

Covid-19 Guidance for Full Opening September 2020

RA100 V2


IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. **You should also email Kevin Butlin Director of Education for Plymouth CAST to ensure that the Central Services team also know promptly.**

	Establishment/Department: St. Mary's Catholic Primary School Poole	Establishment Risk Assessment	RA100 V2
	Address: Devon Road Poole BH15 3QQ		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 16/7/20 Updated 27/08/20 Updated 18/09/20 Updated 25/09/20 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July) As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.</p> <p>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside CAST guidance document Phased Opening of Schools and the latest government guidance: Guidance for Full Opening</p> <p>General guidance on completing risk assessments is available at arrangements note HS47.</p> <p>Updates:</p> <p>When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		<p>Assessor(s):</p> <p>Helen Armstrong - Headteacher</p>	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place
Social distancing and reducing risk of transmission		
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<ul style="list-style-type: none"> • <i>Stagger drop-off and collection times for the 3 lots of year group bubbles of children.</i> • <i>Arrange for member of SLT to meet the bus children at walk them down Pound lane in Bubble groups</i> • <i>15 mins between each drop off and collection.</i> • <i>Use different gates for some groups to drop off and collect to spread out the parents arriving at school.</i> • <i>Signs on the entrances</i> • <i>Guidance on social distancing and hygiene explained to parents and reinforced with suitable local instructional signage. Request that parents respect social distancing for the safety of themselves, pupils and staff. One parent per child</i> • <i>Reduce the number of people coming into school.</i> • <i>Visitors arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – appropriate distancing, hand-washing and sanitiser etc</i> • <i>From Monday 28th September, Trust policy will be that all staff in our primary schools/First school/nursery school should wear a face covering whilst outside the classroom in communal areas/corridors</i> 	<ul style="list-style-type: none"> • Staff at gates to ensure the children enter at the correct times from correct gate 8.30am, 8.45am, 9am • ST to walk up Pound Lane to meet the bus • Use bottom gate, normal entrance gate and side gate • Gates will have signs with times and year group on • Letter sent before the end of term and one sent at the beginning of term to remind them • <i>Action:Reminder to parents about SD and keeping Pound Lane clear</i> • <i>The specification/provision/main tenance of the face</i>

	<p><i>etc in the same way that they would in a shop or on public transport.</i></p> <ul style="list-style-type: none"> Communicate clearly about the disposal of face coverings on arrival in school through the notes, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. <p>Reference Section 20 & 30 in School Opening Action Plan</p>	<p>covering will be the responsibility of the member of staff.</p> <ul style="list-style-type: none"> A small number of disposable masks should be held centrally by the school so that they can be provided to any members of staff who forget to bring one. For the moment, face coverings should not be routinely worn in classrooms when teaching. Where particularly anxious/vulnerable members of staff insist/are unable to work without doing so, a clear plastic visor type mask can be worn in the classroom whilst teaching Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
Parents gathering at school gate not social distancing	<ul style="list-style-type: none"> Planned parents' drop-off and pick-up protocols that seek to minimise adult to adult contact. Parents informed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Guidance on social distancing and hygiene explained to parents and reinforced with suitable local instructional signage. Request that parents respect social distancing for the safety of themselves, pupils and staff. 	<ul style="list-style-type: none"> Letters to parents and signs FAQ document prepared and shared with parents Risk Assessment RA 100V2 to be placed on the website <p>18/09/20 another reminder to</p>

	<ul style="list-style-type: none"> • Signs on entrances <p>Reference Section 20 & 30 in School Opening Action Plan</p>	<p>parents about SD and bottle necks</p> <ul style="list-style-type: none"> • Staff taking children to and from the gate will wear face coverings both inside and outside the building
Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> • Group the children into Bubbles • All tables and chairs must be cleaned daily • Desks face the front and spaced as far apart as possible and arranged so that face to face seating is avoided • All Key stage 1 Bubbles to have access to outside space and their age appropriate equipment and resources • Timetables in place around school to reduce movement • Coronavirus (COVID-19) implementing protective measures guidance will be followed <p>Reference Section 29 in School Opening Action Plan</p>	<p>Year Group Bubbles:</p> <ul style="list-style-type: none"> ✚ to reduce the number of staggered starts ✚ to support the recovery curriculum ✚ to enable RW1 to be taught most effectively ✚ because they need to share toilets ✚ to provide support to in the afternoon as only 2 staff ✚ to enable breaktimes to take place ✚ to support the sharing of resources ✚ support for FA
Risk of transmission within EYFS settings	<ul style="list-style-type: none"> • Updated Guidance for EYFS (2 July 2020) to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff. 	<p>EYFS to be a bubble:</p> <ul style="list-style-type: none"> ✚ Shared resources ✚ shared outdoor area ✚ increased number of staff ✚ support for PFA

