</p> <p>Main gate: Years 5 & 6 (separate gates). Drop-off (09:00): now sufficient space to improve social distancing outside: One-way system: children called in to line up as CTs/TAs are ready with additional time-staggering. Collection (15:15): Parents/carers enter playground (all in) and space out on wall. Children released when ready. One-way system in operation.</p> | HT/SLT/PO | 01/09/2020 | Continuous review | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| | <ul style="list-style-type: none"> • Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble • Use of hand driers risk assessed/ Paper towels and foot operated closed bin in place | <p>Limited toilet facilities</p> | | <p>Y2 as above (08:45-15:00), no additional time-staggering required.</p> <p>Brockley Rise: Y1 (09:00-15:15), Reception (08:45-15:00): Parents/carers enter playground to accompany children to and collect from classrooms. Sufficient space in playground and outside to ensure social distancing.</p> <p>Staggered or limited amounts of moving around the school/ corridors, one way systems where possible (Specified staircases for each group for entering and leaving building will effectively provide one-way system upstairs).</p> <p>Classroom design: Any class in use will be designed to comply with social distancing guidelines as far as possible.</p> <p>Break and lunch times are staggered.</p> <p>Dining tables and stools cleaned between bubbles.</p> <p>Bubble groups will have own areas of playground demarcated by cones, tapes. One group will use pen.</p> <p>Plans for social distancing during these times in place, such as when queuing for lunches.(Markings on floor and staff supervision)</p> <p>Staffing rota developed to facilitate this (Duty SLT, teachers, TAs and lunchtime staff will supervise).</p> <p>Toileting: ALL: If hot water is not readily available, cold-water hand washes and sanitising acceptable: Year groups to liaise re use of toilet hand-washing facilities or classroom. Classes with hot water will use it.</p> <p>KS1/Reception: Y2/Y1 toilet use encouraged before breaks as they must</p> | | | |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| | | | | <p>cross other bubbles to access toilets. Children instructed and monitored to cross bubbles quickly and without contact with other children. External hand sanitiser mounted which ALL children should use before entering toilets.</p> <p>KS2: as above, except that Y3/4 and Y5/6 will swap break-time locations weekly so procedures for them will change weekly. Markings in place for routes around school to minimise closer contact.</p> <p>Hand driers disconnected- paper towels and foot operated closed bin in place (See 2e).</p> | | | |
| 8a:i | <p>Arrangements to ensure safe collection of children attending external after-school clubs.</p> <p>Arrangements to ensure safe collection of children being collected late.</p> <p>Arrangements for safe operation of Breakfast Club</p> | Lack of Planning | H | <p>Rainbow: children will be escorted to Lower Hall by CT or TA from Year Group bubble. Children will wait in Year Group bubbles and be escorted to Rainbow in the same fashion by school staff at staggered times (see 8a).</p> <p>Acorn: as above, except that children will be collected from Lower Hall by Acorn staff.</p> <p>If necessary, CTs will wait at collection points for fifteen minutes to allow time for latecomers to arrive. Any children not then collected will be taken to School reception area and standard procedures followed.</p> | Relevant staff | 07/09/2020 | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| | | | | <p>Each Year group has a separate table.</p> <p>Each Year group has a separate set of toys/games/books etc.</p> <p>Each Year group is supervised by the same adult every day- adults who are also MMS are in the same bubble as at lunchtimes.</p> <p>Years 1 and 2 will be escorted to classes via corridor.</p> <p>Years 3,4,5,6 will be escorted to playground to join classes as they line up.</p> <p>Supervisors will collect food from MH and take to tables.</p> <p>Children will enter and leave via corridor entrance, sanitising as they do so.</p> <p>Masks, gloves, aprons and visors available for use. Children will be instructed to remain seated at Year group tables, as far as possible away from each other.</p> <p>Children will be reminded of importance of maintaining bubble and observing social distancing rules.</p> <p>Windows and doors will be kept open at all times.</p> | | | |
| 8b | Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place. | Lack of awareness, instruction and supervision. | H | Start times and entrances will be staggered. Children will be instructed to enter school immediately on arrival and not | | 01/09/2020 | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| | | | | gather in playground. After hand-washing and sanitising, children will move along marked corridor to take designated seat in classroom. Staff will be in position to supervise. Dalmain Covid-safe agreement, referring to this has been sent to all families. Sent 01/09/2020 | HT/Office | | |
| 8c | Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate) | Lack of awareness, instruction and supervision. | | Further handwashing and cleaning (if needed) Conversations with parents and children (age appropriate) Risk assessments and individualised approach to be put in place for students who struggle to follow expectations- dynamic assessments. Parent/carers have been informed that persistent and/or deliberate breaches of Covid-safe behaviour will result in their child not being permitted to enter the school site. See Covid-safe Agreement | All staff SLT/CTs H&S lead HT/SBM | Ongoing 01/09/2020 | L |

