

## Covid-19 increase in school numbers from June 2020


RA100

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.**

Please report **suspected or confirmed cases of COVID-19** 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.

	<b>Establishment: St Mary's Catholic First School Dorchester</b>	<b>Establishment Risk Assessment</b>	<b>RA100</b>
	<b>Address: Lucetta Lane, Dorchester, DT1 2DD</b>		
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b>		Date assessment completed: <b>15.7.2020</b> <i>Previous update 28.9.2020</i> <i>Latest update 4.11.2020</i>  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.	
<b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020)</b>  <b>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:</b> <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a> <b>General guidance on completing risk assessments is available at arrangements note HS47.</b> <b>Updates:</b>		<b>Assessor(s):</b> Paula Fearn and Jo Bourne	

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 hazard this document</i>
Movement of persons around the school	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. Use alternative drop off locations where possible</i></p> <ul style="list-style-type: none"> <li>• <b>staggered drop off and collection for all classes of children (5 mins) between each drop off and collection</b></li> <li>• <b>Signs to direct route for Parents - use car park as waiting bays</b></li> <li>• <b>2 adults to meet and direct children using TIS strategies PF/SW AH to meet and greet when PF not available at the beginning of the day. JB to be outside at the end of the day when PF not available.</b></li> <li>• <b>Staff outside to wear face masks or a visor, letter sent to parents to advise them to wear facemasks but not mandatory however if a parent wishes to speak to a member of staff, they must wear a facemask. Resent 6.11.20</b></li> <li>• <b>all sent via email to parents and video links, updates on newsletter and school Facebook page</b></li> <li>• <b>video link sent to staff and families Autumn 2020</b></li> <li>• <b>visitors by pre appointment only – google meet and zoom the preferred form of contact</b></li> <li>• <b>revised safeguarding</b></li> <li>• <b>review and make adjustments as necessary and update to staff/parents via email/newsletter</b></li> <li>• <b>Weekly newsletter updates to drop off and pick up</b></li> </ul> <p><b>Reference Section 20 &amp; 30 in School Opening Action Plan</b></p>
Parents gathering at school gate not social distancing	<p><i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents 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.</i></p> <ul style="list-style-type: none"> <li>• <b>SLT on duty to remind parents of social distancing in person during drop off or pick up</b></li> <li>• <b>staggered drop off and collection for all classes of children 5 mins between each drop off and collection</b></li> <li>• <b>Signs to direct route for Parents - use car park as waiting bays</b></li> <li>• <b>2 adults to meet and direct children using TIS strategies PF/SW AH to meet and greet when PF not available at the beginning of the day. JB to to be outside at the end of the day when PF not available.</b></li> <li>• <b>Staff outside to wear face masks, letter sent to parents to advise them to wear facemasks but not mandatory however if a parent wishes to speak to a member of staff they must wear a</b></li> </ul>

	<p><b>facemask. Resent 6.11.20</b></p> <ul style="list-style-type: none"> <li>• <b>all sent via email to parents and video links, updates on newsletter and school Facebook page</b></li> <li>• <b>video link sent to staff and families August 2020</b></li> <li>• <b>visitors by pre appointment only – google meet and zoom the preferred form of contact</b></li> <li>• <b>revised safeguarding</b></li> <li>• <b>review and make adjustments as necessary and update to staff/parents via email/newsletter</b></li> <li>• <b>Weekly newsletter updates to drop off and pick up</b></li> </ul> <p>Reference Section 20 &amp; 30 in School Opening Action Plan</p>
Overcrowding in classrooms and corridors.	<p><i>Keep to small groups</i>  <i>Desks to be spaced as far apart as possible.</i>  <i>Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups.</i>  <i>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups</i></p> <ul style="list-style-type: none"> <li>• <b>Key stage 1 are in bubbles to support RWI lessons. November, all RWI sessions are class based due to staff absence</b></li> <li>• <b>Year 3 and Year 4 separate bubbles</b></li> <li>• <b>timetable shared which explains morning and lunch breaks - all staggered</b></li> <li>• <b>video to support explanation shared</b></li> <li>• <b>follow government guidelines - posters to support children with handwashing and eating</b></li> <li>• <b>all children seated in rows facing the front - adults to support side on at 1m distance (See RA section 5 and section 7)</b></li> <li>• <b>doors and windows open in good weather to ensure good ventilation</b></li> <li>• <b>Poor weather, top windows open to allow ventilation and doors adjusted to different weathers. Seating of children to be considered</b></li> <li>• <b>colder weather, letter sent to parents asking for children to wear extra layers including a school hoody or a plain green or black hooded top</b></li> <li>• <b>children to follow the red/white marked lines while waiting for toilets</b></li> <li>• <b>no whole school assemblies/liturgies to reduce contact – these take place via google meet</b></li> <li>• <b>staff to wear visors in classroom when teaching and marking books alongside child/ren adult to stand side on</b></li> <li>• <b>All staff to wear visors or facemasks in communal areas.</b></li> <li>• <b>Each class has to have a seating plan, a copy to be shared with P Fearn and also added to Google drive.</b></li> </ul> <p><b>marking books</b></p> <ul style="list-style-type: none"> <li>• <b>staff do not take books home to mark</b></li> <li>• <b>staff collect books in and sanitise hands in between marking</b></li> <li>• <b>staff use a visualiser or iPad to give whole class feedback</b></li> <li>• <b>Group feedback - modelling with the teacher using a flip chart</b></li> </ul>