<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<ul style="list-style-type: none"> • <i>Each bubble will have staggered break times and lunchtimes</i> • <i>Use different zones in the playground</i> • <i>The key stage 1 will use part of the Key Stage 2 playground to offer more space</i> • <i>Any equipment used will be hard surfaces and easily cleaned, only used by that 'Bubble'</i> • <i>Support will be offered to Bubbles as to what they can play on the playground</i> • <i>The rest of the playground and the Astro divided into zones</i> • <i>Staff supervision throughout – actively encouraging positive interaction</i> <ul style="list-style-type: none"> • <i>Staggered lunchtimes & in bubbles with handwashing – tables kept apart. Or lunches delivered to classrooms.</i> • <i>Ensure everyone keeps further apart than normal.</i> • <i>Cleaning of tables before and after lunch</i> • <i>Packed Lunch will be eaten in the classroom bubbles – hall cannot be used as BASC using it. This will be reviewed regularly.</i> • <i>Staff in communal areas will wear a face covering</i> <p>Reference Section 30 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>Timetables for breaks</i> • <i>Zoned playground</i> • <i>Regular clean equipment</i> • <i>Shared ideas for playtimes</i> • <i>Teaching staff and TAs will take breaks at different times to enable appropriate breaks</i> • <i>Regular handwashing before and after breaks</i> • <i>Fruit for children in Key Stage 1 will be carefully prepared and shared amongst the children to ensure they do not touch more than one piece</i> • <i>Tables cleaned before and after lunch has been eaten</i> • <i>PGS food provider –</i> <ul style="list-style-type: none"> ✚ <i>food supplier to provide a variety of cold lunches on a 2 week rota (see menu)</i> ✚ <i>Food standards applied</i> ✚ <i>Food will arrive in food</i>
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		<p>boxes for each year bubble</p> <p>✚ Lunch staff will support the bubble by serving the food, encouraging them to eat it and making sure hygiene is at its greatest</p> <p>✚ Lunch staff will then wash tables and any cutlery and crockery used</p> <p>17/09/20 – informed of positive case at PGS. Checked procedure with BCP – Julia Coleman. The positive case is not a member of kitchen staff so lunches should continue as normal. JC to double check with Public Health Dorset. Agreed that PGS staff should deliver the lunch to the door Our staff will wash hands after handling the boxes</p>
Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Holiday club guidance suggests delivering sessions outside where possible As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration. <p>Reference Section 30 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Before school/after school will take place in the hall Fixed times of entry Children met at the gate Tables of activities for each Bubble Children to socially distance when lining up

		<p><i>and play in bubbles outside</i></p> <ul style="list-style-type: none"> • <i>Bubbles - year group bubbles</i> • <i>When working in Breakfast Club and after school club staff will need to wear a mask when collecting the children and taking them out to parents.</i> • <i>When working directly with the children in the hall staff will not need to wear a mask but will need to continue socially distance.</i> • <i>Finish in time for staff to thoroughly clean equipment</i> • <i>Breakfast will consist of fruit, yogurts, cereal, toast</i> • <i>After school food will be toast, sandwich, fruit, yogurts</i> • <i>All food taken to the table by the adult who will be socially distancing</i>
Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> • <i>Staff should maintain Public health guidance of 2m wherever possible.</i> • <i>If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</i> • <i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i> • <i>If they want to come into school ask them to make an appointment or ring</i> 	<ul style="list-style-type: none"> • <i>Send letters and add signage</i>