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| 8d | Approach to assemblies – if still occurring, plan in place to manage social distancing. | Lack of planning | M | No assemblies outside ‘bubble’ groups will be held. | | 01/09/2020 | L |
| 8e | Social distancing plans communicated with parents, including approach to breaches. | Lack of planning and communication | M | Dalmain Covid-safe agreement, referring to this has been sent to all families (01/09/2020) Approach to breaches developed – see 8c for details | HT/Office HT/SLT | 04/09/2020 | L |
| 8f | Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. | Lack of planning and communication | M | Use of outdoor areas for education and exercise has been timetabled. Playtimes will be staggered. Bubble groups will have own areas of playground demarcated by cones, tapes etc, and separated by 2m. One group will also use pen. Fixed equipment can be used: children to gel before and after playtimes. Mobile outdoor equipment (balls, hoops etc) will be ‘bubbled’ and cleaned between uses. | HT/SLT HT/SLT POs | 04/09/2020 | L |
| 8g | Social distancing arrangements for use of staff areas in place and shared spaces | Common timetables | M | Staggered timetables means that staff-room will not become ‘overcrowded’. Staff will not gather in the staff room: errands only. Staff are aware and observant of social distancing requirements | | 01/09/2020 | L |

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| 9. Transport | | | | | | | |
| 9a | Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> to be shared with parents and CHILDREN as age appropriate | Lack of information | M | <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> has been sent to all parents/carers | SBM | 04/09/2020 | L |
| 9b | Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times. | N/A | N/A | N/A | N/A | N/A | N/A |
| 9c | Support in place for CHILDREN who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. | Lack of guidance for CHILDREN | M | Emergency supply of masks available. CTs to discuss with children and liaise with parent/carers if necessary. | All staff | Ongoing | L |
| 10. Catering | | | | | | | |
| 10a | Arrangements in place to provide food to CHILDREN on site, including the requirement of universal free school meals. | Lack of planning | M | All arrangements in place for full supply of necessary meals | SBM | 01/09/2020 | L |
| 10c | Arrangements for when and where each group will take lunch (and snack time if necessary) including hand | Lack of planning | H | Staggered lunchtime plans in place and disseminated to all staff. Some classes to eat in classroom | SLT MMS | 04/09/2020 | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| | washing are in place so that children do not mix with children from other groups. | | | MMSs will be 'bubbled' in specific groups. | | | |
| 10d | Arrangements for food deliveries in place | | M | Food deliveries as normal: made outside school hours | POs | Ongoing | L |
| 11. PPE | | | | | | | |
| 11a | PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering of first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained. | Staff lack of knowledge in when and how to use PPE Lack of PPE | M H | Masks, visors and gloves in stock. Small supply of aprons available. Stock levels under continuous review. PPE equipment will be available in all classrooms, at reception and in the medical room. Specific isolation room for children displaying symptoms with PPE in situ First Aid guidance has been updated. Planning for administration of First Aid has been reviewed to ensure bubbles are maintained as much as possible | SLT POs First Aid lead | | L L L L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| 11b | Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing | Failure to assess | H | One child has been assessed and appropriate procedures put in place. Other toileting 'accidents' requiring adult assistance will be dealt with under the Personal and Intimate Care policy . Updated First Aid procedures should also be followed. Visors and gloves available for such incidents. EHCP children's risk assessments are being reviewed for potential return to school: carers of such children will be prioritised for PPE. | H&S lead SENDCO SENDCO/ H&S lead | 04/09/2020 | L |
| 11c | PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need masks to protect parents/ members of the public? | Failure to supply PPE | M | Face-masks and other PPE are available for those members of staff who wish to use them. Entrances and exits will be supervised outdoors, and social distancing guidelines followed. | POs | 01/09/2020 | L |
| 12. Response to suspected/ confirmed case of COVID19 in school <u>In all instances 'Educational Settings Standard Operating Procedure' (Lewisham) will be followed. This has been communicated to all staff (01/09/2020).</u> | | | | | | | |
| 12a | Frequently share information with children parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus | Failure to share information effectively | H | Parents/carers informed by ParentMail on a regular basis on both issues. | SBM | Ongoing | L |