	<ul style="list-style-type: none"> <li>During lessons staff mark using the blue/green pen as they move around the room - staff will wear a visor and stand side on to the child/ren for no more than 1 minute</li> </ul> <p><b>Reading/Library Books</b></p> <ul style="list-style-type: none"> <li>Each class has a green tub for books.</li> <li>Place returned books in the tub and take to the library, place books into the correctly labelled daily tub to allow for a 72 hour delay before reissuing books</li> </ul> <p><b>Music lessons</b></p> <ul style="list-style-type: none"> <li>Follow DASP RA for teaching of Music Autumn 20</li> </ul> <p><b>PE lessons</b></p> <ul style="list-style-type: none"> <li>One class only to have PE at a time</li> <li>No shared equipment between classes</li> <li>Children wear PE clothes to school</li> <li>When a class uses a set of equipment it is cleaned using anti bac wipes and stored for 72 hours</li> <li>Premier Sport and A Kent Risk PE Assessments approved Autumn 1. Revisited 4.11.20</li> </ul> <p>Reference Section 29 in School Opening Action Plan</p>
<p>Increased numbers during breaks compromising social distancing.</p>	<p><b><i>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible</i></b></p> <ul style="list-style-type: none"> <li>Staggered start and end to the day – parent letter first shared 17.7.2020 info on google drive. This is reviewed weekly and any updates are emailed directly to parents and added to the weekly newsletter.</li> <li>One lunchtime supervisor per class, timetable updated week 2.11.20 to include staff changes. As much as possible the same LTS stays with the same class.</li> <li>Lunch time is staggered - 2 sittings –</li> <li>Yr 3 and Yr 4 Outside play 12-12.30 and eat 12.30-1pm. R /1/2 eat 12-12.30pm Outside play 12.30- 1pm</li> <li>Hot lunches R and Yr 1 eat in the hall. Yr2 /3/4 eat in classrooms</li> <li>Top windows in the hall and classrooms during Autumn 2 are open and a door if not a fire door to be ajar if weather permits</li> <li>Rec left hand side of the hall Year 1 right hand side windows and doors open for ventilation</li> <li>children have food brought to them ensuring adults serving the food wear gloves and wearing a visor</li> </ul>