	<ul style="list-style-type: none"> • <i>Appropriate signage around school</i> • <i>Appropriate cleaning measures</i> <p>Reference Section 20 & 29 in School Opening Action Plan</p>	
Staff		
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ul style="list-style-type: none"> • <i>Whole school risk assessment - RA100v2 updated in line with policy and procedures for COVID 19. All control measures remain suitable and in place.</i> • <i>Individual Risk assessments updated</i> • <i>Outdoor space accessed via door leading out of the room.</i> • <i>Each child has own stationery equipment in a wallet</i> • <i>Resources in a room are those necessary for teaching the year groups have hard surfaces and can be washed with soap and water.</i> • <i>Soft furnishings removed from all rooms</i> • <i>Tables and door handles dis-infected through the day by classroom staff</i> • <i>Tables, door handles, backs of chairs and other surfaces cleaned thoroughly by cleaning company (Churchills) each evening</i> • <i>Fire evacuation trialled first week in September – updated plan as appropriate</i> <p>Reference Section 29 & 30 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>This document shared with all staff in advance of opening</i> • <i>Update RA's for individual's – all updated by 9/9/20</i> • <i>Stationary wallets in place</i> • <i>Regular check ins with cleaning company</i> • <i>Plan a fire drill – completed 14/09/20</i>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<ul style="list-style-type: none"> • <i>The reception Bubble will have a number of trained PFA</i> • <i>Each 'Bubble' will have at least one FA trained person</i> • <i>The office staff will be back up FA staff</i> • <i>Each Bubble will have its own FA Book for recording incidents</i> • <i>A copy of what is recorded in the FA Book will be recorded and emailed to parents</i> • <i>The usual FA policy and procedures will apply</i> • <i>PPE available if necessary – Face masks, gloves, aprons, anti-bac gel, cleaning spray and cloths</i> • <i>Isolation room prepared</i> <p>• <i>Flowchart - PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 - Version 3.0 Date 05.06.2020 – Shared with all staff 12/06/2020. To be shared again in September</i></p>	<ul style="list-style-type: none"> • <i>Each bubble will have own FA book</i> • <i>This will be emailed to office if a report to parent needed</i> • <i>Isolation room – FA room</i> • <i>Action - Share Flowchart with staff again in September</i>

Fire Procedures	<ul style="list-style-type: none"> • Fire risk assessment reviewed all staff briefed in fire evacuation and escape routes. • Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. • Fire evacuation routes and assembly points are in place to ensure guidelines are being met. • Children will experience a walk through in the first few days so they are clear on procedures • Fire wardens established and trained week beginning 04/09/2020 <p>Reference Section in School Opening Action Plan</p>	<ul style="list-style-type: none"> • H and S review in the Inset days to include Fire Procedures • Testing to continue when caretaker working in the holidays • Week beginning September 7th • Fire wardens identified or renewed
Water hygiene – management of legionella	<ul style="list-style-type: none"> • Our caretaker has had a rigid water hygiene testing in place throughout the lockdown • He will continue to ensure rigid regimes for flushing across the school • He has records to support this • Review the water hygiene management plan as appropriate <p>Reference Section 46 & 47 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • Caretaker to continue with safety checks
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> • Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. • Explaining to children about the use of face coverings – to support children with adhering to social distancing. • Headteachers and school leaders must monitor arrangements and make remedial actions where needed. • Ensure there are opportunities for all employees to raise concerns / make suggestions. • If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell, arrangements should be made immediately for them to be sent home. They will be moved to the isolation room to await collection. Parents and carers to be advised to follow the national stay at home guidance. • Additional cleaning will need to be implemented. School should have a procedure for this along with notification of anyone who has been in contact with them advised to monitor for symptoms. • Briefings as appropriate. • Provide opportunities for all employees to raise concerns / make suggestions. • Birthday Treats – only allow sweets in a packet which can be wiped down with anti-bacterial on arrival 	<ul style="list-style-type: none"> • Action – all risk assessments and action plans shared before the Inset day • Inset day discussions