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| | infection) and for parents to inform the school is anyone in the house is displaying symptoms | | | | | | |
| 12b | <p>Approach to adults/children displaying COVID19 symptoms cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19 • Consideration of any pupils with heightened COVID19 vulnerability • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place • Emergency PPE available where 2m distance cannot be maintained | Failure to follow local and national guidance | H | <p>HT will be immediately informed.</p> <p>Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance (see Lewisham guidance ('Educational Settings Standard Operating Procedure'), and are sent home as soon as possible. All parents/carers will be asked to update emergency contact numbers and ensure that the contact can be reached at all times. If a pupil shows symptoms at school they will be isolated in the small music room (between library and office) before being collected. Where the pupil or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 14 days. 'Bubble' room and toileting area will be deep-cleaned. Emergency PPE equipment (awaiting delivery) will be available. Relevant parents/carers will be informed by ParentMail.</p> | SLT/HT | Ongoing | M |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| 12c | <p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Identified children/adults/bubbles/contacts advised on necessary action Staff with heightened vulnerability considered and advised of necessary action Approach to closing areas/ relocating children away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place | Failure to follow local and national guidance | H | <p>Individuals who are unwell or have coronavirus symptoms, or who have someone in their household who does, will not attend school.</p> <p>Further actions in line with local and national guidance (see Lewisham guidance ('Educational Settings Standard Operating Procedure'))</p> <p>Identified children/adults/bubbles/contacts advised on necessary action.</p> <p>Staff with heightened vulnerability considered and advised of necessary action.</p> <p>Relocation/closures will be considered dynamically</p> <p>'Bubble' room and toileting area will be deep-cleaned.</p> <p>Relevant parents/carers will be informed by ParentMail</p> | HT SLT SBM | Ongoing | M |
| 12d | Process in place to engage with the Test and Trace and contract tracing process. | Lack of dissemination of process. | H | See 'Educational Settings Standard Operating Procedure' for full details: this has been sent to SLT, | SLT/HT | Ongoing | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| | | | | POs, office and H&S lead. Process shared with staff | | | |
| 13. Pupil Re-orientation - back into school after a period of closure/ being at home | | | | | | | |
| 13a | Approach and expectations around school uniform determined and communicated with parents. | Lack of communication | M | Children should wear school uniform, except on days when they have PE. | SLT/HT | 01/09/2020 | L |
| 13c | Changes to the school day/timetables shared with parents. | Lack of communication | M | All changes to the school timetable will be sent to parent/carers via ParentMail. | Office Staff | Ongoing | L |
| 13d | All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents | Lack of communication | M | All children instructed to bring own bottle of water. Bottles will be refilled from water jugs with water collected from Staff Room by TAs: no child will use the internal water fountain to fill jugs or bottles. | Office Staff CTs TAs | Ongoing | L |
| 13e | Approach to supporting children to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure. | | M | A 'Recovery Curriculum' has been planned and put in place. Approach to these issues remain under discussion by HT, SLT, DSL CTs to deliver | HT, SLT, DSL SENDCO | 01/09/2020 And ongoing | L |
| 13f | Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. | Lack of designated leader. | M | Dalmain has a designated well-being leader who provides resources, activities and support | Asst Head | Ongoing | L |

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| | | | | for staff's wellbeing, mental health and resilience. | | | |
| 13g | Re-orientation support for school leavers is developed. | Re-orientation and transition inadequately managed | M | Year 6 transition documents completed by teachers and pupils in line with LA expectations. Term 6 activities focused on well-being during transition period. | Y6 teachers DSL | Completed | L |
| 13h | Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups | Failure to maintain contact with families, especially FSM and vulnerable families. | H | DSL keeps in close contact with vulnerable families and others and provides additional support in addressing the problems as outlined. | PW | Ongoing | L |
| 14. Remote education contingency plan | | | | | | | |
| 14a | Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account. | Bubble needs to self-isolate because of a positive case of COVID19. | | Training is commencing on Office 365. Home-learning contingency available and ready to begin when needed (as Summer 2020). Pupils without access to home computer identified and laptops loaned. | SLT DSL | 01/09/2020 | L |
| 15. Transition - into new year group - What will need to be different this year because of COVID19? | | | | | | | |
| 15a | Online/ website support for families and young people around transition. | Failure to develop appropriate procedures. | M | All children received a 'New Year' pack in July with details of new classrooms, teachers and other relevant information (social story style). Appropriate lessons have been developed for use in school. | SLT | 01/09/2020 | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| 15c | <p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers | Failure to develop appropriate procedures. | M | Planning for transitions and delivery of lessons has been completed and will be developed over the next few weeks. Primary to Secondary transition documents delayed by secondary schools. | HT, SLT, DSL, SENDCO, 1:1 workers and class teachers. | Ongoing | L |
| 16. Safeguarding | | | | | | | |
| 16a | Consideration given to any children who may need support with their return to school and consultation has been undertaken with the family and other agencies involved. | Re-opening arrangements not reflected in risk assessment. | M | <p>Risk assessments for children are being reviewed to ensure they reflect any changes due to the return to school. DSL is undertaking welfare checks. DSL and Link governors hold fortnightly review meetings. Consultations are being held with families of EHCP children to establish risks of returning and possibilities for risk reduction/further support. Any child returning will have their EHCP RA updated before they return.</p> | <p>DSL, SENDCO, PC</p> <p>DSL/Link governors</p> <p>SENDCO</p> | 04/09/2020 and ongoing | L |
| 16b | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | Lack of preparation | M | Staff know processes and procedures for disclosures and are well-prepared to support pupils' well-being. | HT/SLT/DSL | 04/09/2020 | L |

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| | | | | INSET days will involve refresher training. | | | |
| 16c | Updated Child Protection Policy in place. | Failure to review and update | H | Adopted Temporary COVID19 Child Protection Policy in addition to standard Safeguarding Policy | SLT/DSL | w/c 23.03.20 | L |
| 16d | Work with other agencies, such as social care has been undertaken to support vulnerable children and families to return to school. | Failure to communicate | M | DSL is regularly working with relevant outside agencies and updates HT and SLT as needed. | DSL SLT/HT | w/c 23/03/20 and ongoing | L |
| 16e | Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and for pupils requiring physical care. | | H | School currently has no children with individual behaviour/positive management plans. One child requires occasional physical care and a RA is in place for them. Visor and other PPE supplied for carer. One child prone to sneezing: visor and other PPE supplied for carer. | DSL | Ongoing | L |
| 17. . Curriculum / learning environment | | | | | | | |
| 17a | Current learning plans, revised expectations and required adjustments have been considered. | Unreasonable expectations of children | M | SLT and Class Teachers have reviewed and adapted current learning plans. Dynamic assessments for learning take place to fill gaps in knowledge and/or skills. Ongoing priority: 1) Safety 2) Well-being 3) Education | All staff | 04/09/2020 | L |
| 17b | Consideration has been given to what activity is more difficult/ not possible to | Failure to assess | M | Outdoor PE with CSC: equipment and fixed equipment cleaned | HT SLT | TBC | L |

