



COVID19: Risk Assessment

SCHOOL NAME: KinderAcademy for Young Scholars

OWNER: Charmaine Barnett

DATE: 27th November 2020

Purpose:

This COVID19: Risk Assessment sets out the decisions taken and measures put in place to prepare for the full opening of KinderAcademy and ensure that we continue to operate in a safe way.

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

- Operational Guidance
- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Response Plan

Steps of Full Opening Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, administrator and board chairman	Staff unaware of, or do not understand, procedures and measures and therefore risks are not mitigated	High	Draft risk assessment to be circulated to all staff and Board chairman for comment Final risk assessment to be published on the school website	By 4 th January 2021 By 4 th Feb 2021	Low
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant	Building have been closed for 9 months	Medium		Ongoing	Low
	<ul style="list-style-type: none"> • Water treatment • Fire alarm testing • Repairs • Installation of hand wash sinks • Installation of Temperature check station • Grass cutting • Fridges and freezers • Internet services • Any other statutory inspections 			Carry out a formal / Recorded full pre Opening premises inspection <ul style="list-style-type: none"> • Fire drills planned for all on return to school • Running water • Gas cylinder safety check completed Feb 2020 		

	Office protocol re-designed to allow office-based staff to work safely.	Office is small and has windows for ventilation	Medium	1 staff to enter the office area at any one time. Signage produced and displayed.		
		Infection danger from parents congregating in reception area which is open to the office space and / or standing too close to reception desk	Medium	<p>Only 1 parent permitted in office at any one time</p> <p>Clear signage in place</p> <p>6 ft markers and signage in place</p> <p>Plastic / glass screen in place to provide barrier between office staff and visitors</p>	<p>By 4th January 2021</p> <p>By January 4th, 2021</p>	Low

<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Congestion likely at entrance to school. Social distancing unlikely to be maintained.</p>	<p>High</p>	<p>One-way system to enter and exit the school is not possible</p> <p>Clear signage to be put in place including 6ft markers where appropriate.</p> <p>Staggered drop off and pickup times to be put in place – parents must leave site immediately</p> <p>Only one parent to drop off or pick up each child</p>	<p>By 4th January 2021</p>	<p>Low</p>
<p>Consideration given to the arrangements for any deliveries.</p>	<p>Risk social distancing cannot be maintained during deliveries</p>	<p>Medium</p>	<p>Deliveries to be delivered outside children arrival and pickup time</p> <p>2 entry points for deliveries: kitchen and main office. Social distancing signage at these points</p>	<p>Ongoing</p>	<p>Low</p>

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes could cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p>	<p>High</p>	<p>Evacuation procedures reviewed and shared with staff</p> <p>Evacuation procedures shared with children</p> <p>All classrooms lead to outside space for safe exit in the event of a fire</p> <p>Fire drills have taken place</p>	<p>4th / 5th Jan 2021</p> <p>8th Jan 2021</p> <p>By 8th Jan 2021</p>	<p>Low</p>
	<p>Enhanced cleaning regime is in place in line with MOHW Health Guidelines for the cleaning and sanitization of schools</p>	<p>Cleaning regime impacted due to lack of cleaning staff and/or cleaning products</p>	<p>High</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, faucets etc. are all thoroughly cleaned and disinfected regularly</p>	<p>Ongoing</p>	<p>Medium</p>

Cleaning and waste disposal				<p>Paper towels and liquid soap are to be checked and replaced as needed by cleaning staff</p> <p>Enhanced cleaning regime for toilets particularly door handles, locks and toilet flush.</p>	Ongoing	Medium
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime	Enhanced cleaning regime may not be possible during cleaning staff normal working hours	High	<p>Working hours of cleaning team adjusted and extended to suit new requirements</p> <p>Designated staff to undertake ongoing cleaning of surfaces and resources throughout the day</p>	By 4 th January 2021	Low
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	Low supply of soap or sanitizers for staff and children	Medium	<p>Hand soap available at the school entrance</p> <p>hand sanitizers available in all classrooms</p> <p>Lidded bins in place in all classrooms</p>	4 th January 2021	Low

			Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Fresh bleach solution in each classroom to ensure cleaning	4 th Jan 2021	
Sufficient time is available for the enhanced cleaning regime to take place.	Increased teaching provision will impact on the cleaning regimes of the whole school as more classrooms and areas of the school will be in use	Medium	Most cleaning undertaken at 5am when staff are not present	From 8 th Jan 2021	Low
Waste disposal process in place for potentially contaminated waste.	Children and adults may become exposed to waste tissues	High	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	From 8 th Jan 2021	Low

	Process in place for safe removal and/or disposal of facemasks	Infection risk if masks are worn / or not removed safely	High	<p>Parents advised that masks /face shield are required in school (written into Health & Safety policy)</p> <p>If parent does not comply with instructions and child arrives without a mask A disposable mask will be provided at a cost. Exceptions allowed if child is unable to wear mask due health conditions or in ability to wear</p>	<p>By 4th Jan 2021</p> <p>From 4th January 2021</p>	Low
Classrooms	Classrooms have been re/arranged to allow as much space between staff and children as practical.	Risk of infection	High	3 feet distance between staff and children should be maintained As practical	From 4 th January 2021	Medium
	Consideration of ventilation in classrooms	Most classrooms at Kinder Academy are undersized and so infection risk increased if classrooms are at full capacity and poorly ventilated	High	Doors (internal and external) and windows to be left open for ventilation whenever possible.	From 4 th January 2021	Medium

			Ceiling fans/wall fans, where present can be used as single room units		
Classroom entry and exit routes have been determined and appropriate signage in place.	<p>Bottlenecks likely at entrance to classrooms.</p> <p>Where classrooms share an external door, social distancing will be even more difficult to maintain</p>	High	<p>Signage on display</p> <p>Staggered pick up, drop off and recess times will reduce numbers of adults and children using each entrance</p>	From 4 th January 2021	Medium
<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the class. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p>	<p>Some resources, such as those with complex parts, cannot easily be washed and could harbour and transmit the virus</p> <p>Resources and other item brought into school by children may be an infection risk</p> <p>Infection risk from resources shared between classes</p>	High	<p>Remove soft toys, furnishings and other high-risk resources from classrooms</p> <p>Children not permitted to bring soft toys or other items from home</p> <p>Individual packs of frequently used resources (e.g. crayons Pencils, rulers) to be Provided by parents</p> <p>Shared resources will be washed or quarantined between uses</p>	From 4 th January 2021	Medium

	<p>Approach to resources / equipment being brought into school</p>	<p>Items brought in from home increase of infection being brought into school building from home</p>	<p>Medium</p>	<p>Only essential items allowed in school – bags, plastic packed lunch boxes, water bottle. No toys. Parents informed through parent Agreement and letters home.</p>	<p>From 4th January 2021</p>	<p>Low</p>
	<p>Approach to guided learning</p>	<p>Possible infection risk from children’s workbooks</p>	<p>Low</p>	<p>One on one assistance Requires staff to be closer than 3 feet but has significant impact on children’s progress Staff assist to the side as opposed to the front of children and restore a min of 3 feet distance as soon as possible Frequent use of hand sanitizer when moving between children</p>	<p>From 4th January 2021</p>	<p>Low</p>

				Training for all adults working with children		
	Approach to access to drinking water	Water dispenser pose infection risk	Low	Children required to bring a bottle of water each day which can be refilled under supervision from indoor water dispensers	From 4 th January 2021	Low
	Consideration of space for children who need to be removed from the classroom for any reason (medical, behavior, emotional)	Children who need to leave the classroom need a safe space to go to away from children	Medium	<p>Auditorium may be available for behavior Issues.</p> <p>Children placed in auditorium must observe Social distancing measures</p> <p>Children needing time out should be encouraged to go outside wherever possible and must be escorted and supervised By a staff member. Children must not be allowed to roam Unaccompanied around the school.</p>		