	Reference Section 3, 18, 19, 27, 29 & 33 in School Opening Action Plan	
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> Continue with the usual communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). All equipment that is being used has had statutory tests as appropriate. <p>Reference Section 46 & 47 in School Opening Action Plan</p>	All staff updated on asbestos awareness on the inset day 3/9/20
Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> Two identified staffrooms in place Rota in place to reduce the number of people using the staff room at one time Strict social distancing in place – if sitting then staff will be asked to clean own chair before and after use Avoiding unnecessary gatherings. Enhanced cleaning regimes as per below. Staff should wear face coverings except when eating <p>Reference 30 & 31 School Opening Action Plan</p>	<ul style="list-style-type: none"> Servery and the staffroom Cleaning facilities available Reminder for staff to remain 2m apart sent on 17/9/20 and on the notes 18/9/20 Email sent to staff 25/09/20
Ventilation to reduce spread	<ul style="list-style-type: none"> Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational 	<ul style="list-style-type: none"> Send reminder about ventilation and no use of air con units Hand dryers switched off at source
Management of waste	<ul style="list-style-type: none"> Bins for tissues are emptied throughout the day Bins in toilets emptied by the cleaner at lunchtime Staff must be reminded about the safe use, storage/disposal of face coverings Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) <p>Reference Section 29, 31 & 32 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Regularly empty bins Email sent to staff 25/09/20
Management of incoming goods	<ul style="list-style-type: none"> Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc. 	<ul style="list-style-type: none"> All suppliers will use the intercom system They will speak to the receptionist They will be instructed

		<p><i>them to drive in and where to park.</i></p> <ul style="list-style-type: none"> <i>• They will advised when it is safe to bring the delivery into school – wearing their PPE</i> <i>• The delivery will be safely deposited just inside the building</i> <i>• If it needs signing for then staff will do so from behind a screen</i> <i>• If it is a larger piece of equipment then staff will ensure that it is safe for this to be delivered (when ordering all large equipment we will ask that they phone before delivery)</i>
School owned outdoor play equipment	<ul style="list-style-type: none"> <i>• Only used by children in school</i> <i>• When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i> 	<ul style="list-style-type: none"> <i>• Sign for playground equipment out of action until a safe rota devised</i>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <i>• All unnecessary items in classrooms removed</i> <i>• Regular cleaning – all tables, door handles, light switches, panels and shared equipment will be cleaned regularly by staff in the bubble.</i> <i>• Churchills to do deep clean of toilets areas, sinks, floors, tables and chairs daily</i> <i>• Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces.</i> <i>• Bins double bagged – School to provide one of the bin bags</i> <i>• Regular meetings with Cleaning company to feedback</i> <i>• Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i> <i>• Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care</i> 	<ul style="list-style-type: none"> <i>• Reminder to staff of expectations for cleaning</i> <i>• Share again in September</i>

	<p>settings. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</p> <p>Reference Section 29, 31, 32 & 48 in School Opening Action Plan</p>	
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> Resources not to be shared between 'Bubbles' unless they have been cleaned and left for the required time Prevent the sharing of stationery and other equipment where possible Equipment used by 'bubble' cleaned daily by the adults in the room Regular hand washing Procedures in place for managing access to items of 'heavy use' such a photocopier to reduce social distancing Enhanced cleaning regimes <p>Reference Section 29, 31, & 32 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Own stationery Remind staff one person in the repro room at a time
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> Discussed with cleaning contractor the cleaning requirements Regular contact with Churchills to discuss cleaning and the support offered to the school Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term. <p>Reference Section 31, 32 & 46 in School Opening Action Plan Cleaning staff will need to wear face coverings whilst on school grounds.</p>	<ul style="list-style-type: none"> Regular contact with Kirsty from Churchills Met with new supervisor Monika on 8/9/20 Remind staff of enhanced cleaning of classroom before and after lunch Cleaning team informed of need to wear face coverings from 28/09/2020
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> Identified handwashing facilities for each bubble All bubbles and rooms have access to hand sanitiser Regular handwashing and toilet breaks planned into the day Extra Hand sanitiser, hand wash, dustbin bags, gloves, aprons ordered All staff have access to the key to access extra cleaning materials <p>Reference Section 29 & 32 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Updated guidance shared with staff in September inset
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day Children will hand wash on entry to school, before and after going out 	<ul style="list-style-type: none"> Educate the children in handwashing and observe them doing it