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| | <p>be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT | | | <p>between lessons. Activities designed to maximise social distancing and minimise contact.</p> <p>Indoor: Indoor PE: Year groups/classes on separate days: floor and contact points point cleaned daily.</p> <p>Year 5 and 6 Laban (see separate risk assessment from Laban)</p> <p>Science: topics planned to avoid equipment sharing between bubbles (eg electricity). Careful cleaning of other equipment.</p> <p>Same for DT, Art and Music.</p> <p>See Appendix 2: Additional Risk Assessments</p> | H&S lead Laban CSC | | |
| 17c | <p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes | <p>Unreasonable expectations of children</p> <p>Failure to recognise achievement</p> | M | <p>Curriculum has been adapted for whole school.</p> <p>Ongoing priority: 1) Safety 2) Well-being 3) Education</p> <p>CTs to discuss and celebrate lockdown achievements and outcomes</p> <p>SBM/HT to review and address</p> | | <p>w/c 04/09/2020</p> <p>Ongoing</p> | L |
| 17d | <p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. see</p> | <p>Failure to communicate changes</p> | M | <p>Amendments included in Dalmain Covid-safe Agreement as</p> | HT/SLT | 01/09/2020 | L |

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| | Behaviour and Discipline in Schools guide DfE behaviour and attendance checklist completed | | | communicated to parents.carers 01/09/2020. Basic expectations unchanged. Checklist completed | HT/SLT | 01/09/20 | L |
| 18. CHILDREN with SEND | | | | | | | |
| 18a | Approach to provision of the elements of the EHCP including health/therapies. | Inappropriate approach to current situation | M | Safety and well-being are currently being prioritised over education: other elements remain the same | HT SENDCO DSL | 01/09/2020 | L |
| 18b | Annual review plan in place | | M | Local Authority guidance will be followed | | 01/09/2020 | L |
| 18c | Requests for assessment plan in place | | M | Local Authority guidance will be followed | | 01/09/2020 | L |
| 18d | Consider any children who may need support with their return to school and consult with the family and other agencies involved, including any support required for children to understand new rules i.e. social distancing. | Inappropriate approach to current situation | M | DSL and CTs to liaise. DSL to liaise with outside agencies if necessary. All staff to be alert to children who may require additional support (professional or rule- wise) | DSL to lead SLT HT SENDCO All staff | Ongoing | L |
| 19. Attendance | | | | | | | |
| 19a | Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious. | Lack of agreed approach | M | Attendance officer will continue to support attendance, liaising with HT, SLT and CTs. Positive in class and whole school approach towards maintaining full attendance. | Att. Officer All staff | Ongoing | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
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| | | | | Specific room and TA available to support relevant children at start of day. | | | |
| 19b | Approach to support for parents where rates of PA were high before lockdown. | Lack of staff and agreed approach | M | Attendance officer will continue to support attendance with high rates of PA before lockdown, liaising with HT. | Attendance Officer | Ongoing | L |
| 20. Communication | | | | | | | |
| 20a | Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared. | Lack of communication leading to increased stress and decreased morale | M | Meeting held with staff and Union Reps on 03/09/2020 Frequent ad hoc meetings and discussions Extended daily staff briefings to share outcomes of dynamic Risk Assessments and consequent planning and/or changes to procedures. Inset day shared outcomes of risk assessments and relevant information re full opening. Draft RA circulated to staff for comment All such information is regularly and effectively shared via emails and this will continue. | HT/SBM All staff via Office Staff | Ongoing 03/09/2020 | L |
| 20b | Governors consulted on full opening plans. | Failure to fulfil statutory responsibilities | M | Information and plans are regularly shared with governors for discussion | HT/SBM via Office Staff | Ongoing | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|-----|---|--|-------------------------------|--|-------------------------|-----------------------|--------------------------------|
| 20c | Union representatives consulted on full opening plans. | Lack of communication leading to increased stress and decreased morale | M | Meeting held with staff and Union reps on 03/09/2020. Meetings continue to be held. All such information is regularly and effectively shared via emails and this will continue. | HT/SBM via Office Staff | Ongoing | L |
| 20d | Risk Assessment published on website, where more than 50 staff. | | M | RA completed: Governors and staff to review before publication | SBM | Completed / ongoing | L |
| 20e | Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) | Lack of planning and dissemination | H | Full details on all arrangements communicated via ParentMail or letter | SBM | 01/09/2020 | L |
| 20f | Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing, hand washing and other preventative measures. arrangements • Staggered start times | Lack of communication | M | Pupils have been informed of timetables for new year. Expectations in other areas are addressed in the Dalmain Covid-safe agreement. | HT | | L L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|---|--|------------------------|-------------------------------|---|--------------------|-----------------------|--------------------------------|
| | <ul style="list-style-type: none"> Expectations of behaviour when in school and at home (if self-isolating is necessary) Travelling to and from school safely | | | | | | |
| 21. Governors/ Governance | | | | | | | |
| 21a | Meetings and decisions that need to be taken prioritised. | Governors do not meet | M | <p>Virtual governing body meetings (committees) have been and will continue to take place.</p> <p>A full meeting of the governing body took place on 11/06/20 Next meeting w/c 28.09.2020</p> | Chair of Governors | Ongoing | L |
| 21b | <p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> | Lack of communication | M | <p>Governors are fully aware of their role in the current circumstances and provide critical support to leaders.</p> <p>Clear and accessible channels of communication are open between leaders and governors</p> | | | L |
| 21c | Governors prepared for start of school year (clerking, etc.) | | | Completed | | 01/09/2020 | |
| 22. School events, including trips | | | | | | | |
| 22a | The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. | | H | <p>No swimming until Spring at earliest.</p> <p>No trips via public transport.</p> <p>Any other proposals individually assessed.</p> <p>Naturesbase and PGL postponed until summer.</p> | HT | 01/09/2020 | L |
| 23. Finance | | | | | | | |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|--|--|--|-------------------------------|--|-------------------|-----------------------|--------------------------------|
| 23a | Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. | | M | School currently receives no income from lettings. | | | 0 |
| 23b | Insurance claims, including visits/trips booked previously followed up | Failure to keep books effectively | M | Completed | SBM | 01/09/2020 | |
| 23c | Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering | Contractors not able to fulfil requirements. | M | Services remained in place throughout summer term and changes made then hold good. New caterers have been made fully aware of lunchtime time tabling requirements. | SBM POs MMS | Ongoing | L |
| 23d | Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. | | | N/A | | | |
| 24. Before and after school clubs | | | | | | | |
| 24a | Approach in place for before/after school clubs implements the necessary protective measures. | Cross bubble contamination | H | No clubs at the moment. Breakfast club will run. | SLT | 01/09/2020 | L |