Staffing	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the Office area and in all toilets.	Children will need constant reminders, visual and verbal, to maintain health and hygiene measures	Medium	Posters to be displayed around the school and referred to frequently	From 4 th January 2021	Low
	Staffing numbers required for entire eligible cohort have been determined including support staff such as cook, cleaning, grounds man and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • Practical Nurse • Office staff 	School cannot open if required statutory staff are not on site	High	Risk assessments Undertaken for all high risk staff to ascertain ability to make suitable modifications to them to return Arrange Pediatric First Aid cover(Training by Feb 4 th 2021	From 4 th January 2021	Low
	Approach to staff absence reporting and recording in place. All staff aware.	Staff absent without warning may leave team short of staff and unable to operate safely. If staffing level is too low school will be unable to remain open	Medium	Revised absence reporting procedures shared with all staff		

				Groups with insufficient staffing may be unable		
				to attend until staffing levels resume	By 4 th February 2021	Low
				Agree minimum staffing level that supports safe opening of school and close the school if that level is breached.		
	Risk assessments in place for those staff who were previously working from home , clinically vulnerable and/or living with someone in these groups	Staff returning to school may be at increased risk in certain roles or if additional safety measures are not put in place		Risk Assessments completed and adjustments agreed	By 4 th January 2021	
	Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	Staffing structure may be impacted if some staff are unable to return or work.	High	Review risk assessments in February to take account of changes to personal, national or local situation	By 4 th February 2021	Medium

				Contingency plan in place for if staff are unable to return.	By 4 th January 2021	
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including caregivers and safeguarding designated caregiver) on a weekly rather than daily basis to minimize contacts.	COVID cases or suspected cases may cause unusually high absence levels School may not be able to operate with reduced staffing due to protective measures	Medium	Insufficient staffing may be unable to attend until staffing levels resume	Ongoing	Low
	Approaches for meetings and staff training in place.	Social distancing is difficult to maintain for large groups Admission of visitors into school could risk bringing infection into the school community	High	Use of video meetings where possible Small group training possible if staff are sat 2m apart in suitable size, well ventilated room	Until further notice	Low
	Consideration given to staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision.	Staff workload and wellbeing may be impacted by requirement to provide high quality home learning for individuals or groups of children who are unable to attend due to self-isolation	High	Whole school approach to home learning agreed, resourced and communicated with all staff	By 4 th January 2020	Low

		<p>School obligation to provide high quality home may be compromised if robust plans are not in place placing school at risk</p> <p>Children's education may be further impacted by poor quality home learning offer</p>				
<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>Caregivers may be required to lead some classes if there are not enough teachers on site</p> <p>Staff working patterns may have to be adjusted in light of staggered start and finish times</p>	Medium	<p>Caregivers asked to teach a group will work Under the direction of Teachers who will complete planning and Provide support</p> <p>Directors advice followed. All staff written to advise of change of hours, which do not change contracted hours.</p> <p>If additional hours required and agreed, overtime will be paid.</p>	<p>If required</p> <p>By 4th February 2021</p> <p>From 4th January 2021</p>	Low	

Staff are clear on returning to work guidance	Staff may be unavailable to work if they have been in contact with symptoms or confirmed COVID cases	High	Staff to be supported with information regarding testing Prompt testing of all staff in line with MOHW advice	11 th December 2020	Medium
The approach for orienting new employees has been reviewed and updated in line with current situation.	New employees may miss key information and the chance to familiarize themselves with school and their class prior to January	High	Orientation Policy updated to reflect current situation	By 11 th December 2020	Medium
Return to school procedures are clear for all staff.	If staff are not fully prepared, systems will not work and safety could be compromised	High	Return to work safely Protocol based on risk assessment written and shared with all staff	By 11 th Dec 2020	Low