	<ul style="list-style-type: none"> <li>● food served by LTS who stand alongside each other</li> <li>● LTS receive food side on and set in front of children from the side no face/face contact</li> <li>● the field is divided into 2 zones and the playground becomes the 3rd zone/each class have their own set of huff and puff equipment which is cleaned daily by LTS on duty</li> <li>● If wet play children to have a variety of activities to choose from which include watching a DVD or drawing using own equipment. maintaining social distance rules</li> <li>● first aid covered for Lunch breaks (4 first aiders)</li> <li>● staff room to have windows open at all time and Kidszone to become a separate staff room if needed- staggered breaks for staff to maintain 2 m distance for adults</li> <li>● all doors (except FD) open during the day</li> <li>● signs on display throughout school</li> </ul> <p><b>Reference Section 30 in School Opening Action Plan</b></p>
Increased numbers during lunchtime compromising social distancing.	<p><i>Staggered lunchtimes &amp; in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i></p> <ul style="list-style-type: none"> <li>● tables wiped before and after lunch</li> <li>● handwashing rules adhered to</li> <li>● packed lunch eaten at table and stored under desk</li> <li>● Hot lunches served in the hall - followed timetable for Rec/Yr 1. LTS deliver food to Y2-4 no children to leave classrooms</li> <li>● Each class bubble to have their own set of outside play equipment for break, adult to ensure this is wiped at the end of play. Equipment is audited daily for H&amp;S reasons</li> <li>● Follow the staggered timetable and review. Any problems to be reported to PF or SW</li> </ul> <p><b>Reference Section 30 in School Opening Action Plan</b></p>
Spread of virus due to increased numbers of people within the building.	<p><i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i></p> <ul style="list-style-type: none"> <li>● Emails /videos/ letters sent to Parents.</li> <li>● SLT have made contact with parents who were not following procedure.</li> <li>● RA placed on website – easily accessible for parents</li> <li>● School office - open virtually for parents, if contact is needed the parent stays outside (wearing a mask) standing 2m from the entrance. Member of staff to wear a face mask or a visor.</li> <li>● Email sent to parents to ask for this to be the preferred form of contact</li> <li>● Parents to adhere to govt guidance on social distancing</li> <li>● No parent volunteers or helpers in school. Decision to be reviewed January 21. Follow guidance from ESM and Director of Education.</li> <li>● TAF/CP meetings if possible are held virtually if not PF to attend at Dorchester Children's centre. PF to wear a visor, carry her own hand sanitiser and sit in close proximity to the door/window</li> </ul>

	<ul style="list-style-type: none"> <li>• RA completed from DASP for Peripatetic music lessons on a 1:1 - these adults are also given the school RA. These adults collect children from the external classroom door</li> <li>• RA for essential visits - S&amp;L /EP/CAST - adults to follow RA and instruction from SW/SH on entering the building</li> <li>• From 05.11.20 no non-essential visitors to the school, office staff to check with PF or JB</li> </ul> <p>Reference Section 20 &amp; 29 in School Opening Action Plan</p>
Inadequate social distancing measures leading to spread of the virus.	<p><i>Always keep cohorts together where possible – in same small groups of maximum 15 pupils and not mixed on subsequent days. Each cohort should retain the same teacher / TA. No mixing of groups e.g. for sports.</i></p> <ul style="list-style-type: none"> <li>• Each group has the same adults on a daily basis if possible but staff can move between class bubbles if required whilst wearing a visor and following social distancing guidance. 90 children at KS1 currently in a group KS2 max 33</li> <li>• intervention bubbles are in place, staff follow rules for cleaning tables straight after session ends with anti bac wipes.</li> <li>• Staff member checks the room is ventilated as they enter if not, windows and doors are to be opened</li> <li>• Using the toilet- 3 children at a time at KS1 children are supervised at all times</li> <li>• EYFS - Bubble within a bubble - children work in same small groups for continuous provision</li> <li>• phone (landline) in each class room to make contact with the school office or SLT as and when needed for example – first aid, all numbers are on display in the classroom</li> <li>• transfer to playground - one adult at the front and one adult at the back of the line</li> </ul> <p>Reference Section 29 &amp; 30 in School Opening Action Plan</p>
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p><i>Review Whole school risk assessment to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms)</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i></p> <ul style="list-style-type: none"> <li>• deep clean of building October 2020</li> <li>• additional daily cleaning time for CS and or company used for deep cleans</li> <li>• desks set in rows facing the front</li> <li>• all soft toys removed</li> <li>• each classroom a cleaning set of anti bac wipes, gloves and tissues</li> <li>• New fire alarm installed Autumn 1, whole school drill has taken place, 2<sup>nd</sup> drill due Dec 20.</li> <li>• touch points wiped throughout the day by nominated staff members with anti bac wipes</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Staff to complete checklists which are on classroom wall. AH distributes weekly sheets to all staff</b></li> </ul> <p>Reference Section 29 &amp; 30 in School Opening Action Plan</p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p><i>Review First Aid risk assessment. Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings.</i></p> <ul style="list-style-type: none"> <li>• <b>HP/EM/AM and all Preschool staff have current Paediatric first aid . 7 staff in total</b></li> <li>• <b>SW and NW also have up to date first aid at work for adults</b></li> <li>• <b>We have all relevant PPE equipment and will follow govt first aid procedure. Each classroom has its own kit</b></li> <li>• <b>First Aid forms not being sent home emailed instead - parents to be informed at pick up unless an emergency situation when a phone call will be made home SW to lead</b></li> </ul> <p>Reference Section 4 &amp; 28 in School Opening Action Plan</p>
Fire Procedures	<p><i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</i></p> <p><i>Ensure that 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. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i></p> <ul style="list-style-type: none"> <li>• <b>fire risk assessment reviewed with all staff briefed in fire evacuation and escape routes</b></li> <li>• <b>fire assembly points have been redesigned to ensure social distancing</b></li> <li>• <b>children to have a walk through during first full week of term</b></li> <li>• <b>fire drill completed Autumn 1</b></li> <li>• <b>no fire doors to be propped open during the school day</b></li> </ul> <p>Reference Section in School Opening Action Plan</p>
Water hygiene – management of legionella	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> <p>Reference Section 46 &amp; 47 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• <b>Wemco took water samples - 18.5.2020 Tony Aplin</b></li> <li>• <b>Wemco visit completed Autumn 1 October 2020 and 4.11.20 James Arnold attended</b></li> <li>• <b>all systems flushed weekly since lockdown</b></li> </ul>



Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>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. Daily morning and end of the day briefings. Headteachers and school leaders must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</p> <p>Reference Section 3, 18, 19, 27, 29 &amp; 33 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• if a pupil or staff member becomes unwell at school with a new continuous cough, high temp or loss of taste or smell arrangements will be made immediately to send that person home</li> <li>• waiting area is house of Joy – staff member to wear a facemask and sit/stand 2m from the child</li> <li>• ensure the windows in house of Joy are open</li> <li>• parents/carers advised to follow the national stay at home guidance</li> <li>• cleaning of that group room – PF/SW to coordinate</li> <li>• all information shared with staff - google drive and at meeting 22.5.2020. Updated information given to staff and shared again on 1.9.20 and updated RA 4.11.20</li> <li>• staff briefing as appropriate</li> <li>• SLT to monitor and take action as and when appropriate</li> <li>• Revisit policies and procedures during Inset termly</li> <li>• Action plan added to google drive and updated as and when received</li> <li>• Coronavirus Policy and Protective measures displayed in staff room also</li> </ul>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p> <p>Reference Section 46 &amp; 47 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• continue with the usual communication arrangements</li> <li>• all equipment to have statutory tests if appropriate</li> <li>• all staff sign to say they have received and read asbestos management plan (complete)</li> </ul>
Staff rooms and offices to comply with social distancing and safe working practice	<p>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</p> <p>Reference 30 &amp; 31 School Opening Action Plan</p>

	<ul style="list-style-type: none"> <li>• Staff rooms ventilated with windows open checked by SLT/SW daily</li> <li>• KZone building to be used as a second staff room</li> <li>• No more than 4 people in the staff room at any one time</li> <li>• Staff to ensure they are seated at least 2m away from another staff member</li> <li>• Face mask/visor to be worn entering and exiting the staff room</li> </ul>
Ventilation to reduce spread	<p><i>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</i></p> <ul style="list-style-type: none"> <li>• Open all the windows – Autumn 2 , as the weather is changing open the top windows for ventilation</li> <li>• open all the doors except fire doors and keep propped open (except fire doors)</li> <li>• As it becomes too cold to keep all windows doors open some will be open, when this is no longer possible all doors and windows will be opened during break and lunchtimes so that air re-circulates</li> </ul>
Management of waste	<p>Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) <a href="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#how-should-ppe-and-face-coverings-be-disposed-of">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#how-should-ppe-and-face-coverings-be-disposed-of</a></p> <p>Reference Section 29, 31 &amp; 32 in School Opening Action Plan</p>
Lessons or activities to take place outdoors in line with social distancing.	<p>Decide which lessons or classroom activities can take place outdoors and refresh risk assessment for outdoor space</p> <p>Reference Section 7, 36 &amp; 37 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• Forest school sessions (weekly) for each class, no sharing of the grounds (timetabled)</li> <li>• 2x weekly PE sessions take place outside, weather dependent no sharing of the grounds (timetabled)</li> <li>• PE activities changed between classes to ensure no mixing of equipment. Equipment dated and stored for 72 hours after use</li> <li>• Outside areas to be used for learning on a daily basis where appropriate</li> <li>• EYFS and (yr 1 Autumn ) to have access to outdoor provision daily</li> </ul>
Cleaning and reducing contamination	