HT: Headteacher POs: Premises Officers SLT: Senior Leadership Team DSL: Designated Safeguarding Lead

SBM: School Business Manager SENDCO: Special Educational Needs and Disability Co-ordinator

CTs: Class Teachers TAs: Teaching Assistants MMS: Midday Meal Supervisors

Appendix 1 – Trade Unions’ planning guide and checklists (for information)

[NEU/GMB/UNISON/Unite commentary and checklist](#)

Appendix 2: Additional Risk Assessments

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|--|---------------------------|--|---|
| ASSESSMENT SUBJECT: Peripatetic Teaching: DT/Art | | DATE: 10.09.2020 | REVIEW PERIOD: Continuous |
| PERSONS AFFECTED: all classes receiving specialised teaching. Teachers. | | CARRIED OUT BY: PC/EE/WP | POSITION: H&SL/HT/Art and DT teacher |
| HAZARD | RISK | EXISTING CONTROL MEASURES These measures are specific and additional to Dalmain's <u>COVID19: Full opening risk assessment</u> . | RISK LEVEL Severity x Exposure |
| Failure to plan appropriately | Transmission of Covid-19. | <ul style="list-style-type: none"> Each term's topics across Year groups chosen to ensure minimal or no equipment needs using in more than one bubble Items of equipment of sufficient quantities (eg paintbrushes) will be 'bubbled' if necessary. | L |
| Failure to timetable appropriately | Transmission of Covid-19. | <ul style="list-style-type: none"> Lessons, wherever possible, have been timetabled to minimise different bubbles having successive lessons (eg Y3, Y3, Y4, not Y3, Y4, Y3), or so that different bubbles are taught on different days. Where possible and where risk might be mitigated, lessons will be timetabled to allow 72 hours between use of equipment or Art room | L |
| Lack of social distancing | Transmission of Covid-19. | <ul style="list-style-type: none"> As much equipment/material as possible will be set out on tables prior to lessons. Teacher will supply additional equipment/material to tables if required. Children will be placed in table groups | L |
| Use of equipment and material. | Transmission of Covid-19. | <ul style="list-style-type: none"> See above for planning details Where possible, all children will have individual sets of equipment/materials, and any sharing will be discouraged. All equipment will be cleaned after use with disinfectant cloths. Children will clean their own equipment. Teacher will collect it up at end of the lesson. Finished work or work in progress will be stored away from main working area and children will be instructed not to touch it. Items of equipment of sufficient quantities (eg paintbrushes) will be 'bubbled' if necessary. | L |

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|--|---------------------------|--|-----------------------|-------------|
| | | <ul style="list-style-type: none"> Equipment which needs washing will be washed by one member of each table group (two sinks available). | | |
| Lack of cleaning | Transmission of Covid-19. | <ul style="list-style-type: none"> Tables and stools will be wiped down with disinfectant cloths between lessons. Contact points (eg. taps, door handles) will be cleaned between lessons Floor is cleaned on a daily basis | L | |
| <u>ADDITIONAL MEASURES AND UPDATES:</u> | | | | |
| TRIGGER FOR CHANGE | HAZARD | ACTIONS TAKEN | RISK REDUCTION | DATE |
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Emergency Measures: Adequate First Aid on site. Emergency procedures detailed in **First Aid Policy and Procedures**.