	<ul style="list-style-type: none"> <i>for a break, as well as after using the toilet or after a cough or sneeze</i> <i>Waste will be in bin bags in bins</i> <i>Washing hands posters in all washing areas</i> <i>Reminders of how to wash our hands properly – videos and posters</i> 	
Handwashing practice with children	<ul style="list-style-type: none"> <i>DFE guidance followed for hand cleaning</i> <i>Use of handwashing songs and videos for younger children.</i> <i>Adults to supervise to ensure that help is available for children and young people who have trouble cleaning their hands independently.</i> <i>See guidance and resources available at e Bug.</i> <i>Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</i> <p>Reference Section 29 & 32 in School Opening Action Plan</p>	<ul style="list-style-type: none"> <i>Educate the children in handwashing and observe them doing it</i> <i>Staff to be asked to consider risks</i>
Good respiratory hygiene	<ul style="list-style-type: none"> <i>Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available.</i> <i>Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil’s individual risk assessment.</i> 	<ul style="list-style-type: none"> <i>Use posters etc</i>
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <i>Well stocked cleaning cupboard</i> <i>Will use regular detergents and bleach.</i> <i>COSHH assessments in place as appropriate (RA05) and implement additional controls required where there has been any change in products.</i> <i>Stocks monitored weekly</i> <p>Reference Section 31, 32 in School Opening Action Plan</p>	<ul style="list-style-type: none"> <i>Resources locked away with COSHH details</i> <i>But easily accessible by all staff if they need to replenish supplies</i>
Toilets being overcrowded	<ul style="list-style-type: none"> <i>Limit the number in the toilet at a time – doors to toilets to be left open where possible</i> <i>Appropriate signage</i> <i>Identified toilets for each ‘Bubble’</i> <i>Staff toilets have own cleaning equipment available for them to use before and after use</i> <i>All toilets cleaned by the company during the day</i> <p>Reference Section 20 in School Opening Action Plan</p>	<ul style="list-style-type: none"> <i>Train the children in how we need to use and respect the toilets</i>

Staff related issues		
Staff measures to reduce contact and transmission	<ul style="list-style-type: none"> • Staff have received both the risk assessment and the action plan. • Also the plan for movement around school, drop off and pick up and playtimes • Staff briefed on the Inset Day • Video for staff and children shared before opening. • Staff understand what access to support they have eg Schools DfE Helpline and resources, access to support via BCP or CAST • DfE guidance followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. • Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. • Staff should wear a face covering whilst outside the classroom in communal areas/corridors etc in the same way that they would in a shop or on public transport. 	<ul style="list-style-type: none"> • Copies of all documents shared with staff • Staff to socially distance
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. • They should ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, they should. • A record is kept of all visitors. • Office staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school. 	<ul style="list-style-type: none"> • Music teachers have a clear plan to follow • Office staff develop a plan for contractors

<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> • <i>At the time of writing there is enough staff to cover the teaching of each class</i> • <i>If there are any shortages of teachers, then teaching assistants can be allocated to teach a class, working under the direction of the other Bubble teacher.</i> • <i>Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</i> <p>Reference Section 1, 2 & 3 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>To avoid unnecessary adults in school teaching assistants may be asked to support the teaching in a bubble</i>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> • <i>Action Plan, Risk assessment, CAST Coronavirus policy and procedures shared with all staff – all reviewed regularly</i> • <i>Staff encouraged to input into hazard identification and control measures</i> • <i>Timetables, safety measures, groups, arrangements for entry and exit of school clearly shared with staff</i> • <i>Sharing of support helplines and if appropriate, seek GP or occupational health advice</i> • <i>Regular well-being support for staff</i> • <i>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' found in the Plymouth CAST Corona Virus Policy and Procedure v4.</i> • <i>Further advice is available from HR if required.</i> <p>Reference Section 1, 2, 12, 13, 14, 15, & 16 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>Staff updated and informed</i> • <i>If a member of staff is suffering from anxiety then HR advice will be taken</i>
<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<ul style="list-style-type: none"> • <i>Regular meetings and updates to inform staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i> <p>Reference Section 18, 19, 21, 22, 27 & 29 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>Plans shared with staff</i>

Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirus-test Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ <p>Reference Section 33 in School Opening Action Plan</p>	<ul style="list-style-type: none"> School have been allocated 10 test for emergencies. Have applied for more
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Reference Section 33 & 34 in School Opening Action Plan</p>	<ul style="list-style-type: none"> PPE available in the isolation room
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment – found in the Plymouth CAST Corona Virus Policy and Procedure v3. <p>Reference Section 1 & 2 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Update all risk assessments