Contaminated surfaces spreading virus.	<p><i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting <a href="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">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</a></i></p> <p>Reference Section 29, 31, 32 &amp; 48 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• removal of all unnecessary items</li> <li>• children have own equipment</li> <li>• follow timetable for daily cleaning within classrooms</li> <li>• staff in each room use cleaning equipment anti bac wipes</li> <li>• Tables will be wiped by teaching staff in each room before and after lunch</li> <li>• Touch points are wiped as and when a child or adult touches for eg going to the toilet.</li> </ul>
Using play equipment – multiple-use	<p><i>Appropriately cleaned between groups of children and only one group / class of 15 maximum at a time</i></p> <p>Reference Section 29, 31, &amp; 32 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• resources not to be shared across groups – dated and stored after class use so not to be used again within a 72 hour period</li> <li>• equipment used wiped daily with anti bac wipes</li> <li>• regular handwashing before and after using equipment</li> <li>• each child to have own equipment - eg golf club, basketball</li> </ul>
Shared resources and equipment increasing spread	<p><i>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of ‘heavy use’ such a photocopier to reduce social distancing. Enhanced cleaning regimes.</i></p> <p>Reference Section 29, 30, 31, &amp; 32 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• equipment used wiped daily with anti bac wipes</li> <li>• regular handwashing for both children and staff</li> <li>• each child have a polly pocket which contains all equipment pencil, rubber ruler etc</li> <li>• all non washable toys, resources away</li> <li>• EYFS toys washed at the end of each day using anti bac wipes by the staff who have been with that teaching group. These toys stay with that same bubble for the week.</li> <li>• Toys used by one bubble will be washed and then put away for 72 hours before another bubble uses them.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Staff initial cleaning sheet at each point of the day. SLT to monitor</b></li> </ul>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p><i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="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">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</a> and <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.</i></p> <p>Reference Section 31, 32 &amp; 46 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>● <b>normal procedure to be followed and monitored by SW/SH</b></li> <li>● <b>resources to be monitored ready for re order as and when appropriate SW check weekly</b></li> <li>● <b>Deep clean of the school 21.7.20 and 29.10.20</b></li> </ul>
Sufficient handwashing facilities for staff and pupils	<p><i>Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible</i></p> <p>Reference Section 29 &amp; 32 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>● <b>each classroom has a sink</b></li> <li>● <b>each area in school has a set of toilets</b></li> <li>● <b>hand sanitisers on wall and additional hand wash and paper towels bins resourced</b></li> <li>● <b>visual aids to support handwashing</b></li> <li>● <b>morning entry to school children to use hand sanitizer</b></li> </ul>
Additional time for staff and pupils to carry out handwashing	<p><i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day</i></p> <p>Reference Section 29 &amp; 32 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>● <b>Timetable for the day adjusted to include additional time for hand hygiene</b></li> <li>● <b>washing hands before and after play, lunchtimes and on entering a new room</b></li> <li>● <b>signs for handwashing displayed in classrooms and toilets</b></li> </ul>