The control measures identified in this risk assessment comply with applicable statutory requirements and reduce risk to an acceptable level.

| ASSESSMENT SUBJECT: Peripatetic Teaching: Music | | DATE: 10.09.2020 | REVIEW PERIOD: Continuous |
|--|---------------------------|---|--|
| PERSONS AFFECTED: all classes receiving specialised teaching. Teachers. | | CARRIED OUT BY: PC/EE/JJ | POSITION: H&SL/HT/Music Teacher |
| HAZARD | RISK | EXISTING CONTROL MEASURES These measures are specific and additional to Dalmain's <u>COVID19: Full opening risk assessment.</u> | RISK LEVEL Severity x Exposure |
| Failure to plan appropriately | Transmission of Covid-19. | <ul style="list-style-type: none"> Each term's topics across Year groups chosen to ensure as little equipment as possible needs using in more than one bubble. | L |
| Failure to timetable appropriately | Transmission of Covid-19. | <ul style="list-style-type: none"> Lessons, wherever possible, have been timetabled to minimise different bubbles having successive lessons, or so that different bubbles are taught on different days. | L |
| Lack of social distancing | Transmission of Covid-19. | <ul style="list-style-type: none"> Music Room is relatively small, so children will be taught in half-classes (no more than 15) on a fortnightly basis. The educational value will be maintained due to small size of groups and more focused input for individual children. As much equipment/material as possible will be set out prior to lessons. Teacher will fetch and give additional equipment/material to children if required. Teacher will organise distanced return of instruments to storage or leave ready for next class (after cleaning). | L |
| Use of equipment and material. | Transmission of Covid-19. | <ul style="list-style-type: none"> See above for planning details Where possible and practical, all children within groups will have individual sets of equipment/materials, and any sharing will be discouraged. All equipment will be cleaned after use with disinfectant cloths. Children will clean their own equipment. Teacher will collect it up at end of the lesson/s (or see above). Items of equipment of sufficient quantities will be 'bubbled' if necessary. | L |
| Lack of cleaning | Transmission of Covid-19. | <ul style="list-style-type: none"> Contact points (eg. door handles) will be cleaned between lessons Floor is cleaned on a daily basis | L |

| Singing | Transmission of Covid-19. | <p>Singing is vital to the effective teaching of Music, and forms a part of most lessons.</p> <ul style="list-style-type: none"> • Where possible, singing should take place outdoors. • Opening all windows will ensure a sufficient air-flow (10l per sec per person) to mitigate transmission risk. • Seating arrangements will ensure that children are never face-to-face when singing. | L | |
|--|---------------------------|---|-----------------------|-------------|
| <u>ADDITIONAL MEASURES AND UPDATES:</u> | | | | |
| TRIGGER FOR CHANGE | HAZARD | ACTIONS TAKEN | RISK REDUCTION | DATE |
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Emergency Measures: Adequate First Aid on site. Emergency procedures detailed in **First Aid Policy and Procedures**.

The control measures identified in this risk assessment comply with applicable statutory requirements and reduce risk to an acceptable level.

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|--|---------------------------|---|--|
| ASSESSMENT SUBJECT: Peripatetic Teaching: Science | | DATE: 10/09/2020 | REVIEW PERIOD: Continuous |
| PERSONS AFFECTED: All classes receiving specialised teaching. Teacher | | CARRIED OUT BY: PC/EE | POSITION: H&S lead/HT |
| HAZARD | RISK | EXISTING CONTROL MEASURES These measures are specific and additional to Dalmain's <u>COVID19: Full opening risk assessment.</u> | RISK LEVEL Severity x Exposure |
| Failure to plan appropriately | Transmission of Covid-19. | <ul style="list-style-type: none"> Each term's topics across Year groups chosen to ensure minimal or no equipment needs using in more than one bubble Items of equipment of sufficient quantities (eg paintbrushes) will be 'bubbled' if necessary. | L |
| Failure to timetable appropriately | Transmission of Covid-19. | <ul style="list-style-type: none"> Lessons, wherever possible, have been timetabled to minimise different bubbles having successive lessons (eg Y3, Y3, Y4, not Y3, Y4, Y3), or so that different bubbles are taught on different days. Where possible and where risk might be mitigated, lessons will be timetabled to allow 72 hours between use of equipment. | L |
| Lack of social distancing | Transmission of Covid-19. | <ul style="list-style-type: none"> As much equipment/material as possible will be set out on tables prior to lessons. Groups will be as small as quantity of equipment allows Teacher will supply additional equipment/material to tables if required. Children will be placed in table groups if required, but not facing each other | L |
| Use of equipment and material. | Transmission of Covid-19. | <ul style="list-style-type: none"> See above for planning details Where possible, all children will have individual sets of equipment/materials, and any sharing will be discouraged (see above). All equipment will be cleaned after use with disinfectant cloths. Children will clean their own equipment. Teacher will collect it up at end of the lesson. Equipment which needs washing will be washed by one member of each table group-taking turns with other groups. Items of equipment of sufficient quantities (eg. Newton meters) will be 'bubbled' if necessary. Any equipment crossing bubbles will be left for 72 hours between bubbles. Teacher will ensure his/her hands are sanitized before preparing any equipment. | L |