Staff use of PPE	<ul style="list-style-type: none"> • Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe • Face coverings should not be routinely worn in classrooms when teaching. Where particularly anxious/vulnerable members of staff insist/are unable to work without doing so, a clear plastic visor type mask can be worn in the classroom whilst teaching • If the use of face covering is allowed for an individual they must ensure that they are used safely and that they follow the clear instructions about their safe use • From Monday 28th September, Trust policy will be that all staff in our primary schools/First school/nursery school should wear a face covering whilst outside the classroom in communal areas/corridors etc in the same way that they would in a shop or on public transport. • <p>Reference Section 29 & 34 in School Opening Action Plan</p>	Not applicable at the moment
Use of PPE Lack of understanding	<ul style="list-style-type: none"> • Adequate training / briefing on use and safe disposal • Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings. • The elective use of face coverings by a child will be supported, where after discussion with the headteacher, a parent of a child does not feel that their child can attend school without wearing a face covering. • If the use of face covering is allowed for an individual they must ensure that they are used safely and that they follow the clear instructions about their safe use. This includes the refusal to allow any child who would be at risk of harm from wearing a face covering. • The wearing of face coverings in primary schools should be rare and the exception to the rule once individual requests have been discussed with the headteacher, including the exploration of existing control measures and government advice. <p>Reference Section 29 & 34 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • Covered in the Inset day • Share with parents www.gov.uk/backtoschool for information and practical guidance to help them plan for their children's return to school.

<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<ul style="list-style-type: none"> • Children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household and the child and those in their household are encouraged to test if symptomatic. • If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell, arrangements should be made immediately for them to be sent home. Parents and carers to be advised to follow the national stay at home guidance. • Additional cleaning will need to be implemented. School should have a procedure for this along with notification of anyone who has been in contact with them advised to monitor for symptoms. • Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open • Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. • If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. <p>IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority and the Director of Education for Plymouth CAST.</p> <p>If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links.</p> <p>Any contact with outside agencies or Plymouth CAST should be made through the appropriate school management structure.</p> <p>Reference Section 33 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • Display details in the office
<p>Pupil related issues</p>		

Vulnerable groups who are clinically, extremely vulnerable.	<ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required. <p>Reference Section 5, 20 & 29 in School Opening Action Plan</p>	<ul style="list-style-type: none"> 3 members of staff had shielding letters. 2 returned with Risk Assessments before the summer
Children with EHCP and pupils who attend dual settings	<ul style="list-style-type: none"> Complete risk assessment before attendance If necessary seek expert guidance from special schools if needed re support for children with behaviour difficulties Designated safe area established for certain children <p>Reference Section 6, 8, 29, 39 & 41 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Ensure all risk assessments in place
Pupils unable to follow guidance	<ul style="list-style-type: none"> Ensure 1:1 support where appropriate Individual Risk Assessments in place Resources to support parents in teaching their children social distancing etc <p>Reference Section 26 & 29 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Complete individual Risk Assessments if necessary Share resources with parents
Pupils equipment	<ul style="list-style-type: none"> Pupils to limit the amount of equipment they bring into school each day, to essentials Individual pencil cases provided 	<ul style="list-style-type: none"> Inform parents
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> If a child is awaiting collection, they will be moved the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The windows should be opened for ventilation Suitable PPE (including fluid resistant face mask) is available in the isolation room <p>Reference Section 33 & 34 in School Opening Action Plan</p>	<ul style="list-style-type: none"> Medical room prepared
School Uniform	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	<ul style="list-style-type: none"> Children encouraged to where clean uniform and PE kit on PE days

Staff wearing face coverings	<i>Pupils should be prepared to avoid anxiety if adults in school are wearing face coverings.</i>	<ul style="list-style-type: none"> <i>Pupils briefed on adults in school wearing masks from 28/09/2020.</i>
Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> <i>Parents and children and young people encouraged to walk or cycle to school where possible.</i> <i>Liaise with Freedom Bus Company</i> 	<ul style="list-style-type: none"> <i>Email from Mr Coomber – 13/08/20 to confirm arrangements</i> <i>They recommend that the Students travelling wash their hands before leave home in the morning and also again before leaving the School in the afternoon</i> <i>Over 11 recommend that they wear a face mask he/she wears a face mask whilst on board the coach at all times (under 11 years of age this isn't a requirement) .</i> <i>Antiseptic hand gel will be available on the coaches. Our Cleaning levels have always been of a high level, these we have enhanced and each Coach will have an antiseptic FOG pumped in the passenger compartment at the end of each day (which disperses in 15 minutes) This is anti viral disinfectant. The FOG will touch every surface on the inside of the coach and fully cleanse the vehicle.</i> <i>All Students must wear a seat belt at all times stay seated and be well behaved when travelling on the coach.</i> <i>The Students for St. Edwards will travelling the</i>