				<p>Socially distanced staff meetings or zoom meetings to prepare staff</p> <p>December INSET days will be used to ensure premises are prepared and staff fully briefed ahead of welcoming all children on 4th January</p>	<p>By 11th December 2020</p> <p>29th, 30th, and 31st December 2020</p>	
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Agreed contract changes may have been overlooked during closure	Medium	<p>Director has worked Throughout closure</p> <p>And all contracts and Other staffing matters Have been addressed In a timely manner</p>	As required	Low	
Approach to staff who may have travelled and are affected By quarantine requirements on their return	Staffing levels may be impacted by staff required to quarantine at the start of the new school term.	High	Consult all staff to ascertain if any staff are at risk of having to quarantine	By 11 th Dec 2020	Low	

				Put contingency plan in place if necessary	By 31 st December 2020	
<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>If contractors require access to the premises it may not be possible to maintain social distancing, and risk of bringing infection into the Pre-school community</p>	High	<p>Check with the contractor any requirements their employer has specified before visit.</p> <p>Visitors COVID Safety leaflet prepared and shared with all visitors</p> <p>Where appropriate, contractors to visit outside of school hours</p> <p>Working areas to be fully cleaned after works completed</p> <p>Ensure full contact details are requested for track and trace purposes</p>	By 31 st December 2020	Medium	

Group Sizes	All children are included in Age groups / 'bubbles' that do not mix and the number of children in each 'bubble' is as small as possible	increases risk of infection and increases the number of children unable to attend school if a case of COVID is confirmed	High	Year group 'bubbles' in place across the school Additional measures in place to mitigate effect of lack of social distancing including hand and respiratory hygiene, plus enhanced cleaning regime	From 4 th January 2021	Medium
	Staffing allocations to groups determined, minimizing contact with multiple groups as much as possible	Risk of transmission across groups Multiple groups could be required to self-isolate if a COVID case is confirmed	High	Staff working across multiple 'bubbles' must maintain strict social distancing measure between other staff and children Keep number of 'bubbles' that any staff member is working with to the minimum possible	From 4 th January 2021	Medium
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching timetable 	Social distancing and mixing of 'bubbles' may be further compromised at key points during the school day	High	Health and Safety plan written and agreed by Director/Chairman, detailing all arrangements		Medium

	<ul style="list-style-type: none"> Staggered or limited amounts of moving around the school. Classroom design. Lunch in individual classrooms. Break times are staggered. Plans for social distancing during these times in place. Toilet arrangements 			<p>Health & Safety plan shared with staff so all are clear about risk mitigation measures</p> <p>Children who are old enough to understand social distancing measures will be encouraged to do so.</p> <p>Full opening proposal details timetables for all areas of school including staggered start and pick up times, use of outdoor areas, break and lunch times and other shared spaces.</p> <p>Each 'bubble' allocated specific toilet area for use throughout the day. Toilets regularly cleaned</p>	From 4 th January 2021	
	Consideration given to communal staff spaces such as toilets and kitchen	Areas used frequently by all staff present increased risk of infection	High	Only 2 people in the kitchen at any time	Until further notice	Medium

				<p>kitchen only to be used to make drinks and to access the Fridge & microwave</p> <p>Enhanced cleaning of communal spaces</p>		
	<p>Information shared with parents regarding safe journeys to school, encouraging walking and avoiding public transport as much as possible.</p>	<p>Infection risk may be increased by the use of public transport</p> <p>Social distancing may not be maintained by groups of adults and children travelling similar routes to school</p>	High	<p>Guidance regarding journeys to school</p> <p>To be discussed in zoom Meeting with parents</p>	<p>By 4th January 2021</p>	Medium
	<p>Approach to avoiding children and parents entering school congregating and breaching social distancing is in place.</p>	<p>Social distancing unlikely to be maintained if children or adults allowed to congregate before or after school</p>	High	<p>Arrival times are staggered and children will enter via classroom doors to maintain separation of groups.</p>	<p>From 4th January 2021</p>	Medium