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| Peripatetic teaching | Transmission/infection Of Covid-19 | <ul style="list-style-type: none"> • Teacher will wash hands thoroughly before entering and after leaving the classroom. • Teacher will sanitise hands on a regular basis throughout the lesson. • Teacher will disinfect teacher’s desk, computer, mouse and other shared equipment before and after use. • Teacher will strictly observe social distancing guidelines. • Teacher will avoid any unnecessary contact with class equipment. | L |
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ADDITIONAL MEASURES AND UPDATES:

| TRIGGER FOR CHANGE | HAZARD | ACTIONS TAKEN | RISK REDUCTION | DATE |
|---------------------------|---------------|----------------------|-----------------------|-------------|
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Emergency Measures: Adequate First Aid on site. Emergency procedures detailed in **First Aid Policy and Procedures**.

The control measures identified in this risk assessment comply with applicable statutory requirements and reduce risk to an acceptable level.

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|--|---------------------------|--|----------------------------------|---|
| ASSESSMENT SUBJECT: Peripatetic Teaching: Computing | | DATE: 10/09/2020 | REVIEW PERIOD: Continuous | |
| PERSONS AFFECTED: All classes receiving specialised teaching. Teacher | | CARRIED OUT BY: PC/EE | POSITION: H&S lead/HT | |
| HAZARD | RISK | EXISTING CONTROL MEASURES These measures are specific and additional to Dalmain's <u>COVID19: Full opening risk assessment.</u> | | RISK LEVEL <small>Severity x Exposure</small> |
| Failure to plan appropriately | Transmission of Covid-19. | <ul style="list-style-type: none"> Lessons, wherever possible, have been timetabled to minimise different bubbles having successive lessons (eg Y3, Y3, Y4, not Y3, Y4, Y3). | | L |
| Lack of cleaning | Transmission of Covid-19. | <ul style="list-style-type: none"> Tables and stools will be wiped down with disinfectant cloths between lessons. Contact points (eg. door handles) will be cleaned between lessons. Floor is cleaned on a daily basis. | | L |
| Use of equipment | Transmission of Covid-19. | <ul style="list-style-type: none"> Lap-tops and associated equipment will be cleaned with disinfectant wipes between lessons. Teacher will set out and put away lap-tops to ensure social distancing not compromised by children | | L |
| <u>ADDITIONAL MEASURES AND UPDATES:</u> | | | | |
| TRIGGER FOR CHANGE | HAZARD | ACTIONS TAKEN | RISK REDUCTION | DATE |
| | | | | |

Emergency Measures: Adequate First Aid on site. Emergency procedures detailed in **First Aid Policy and Procedures.**

The control measures identified in this risk assessment comply with applicable statutory requirements and reduce risk to an acceptable level.

| ASSESSMENT SUBJECT: PE in the Pen | | DATE: 04/09/20 | REVIEW PERIOD: Ongoing |
|--|----------------------|---|---|
| PERSONS AFFECTED: Teacher and their class | | CARRIED OUT BY: PC/GC | POSITION: H&SO/CSC |
| HAZARD | RISK | EXISTING CONTROL MEASURES All standard Pen procedures and Dalmain's <u>COVID19: Full opening risk assessment</u> will be followed. These measures are specific and additional. | RISK LEVEL <small>Severity x Exposure</small> |
| Failure to observe Govt. guidelines | Transmission of CV19 | <ul style="list-style-type: none"> • Relevant government guidance to be followed | L |
| Arrival and departure | Transmission of CV19 | <ul style="list-style-type: none"> • Children will be instructed to observe social distancing on arrival and departure. • Briefing and instruction will take place using butterflies. • Gate contact points will be cleaned between each session • Hands will be sanitised before and after sessions | L |
| Overcrowding and social distancing during sessions | Transmission of CV19 | <ul style="list-style-type: none"> • Numbers limited to a maximum of one class per session • Non-contact activities only • Each session to begin with reminder of non-contact methods • Constant monitoring of social distancing- stop and remind if necessary • Persistent offenders re social distancing and non-contact methods will be removed from session • Activities are designed to maintain social distancing before starting and after completion • Pen should be zoned (using, cones, chain barriers or floor markings etc.) to encourage children to remain in distanced spaces | L |
| Use of equipment | Transmission of CV19 | <ul style="list-style-type: none"> • Children only to use sanitized equipment • Any shared balls and other equipment (eg. cones) will be cleaned between classes • Static equipment (eg. goal posts) will be cleaned between classes • Handling of balls will be discouraged- feet only | L |