Handwashing practice with children	<p><i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></i></p> <p><b>Reference Section 29 &amp; 32 in School Opening Action Plan</b></p> <ul style="list-style-type: none"> <li>• use DFE video</li> <li>• posters on wall - visual to support handwashing in classrooms and toilets</li> <li>• adults to supervise younger children or children with SEND when hand washing</li> </ul>
Sufficient supplies of soap and cleaning products	<p><i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i></p> <p><b>Reference Section 31, 32 in School Opening Action Plan</b></p> <ul style="list-style-type: none"> <li>• PS @ CAST received on 29.5.2020</li> <li>• Using all cleaning products following H&amp; S guidance</li> <li>• COSHH assessment in place as appropriate</li> <li>• cleaner to monitor supply of soap in toilets daily</li> </ul>
Toilets being overcrowded	<p><i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Where possible different toilets should be used by each different group.</i></p> <p><b>Reference Section 20 in School Opening Action Plan</b></p> <ul style="list-style-type: none"> <li>• 3 children at a time in toilets</li> <li>• child waiting on taped 2m line</li> <li>• posters to support social distance on display around the school and in classrooms</li> <li>• staff toilet have own cleaning products</li> </ul>
Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	<p><i>Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA/Trust</i></p> <p><b>Reference Section 17 in School Opening Action Plan</b></p> <ul style="list-style-type: none"> <li>• staff have received action plan and RA and is placed on google drive</li> <li>• staff have access to shared folder with all other docs, fire procedure/timetables</li> <li>• staff briefed 22.5.2020, 1.6.20 INSET day sep 20 and updated throughout Autumn1</li> <li>• staff have received well being info to support return to school</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff have received TIS input during INSET day Sep 20</li> <li>• Updated RA shared for staff feedback 4.11.20</li> </ul>
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p><i>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the Dfe priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups: <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups</a></i></p> <p>Reference Section 1, 2 &amp; 3 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• All classes have 1 teacher and 1 TA</li> <li>• SLT available for emergency cover</li> <li>• All staff returned to work in September 2020</li> <li>• Nov 20, staff temporary restructure to cover absence in both the Pre- school and main school. Document shared with staff 3.11.20</li> </ul>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p><i>Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice</i></p> <p>Reference Section 1, 2, 12, 13, 14, 15, &amp; 16 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• staff have received action plan and RA</li> <li>• staff have access to shared folder with all other docs, fire procedure/timetables</li> <li>• staff updates weekly if changes to Govt or academy advice</li> <li>• staff meeting 6.11.20</li> <li>• staff have received well being info to support return to school</li> <li>• PPA allocated</li> <li>• well being information shared</li> <li>• individual staff risk assessments completed and action taken for the extremely vulnerable 4.11.20</li> </ul>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p><i>Talk to 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> <p>Reference Section 18, 19, 21, 22, 27 &amp; 29 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• staff have received action plan and RA</li> <li>• staff have access to shared folder with all other docs, fire procedure/timetables</li> </ul>

	<ul style="list-style-type: none"> <li>• staff briefed Summer Term</li> <li>• staff meeting Friday 6<sup>th</sup> Nov – 2 sessions Teachers and Ta's – (10 mins) at more than a 2m distance in the school hall. Staff numbers no more than 5. All staff to wear a visor</li> <li>• staff have received well being info to support return to school</li> <li>• PPA allocated</li> <li>• well being information shared</li> </ul>
Accessing testing arrangements are clear for all staff	<p>Access to testing is already available to all essential workers <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>Reference Section 33 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• at staff briefing remind staff of test availability and procedures</li> <li>• Govt guidance to be followed- phone the coronavirus helpline</li> </ul>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p><i>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.</i></p> <p><i>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.</i></p> <p><a href="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">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</a></p> <p>Reference Section 33 &amp; 34 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• Staff have been informed that the House of Joy room at front of school to be used for adult/child who has fallen ill - 2nd room - room behind PF office if needed as last resort. Adult dealing with symptomatic child will wear gloves and a face mask</li> </ul>
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"> <li>• A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the 'COVID -19 vulnerable groups risk assessment' found in the Plymouth CAST Corona Virus Policy and Procedure v3.</li> <li>• Guidance on shielding and protecting extremely vulnerable persons <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> and clinically vulnerable people <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> should also be followed when considering staffing arrangements.</li> </ul>

	<p>Reference Section 1 &amp; 2 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• Nov 20 , Govt guidance followed and one member of staff is working from home beginning 4.11.20</li> <li>• Meeting has taken place with members of staff to complete an individual RA 4.11.20 There is 1 extremely clinical vulnerable member of staff who is working from home.</li> </ul>
Staff use of PPE	<ul style="list-style-type: none"> <li>• <i>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</i></li> </ul> <p><a href="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">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</a></p> <p>Reference Section 29 &amp; 34 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• Face masks /visor to be worn if dealing with a suspected coronavirus incident</li> <li>• gloves, aprons, anti bac wipes are in each classroom and supply checked daily</li> <li>• change of clothes and nappy bags for soiling or wetting in each room - PPE mask to be worn if dealing with an intimate care incident</li> <li>• General face covering/mask wearing</li> <li>• all staff should wear a face covering/mask whilst outside the classroom in communal areas/corridors etc. in the same way that they would in a shop or on public transport</li> <li>• The specification/provision/maintenance of the face covering will be the responsibility of the member of staff</li> <li>• A small number of disposable masks will be in the Office should you forget one</li> <li>• Visors should be routinely worn in classrooms when teaching (4.11.20)</li> <li>• Please be careful about the storage and disposal of face masks, for e.g. do not leave your face covering on a table</li> <li>• Parents/visitors who are entering the school premises must wear face coverings in the same way that they do in shops and on public transport etc.</li> <li>• Parents/visitors who are entering the school premises must be reminded of the importance of and protocols for hand and respiratory hygiene</li> <li>• Hand hygiene and cleaning routines will STILL continue</li> </ul>