				<p>Movement around school minimized and / or supervised and clear signage and visual prompts in place for adults and children</p> <p>Children to be 'delivered' to classroom doors by one adult so no opportunity to mix with others in the playground.</p>		
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p>Large gatherings of children increase risk of infection and compromise the integrity of 'bubbles'</p>	<p>High</p>	<p>No events or field trips will be held until further notice</p> <p>Class assemblies to be held in classrooms following agreed themes</p>	<p>From 4th January 2021</p>	<p>Low</p>

	<p>Approach to parents entering the school building including:</p> <ul style="list-style-type: none"> • Settling children in classes • Communication with class teachers • Meetings with principal and director • Using the toilets 	<p>Risk of infection from parents entering the school building</p>	<p>High</p>	<p>All preschool children will be dropped off at the gate and collected By designated adult</p> <p>What's App messaging can be used for non-urgent communications</p> <p>Urgent messages and communications will take place outside of the office one person At a time and at a safe distance</p> <p>Meetings to be carried out virtually wherever possible. Visitors into school by appointment only and any meeting must take place in a well ventilated space that allows 2m distances to be maintained</p> <p>No parents allowed on site to use school toilets</p>	<p>From January 2021</p>	<p>Medium</p>
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<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Social distancing may be compromised if adults do not understand guidelines and expectations</p>	<p>High</p>	<p>Social Distancing protocol shared with parents</p>	<p>By 4th January 2021</p>	<p>Medium</p>
<p>Arrangements in place for the use of the playground, including equipment.</p>	<p>Risk of infection if groups mix or share equipment</p>	<p>High</p>	<p>Staggered break times</p> <p>Outdoor learning areas timetabled for individual groups</p> <p>Play equipment thoroughly cleaned between use by different groups</p> <p>Equipment that cannot be cleaned taken out of use</p> <p>Hand wash stations located close to playground gate</p> <p>Risk assessments for outdoor areas reviewed and shared with all staff. Staff to read and sign</p>	<p>From 4th January 2021</p>	<p>Medium</p>

<p>Before and After School Provision</p>	<p>Approach to the provision of Before and After school activities</p>	<p>Provision of clubs may lead to mixing of ‘bubbles and increased risk of infection</p>	<p>High</p>	<p>After school activities will not take place Until further notice</p>	<p>From 4th January 2021</p>	<p>Medium</p>
<p>Transport</p>	<p>Parents using public transport follows the arrangement in line With the protocols in school as far As possible</p>	<p>Use of public transport may increase infection risk and compromise the integrity of ‘bubbles’</p>	<p>High</p>	<p>Review and publish guidelines for use of Public transport that meet the requirements of the MOHW Guidance</p>	<p>By 4th January 2021</p>	<p>Low</p>
	<p>Arrangements in place to support staggered start / end times</p>	<p>Staggered start and end times may cause some transport (and attendance) issues for some families</p>	<p>Medium</p>	<p>Encourage parents to consider private transportation for home to school journey. (This will also support attendance</p>	<p>By 4th Feb 2021</p>	<p>Low</p>

Cafeteria	Arrangements in place to provide food to children on site.	Kitchen has been closed Throughout closure of school				
		Absence of staff due to self-isolation or illness may require change of procedures or menu	Medium	Agree contingency procedures and menu for use during periods of reduced staffing if required	By 4 th January 2021	Low
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Mixing groups at social times risks the spread of infection	High	Arrangements made for groups to have lunch in their respective classrooms. Only the 2 yr. old group will utilize the lunchroom	By 4 th January 2021	Medium

<p>Consideration for lunchtime hygiene</p>	<p>Virus transmission risks are enhanced at lunchtime when children are eating. Children are putting hands to their mouths and packed lunch boxes have come in to school from home.</p>	<p>High</p>	<p>Handwashing before children eat</p> <p>Lunch tables and desks to be wiped with anti bac wipes before children sit down to eat</p> <p>Close supervision to ensure no sharing of food</p>	<p>From 4th January 2021</p>	<p>Medium</p>
<p>Arrangements for food deliveries in place</p>	<p>Risk social distancing cannot be maintained during deliveries</p>	<p>Medium</p>	<p>Deliveries to be delivered outside children arrival and Collection times</p> <p>Clear signage at kitchen door including 6 feet markers</p> <p>Deliveries will not be signed for</p> <p>All deliveries to be left outside kitchen door. A staff member will them into the school</p>	<p>Ongoing</p>	<p>Low</p>