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| | | <ul style="list-style-type: none"> Equipment will be set out to ensure children can collect and return their own- shared handling during sessions (eg. picking up and returning equipment to other groups will be discouraged) | |
| Failure to use cleaning materials and PPE | Transmission of CV19 | <ul style="list-style-type: none"> Hand sanitisers will be readily available and used before, during and after each session Cleaning fluids and cloths will be available to clean shared or static equipment PPE material available if required | L |
| First Aid | Transmission of CV19 | <ul style="list-style-type: none"> Dalmain Covid 19 First Aid Update procedures will be followed in addition to regular First Aid procedures | L |
| Changing clothes | Transmission of CV19 | <ul style="list-style-type: none"> Children should wear PE kits to school on relevant days: NB: sufficient other clothing should be worn or brought on cold or wet days. | L |
| Lack of dissemination | Transmission of CV19 | <ul style="list-style-type: none"> Children should be informed of measures, reasons for measures and encouraged to behave responsibly | L |

ADDITIONAL MEASURES AND UPDATES:

| TRIGGER FOR CHANGE | HAZARD | ACTIONS TAKEN | RISK REDUCTION | DATE |
|--------------------|--------|---------------|----------------|------|
| | | | | |

Emergency Measures: Adequate First Aid on site. Emergency procedures detailed in **First Aid Policy and Procedures (Dalmain Covid 19 First Aid Update)**

The control measures identified in this risk assessment comply with applicable statutory requirements and reduce risk to an acceptable level.

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|--|--------------------------|--|---|
| ASSESSMENT SUBJECT: Indoor PE- Covid 19 aware | | DATE: 08/09/2020 | REVIEW PERIOD: Ongoing |
| PERSONS AFFECTED: All staff and children | | CARRIED OUT BY: PC | POSITION: H&SO |
| HAZARD | RISK | EXISTING CONTROL MEASURES All standard Indoor PE procedures and Dalmain's <u>COVID19: Full opening risk assessment</u> will be followed. These measures are specific and additional, and follow 'COVID-19: Interpreting the Government Guidance in a PESSPA Context May 2020: A practical self-review tool for risk assessment' | RISK LEVEL <small>Severity x Exposure</small> |
| Different bubbles using same Hall (Lower or Upper) for lessons | Transmission of Covid-19 | <ul style="list-style-type: none"> No more than one Year group or class per day is timetabled to use each hall. Each hall is cleaned on a daily basis. Lower Hall is also cleaned after lunch No assemblies in either Hall | L |
| Unsuitable lessons (not paying sufficient regard to non-contact and socially distanced activities) | | <ul style="list-style-type: none"> CSC has supplied all CTs with a wide variety of PE lessons and activities specifically designed to reduce contact to a minimum and social distancing to a maximum | L |
| Use of equipment | Transmission of CV19 | <ul style="list-style-type: none"> Children only to use sanitized equipment Any shared balls and other equipment (eg. cones, rackets) will be cleaned between classes Static equipment (eg. mats, benches) will be cleaned between classes if used Sharing of equipment within classes will be discouraged- stray equipment should be collected by the child/group which lost it | L |
| Overcrowding and social distancing during sessions | Transmission of CV19 | <ul style="list-style-type: none"> Numbers limited to a maximum of one class per session Non-contact activities only Each session to begin with reminder of non-contact methods Constant monitoring of social distancing- stop and remind if necessary Persistent offenders re social distancing and non-contact methods will be removed from session Activities are designed to maintain social distancing before starting and after completion | L |

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|---|----------------------|--|---|
| | | <ul style="list-style-type: none"> Where possible, halls will be zoned (using tape or cones etc.) to encourage children to remain in distanced spaces | |
| Arrival and departure | Transmission of CV19 | <ul style="list-style-type: none"> Children will be instructed to observe social distancing on arrival and departure from halls. Briefing and instruction will take place with children socially distanced. Door contact points will be cleaned between each session Hands will be washed or sanitised before and after sessions | L |
| Failure to use cleaning materials and PPE | Transmission of CV19 | <ul style="list-style-type: none"> Hand sanitisers will be readily available and used before, during and after each session Cleaning fluids and cloths will be available to clean shared or static equipment PPE material available if required | L |
| First Aid | Transmission of CV19 | <ul style="list-style-type: none"> Dalmain Covid 19 First Aid Update procedures will be followed in addition to regular First Aid procedures | L |
| Lack of ventilation | Transmission of CV19 | <ul style="list-style-type: none"> All windows and non-fire doors will be kept open before, during and after sessions. When possible, lessons should be done outside | L |
| Changing clothes | Transmission of CV19 | <ul style="list-style-type: none"> Children should wear PE kits to school on relevant days: NB: sufficient other clothing should be worn or brought on cold or wet days. | L |
| Lack of dissemination | Transmission of CV19 | <ul style="list-style-type: none"> Children should be informed of measures, reasons for measures and encouraged to behave responsibly | L |

ADDITIONAL MEASURES AND UPDATES:

| TRIGGER FOR CHANGE | HAZARD | ACTIONS TAKEN | RISK REDUCTION | DATE |
|--------------------|--------|---------------|----------------|------|
| | | | | |

Emergency Measures: Adequate First Aid on site. Emergency procedures detailed in **First Aid Policy and Procedures**.

The control measures identified in this risk assessment comply with applicable statutory requirements and reduce risk to an acceptable level.