<p>Use of PPE Lack of understanding</p>	<ul style="list-style-type: none"> <li>• Adequate training / briefing on use and safe disposal</li> </ul> <p>Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</p> <p>Reference Section 29 &amp; 34 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• <b>shared with staff Summer 20, updated Nov 20</b></li> <li>• <b>info added to google drive and updates as and when received</b></li> <li>• <b>Coronavirus Policy and Protective measures displayed in staff room</b></li> <li>• <b>any queries PF to contact HB and PS</b></li> </ul>
<p>Dealing with suspected and confirmed cases / cases</p>	<ul style="list-style-type: none"> <li>• Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting <a href="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">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</a></li> </ul> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p> <ul style="list-style-type: none"> <li>• isolate pupil/staff member to house of Joy room</li> <li>• 2 members of staff to be available so additional cover is available if child takes ill</li> <li>• House of Joy room at front of school to be used for adult/child who has fallen ill - 2nd room - room behind PF office if needed as last resort</li> <li>• If child or member of staff is ill with covid they will remain at home for 7 days.</li> <li>• school to keep in contact if a test is positive contact HB</li> <li>• Cleaning to take place in room/s where child or adult has been</li> <li>• Should anyone test positive for Covid 19, PF to contact Helen Brown/Kevin Butlin immediately for advice and follow instruction to ensure children and staff are safe.</li> <li>• PF to contact Dorset County and PHE Coronavirus helpline and follow procedure</li> <li>• SLT will inform staff of any positive cases outside school hours via a phone call</li> </ul> <p>Reference Section 33 in School Opening Action Plan</p>
<p>Pupil related issues</p>	
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<ul style="list-style-type: none"> <li>• Parents should follow medical advice if their child is in this category: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a> or if someone within their household is in this</li> </ul>