PPE	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies to be put in place.</p>	<p>School may not have enough PPE to meet the safety needs of staff</p> <p>Inappropriate use of PPE could raise infection risk</p>	<p>High</p>	<p>Staff representative to maintain PPE log to ensure that orders are placed in good time to maintain supplies</p> <p>Guidelines for PPE use followed and written into Health & Safety Plan</p> <p>Gloves and masks available in each classroom for quick access if suspected case or if a child coughs or sneezes on resources, tables or chairs</p>	<p>Ongoing</p> <p>4th January 2021</p> <p>From 4th January 2021</p>	<p>Low</p>
	<p>Procedures for staff who need to change diapers and / or are working with children who are known to bite or spit</p>	<p>Increased risk of infection if appropriate PPE not available and worn</p>	<p>High</p>	<p>Health plan details PPE requirements for changing diapers</p> <p>Risk Assessments completed for all children known to display these behaviors</p>	<p>By 4th January 2021</p>	<p>Medium</p>

	Approach to PPE for vulnerable staff	<p>Risk to some individuals if they catch COVID 19 remains high</p> <p>Masks required for all staff</p>	<p>High</p> <p>Medium</p>	<p>Individual risk assessments completed for all staff</p> <p>Health & Safety details position on face coverings which remains in line with MOHW Guidance</p>	By 4 th January 2021	<p>Medium</p> <p>Low</p>
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>Risk of spread of infection</p> <p>School does not have any additional spaces with opening windows that can be used as an isolation room</p>	<p>High</p>	<p>All staff aware of procedures by including up to date information in Health plan. (updated regularly to reflect any changes)</p> <p>Staff should advise principal of symptoms And leave school site Immediately.</p> <p>If a child shows symptoms they must be isolated immediately</p>	From 4 th January 2021	<p>Medium</p> <p>High</p>

				<p>and parents called to collect.</p> <p>PPE must be worn whilst caring for the child.</p> <p>Symptomatic child or adult must be tested. If negative adult or child can return. If positive self-isolation guidance must be followed</p> <p>Positive cases confirmed in more than one 'bubble' will lead to closure of whole school in consultation with MOHW</p> <p>Training given to staff about safe removal and disposal of PPE and safe disposal of waste where infection is suspected</p> <p>An email will be sent to all staff if another staff member or child is sent home with a suspected case of COVID</p>		<p>Medium</p>
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				Communication with staff will be prompt if a suspected outbreak occurs		
	Process in place to engage with Test and Trace and contact tracing process <i>Refer MOHW guidance for more information</i>	Risk of spread of infection if process is not engaged with	High	Staff guidance issued Parent guidance issued	By 4 th January 2021 By 4 th January 2021	Medium
Student Re-Orientation <i>Back into school after a period of closure / being at home</i>	Approach and expectations around school uniform determined and communicated with parents.	Parents may have been impacted financially and unable to purchase school uniform	Medium	Review Uniform Policy and share with parents	By 4 th January 2021	Low
	Changes to the school day/timetables shared with parents.	Social distancing may be compromised if parents are not aware of revised expectations	Medium	Letter to parents prior to reopening Agreement written and shared with parent and guardians	By 21 st Dec 2020 By 4 th January 2021	Low

<p>Children are returning to a school environment and procedures that are very different to those they are used to</p>	<p>This could have a further negative impact on mental health</p>	<p>High</p>	<p>Classroom environments have been made as welcoming as possible to make children feel comfortable</p> <p>Where possible, equipment (e.g. slides, bikes, building blocks) have been retained for use and enhanced cleaning regimes put in place.</p>	<p>From September 2020</p>	<p>Medium</p>
<p>Approach to supporting wellbeing, mental health and resilience, is in place</p>	<p>Children have been at home for a long time and may anxiety about leaving parents and returning to school.</p>	<p>High</p>	<p>Provision of high-quality information to give parents to give them the confidence that it is safe for the children to return</p>	<p>By December 21, 2021</p>	<p>Medium</p>