		<p>rear half of the coach and the Students for St. Mary's the front half of the coach with a gap between the 2 Groups. I will change the vehicle used from a 41 seat capacity bus to a 53 seat capacity coach. Normally we have no more than 35/40 Students travel at any one time.</p> <ul style="list-style-type: none"> The children from St. Mary's will sit in Year group bubbles
Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> Ask that pupils are grouped together in Year groups on the bus as this reflects the bubbles that are adopted within school. DHT to ensure organised queuing/boarding and distancing within vehicles if possible. Ask them to consider the use of hand sanitiser upon boarding and/or disembarking. 	<ul style="list-style-type: none"> As above
Wider public transport	<ul style="list-style-type: none"> It is the law that you <u>must wear a face covering when travelling in England</u> on public transport. Some people <u>don't have to wear a face covering</u> including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering. 	
School Transport arrangements support changes to school times	<ul style="list-style-type: none"> Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles 	
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<ul style="list-style-type: none"> Curriculum modified as appropriate at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. 	<ul style="list-style-type: none"> See recovery plan in sections 3 and 4 of SOAP
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> We will show that this is in the best interests of our pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal 	<ul style="list-style-type: none"> See recovery plan in sections 3 and 4 of SOAP

	curriculum for all pupils by the summer term 2021.	
Music activities	<ul style="list-style-type: none"> No singing, chanting, playing wind or brass instruments or shouting. (see music plan) This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly. 	<ul style="list-style-type: none"> See the action plan for teaching music
Physical activity in schools	<ul style="list-style-type: none"> Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. 	<ul style="list-style-type: none"> See PE Guidance for September 2020 for St Mary's Clubs will be offered in Bubbles but not straight away See guidance for September
Educational visits	<ul style="list-style-type: none"> All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website. 	<ul style="list-style-type: none"> No trips planned at the moment

Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> • Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. • Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. • Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). • Large gatherings such as assemblies and with more than one group should be avoided 	<ul style="list-style-type: none"> • Year group Bubbles • Avoid mixing the Bubbles • Children taught that they cannot mix Bubbles • They cannot move around school without an adult • Liturgies in the classroom via Google meet or Zoom
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> • Meals are prepared off site • We have ordered a range of cold lunches for the UFSM and the FSM • Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed <p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Poole Grammar School correspondence • Review regularly
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> • Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery 	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> • Letters to tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. • Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required. • Regular contact via emails and letter with parents <p>Reference Section 20 & 46 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • Signs outside

Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> • <i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i> <p>Reference Section 46 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>Office staff to put systems in place</i>
Communications to parents and staff	<ul style="list-style-type: none"> • <i>Regular communications</i> <p>Reference Section 18, 19 & 20 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>Letters to parents</i> • <i>Email</i> • <i>Twitter</i>
Pupils and families anxious about return	<ul style="list-style-type: none"> • <i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</i> • <i>Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i> 	<ul style="list-style-type: none"> • <i>Attendance expectations clearly communicated to parents</i>
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> • <i>Parents informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</i> <p>Reference Section 20 in School Opening Action Plan</p>	<ul style="list-style-type: none"> • <i>Letters and emails</i>
Oversight of the governing body and the Plymouth CAST Board of Directors		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • <i>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</i> • <i>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</i> • <i>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i> 	<ul style="list-style-type: none"> • <i>Regular Zooms in the diary</i> • <i>Evidence collated</i> • <i>See minutes</i>

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
1	Put a letter box on the main gate	4 th September completed	Steve Aldsworth - Caretaker
All	Plan update for the Inset day	4 th September completed	Helen Armstrong – Headteacher
4	Office Staff to plan routines for contractors	5 th September completed	Amanda Hazell – Office Manager
4	Update all individual Risk Assessments	7 th September completed	Helen Armstrong – Headteacher
4	Put details for South West Health Protection Team on display in the office	5 th September completed	Amanda Hazell – Office Manager
6	Regulation communication with Freedom Coaches	7 th September ongoing	Helen Armstrong – Headteacher Amanda Hazell – Office Manager
	Reminder to staff for regular cleaning of surfaces and emptying of bins	3 rd September ongoing	Helen Armstrong – Headteacher

Signed: Headteacher:

Date

Signed: ESM.....

Date.....

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the ESM and Premises and Procurement Manager