	<p>category <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <ul style="list-style-type: none"> <li>• New behaviour/relationship policy - based on Paul Dix shared with all staff and parents and added to website</li> <li>• TIS practitioner and 2 ELSAs in school.</li> <li>• Worry/question box in each classroom</li> <li>• Worry monster for 1:1 sessions with identified chn</li> <li>• Autumn Term return - focus on mental health and well-being</li> <li>• Autumn 2 – if a child/ren are not at school the Blended Learning Procedure to begin. Class teacher to support child. SLT to monitor</li> <li>• 05.11.2020 no extra curricular clubs</li> </ul> <p>Reference Section 5, 20 &amp; 29 in School Opening Action Plan</p>
Children with EHCP	<ul style="list-style-type: none"> <li>• Complete risk assessment before attendance</li> <li>• EHCP reviews for Yr 4 Pupils completed September 2020</li> <li>• RA complete (ES)</li> </ul> <p>Reference Section 6, 8, 29, 39 &amp; 41 in School Opening Action Plan</p>
Children – face coverings/masks	<ul style="list-style-type: none"> <li>• Pupils should <u>not</u> wear face coverings in school, except in the exceptionally rare circumstances already allowed by the Trust, where, despite discussions with the headteacher/explanation of control measures etc., the parent insists that it is the only way a child will attend school – provision and maintenance of the face covering would be the responsibility of the parent/child.</li> </ul>
Pupils unable to follow guidance	<ul style="list-style-type: none"> <li>• Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures</li> </ul> <p>Reference Section 26 &amp; 29 in School Opening Action Plan</p> <p>Autumn planning – week 1-3 based on Oliver Jeffers – Here I am book to support wellbieng</p> <ul style="list-style-type: none"> <li>• Staff to create a time to talk session to support children</li> <li>• Support children by modelling any changes – eg face masks – autumn 1 visors Autumn 2</li> <li>• positive reinforcement and fix it script used</li> <li>• identified children to have ELSA</li> </ul>
Specific issues for EY stage children understanding social distancing	<ul style="list-style-type: none"> <li>• Further EYFS stage guidance to be issued</li> </ul> <p>Reference Section 6, 7, 20 &amp; 29 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>• powerpoint for all chn to be shared and displayed Sept 2020</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>revist daily by staff leading group</b></li> <li>● <b>positive reinforcement and fix it script used</b></li> <li>● <b>All teachers have sent videos about transition - all about me forms sent out to every child in school</b></li> <li>● <b>EYFS team and SLT have had 2 Zooms meetings and weekly contact with New reception cohort 2020 via video and emails. Information added to website These children have been added to Tapestry</b></li> </ul>
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>● <i>If a child is awaiting collection, they will be moved to house of Joy room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff.</i></li> <li>● <i>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i></li> <li>● <b>2 adults always in a room so additional person to cover if child takes ill.</b></li> <li>● <b>House of Joy room at front of school to be used for adult/child who has fallen ill - 2nd room - room behind PF office if needed as last resort</b></li> <li>● <b>contact HB to inform</b></li> <li>● <b>If child or member of staff is ill with covid they will remain at home for 7 days school to keep In contact if a test is positive contact HB</b></li> <li>● <b>Cleaning to take place in room/s where child or adult has been</b></li> <li>● <b>Should anyone test positive for Covid 19 I will contact Helen Brown/Kevin Butlin immediately for advice and follow instruction to ensure children and staff are safe.</b></li> <li>● <b>Face masks to be worn if dealing with a suspected coronavirus incident</b></li> <li>● <b>gloves, aprons, anti bac wipes are in each classroom and supply checked daily</b></li> <li>● <b>change of clothes and nappy bags for soiling or wetting in each room - PPE mask to be worn if dealing with an intimate care incident</b></li> </ul> <p>Reference Section 33 &amp; 34 in School Opening Action Plan</p>
Transport	
Travel to school and provision of safe school transport:	<p><i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consider needs to be given to taxi and escort services.</i></p> <ul style="list-style-type: none"> <li>● <b>No transport company used</b></li> </ul>

	<ul style="list-style-type: none"> <li>all parents carers bring children to school</li> </ul>
School Transport arrangements support changes to school times	<p><i>Liaising with the School Transport Team before change are made. Follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></i></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<p><i>Follow usual food safety and hygiene procedures and Government guidance for catering establishments <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a> . Ensure Health &amp; Safety policies are followed</i></p> <ul style="list-style-type: none"> <li>packed lunch and hot food from local food links FSM</li> </ul>
Food that is able to be prepared on premises is compliant with COVID - 19 health and hygiene guidance	<p><i>As above</i></p> <p>N/A</p>
Catering staff are operating in a safe environment	<p><i>Catering staff to follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></i></p> <p>N/A</p>
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p><i>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.</i></p> <p>Reference Section 20 &amp; 46 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>parents informed via email, letters and videos</li> <li>regular emails to parents/ also use school facebook page</li> <li>Letters to parents via email confirming drop off/collection/lunch arrangements</li> <li>office email address if any queries</li> <li>letter also added to school website info on Coronavirus</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>big W/B outside school building/rooms daily with written reminders of what to do for parents</b></li> <li>• <b>RA shared with parents. Newsletter 6.11.20 informed parents that staff will be wearing transparent visors in the classroom.</b></li> </ul>
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>• <i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i></li> <li>• <b>all completed weekly - ongoing</b></li> </ul> <p>Reference Section 46 in School Opening Action Plan</p>
Communications to parents and staff	<ul style="list-style-type: none"> <li>• <b><i>Regular communications to parents via email, video and website</i></b></li> <li>• </li> </ul> <p>Reference Section 18, 19 &amp; 20 in School Opening Action Plan</p>
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>• <i>Tell parents 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></li> <li>• <b><i>offer trixbox group support to identified Parents</i></b></li> <li>• <b><i>TAF meetings if appropriate after contacting the Dorchester locality team</i></b></li> </ul> <p>Reference Section 20 in School Opening Action Plan</p>

Signed: Headteacher Paula Fearn

Date 4.11.2020

Signed: ESM.....Helen Brown.....

Date.....07.11.2020.....

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