		<p>Children's mental health may have been impacted negatively during extended periods of isolation.</p> <p>Children may find socializing in larger groups difficult after long periods spent only with adults or siblings</p> <p>Children may be anxious about the spread of the virus itself</p> <p>The 'new' school environment may cause anxiety</p> <p>Children may have been affected by bereavement during closure</p> <p>Social and emotional responses may lead to challenging behaviours</p> <p>Social distancing between children and adults may be difficult to maintain if children are distressed or angry</p>	<p>Health plan contains information about supporting children's mental health and social and emotional wellbeing</p> <p>Training provided for staff to help them support children with social, emotional and mental health issues</p> <p>Bereavement support resources available and policy in place</p> <p>Updated protocol for dealing with distressed or angry children will be shared (including guidance around physical contact with children)</p>	<p>By 4th January 2021</p> <p>4th January 2021</p> <p>From 4th January 2021</p> <p>By 4th January 2021</p>	
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<p>Transition</p> <p>What will need to be different this year because of COVID19?</p>	<p>Plan for transitions taking into account what needs to be different due to reopening</p> <ul style="list-style-type: none"> • Kindergarten to Primary <p>Physical and sensory needs</p>	<p>Kindergarteners may not be fully prepared for the new school year</p>	<p>High</p>	<p>Teachers discuss transition related resources and information</p>	<p>By Dec 8, 2020</p>	<p>Medium</p>
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Contingency Plan including Plan for Remote Education	Possibility of second ‘wave’ of COVID pandemic	Risk of future national or local lockdown	High	Review of actions and issues from current lockdown undertaken Pandemic Action Plan written and in place	By January 2021	Medium
	Possibility that school may not be able to open fully in January as planned	Resurgence of virus could lead to full or partial closure in January	High	Contingency plan for January written and in place	By January 2021	Medium
	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed	Children’s learning will be further impacted if, in the event of full or partial closure, the school does not have a robust plan in place to ensure remote learning offer matches in school provision	High	Review all available resources along with models from other schools and develop contingency plan Deliver training to all teachers so that they are prepared to switch	By January 4 th 2021 January 2021	Medium

		Due to the levels of disadvantage, not all children will have the same access to technology		to online or blended offer if required	February 2021	
				Phone calls made to all parents to get an accurate picture of access to technology in child's home so that a plan can be developed for those without access to suitable technology	4 th January 2021	
Safeguarding	Consideration given to any children who may need support with their return to school and consultation has been undertaken with the families.	Children may previously been deemed to be safer at home and family are anxious about returning to school	Medium	Review risk assessments for children to identify any support or arrangements needed for their return to school	December 2020	Low
	Staff are prepared for supporting wellbeing of children and receiving any potential disclosures.	The number of children requiring wellbeing or safeguarding support is likely to increase as more children return to school. The number of disclosures is likely to rise.	High	Staff refresher training session on processes and procedures and the revised wellbeing material.	December 2020	Medium

	Updated Child Protection Policy in place.	Staff may be unsure of adapted procedures Child Protection Policy may not adequately reflect the situation when more children are in school	High	Adopt most recent update to COVID19 Child Protection Policy Review policy in light of welcoming additional children	By 4 th January 2021	Medium
	Work with ECC and MoEYI to support vulnerable children to Return to school.	Vulnerable children may be more at risk of being worried about, or failing to return to school	High	Weekly welfare checks Used by staff to identify Potential concerns. Risk assessments updated to include attendance and welfare concerns and appropriate action taken School staff dialling in to telephone and video meetings as required	December 2020 By December 2020 Ongoing as required	Medium
	Where physical contact is required in the context of managing behavior ensure appropriate hygiene measures are in place to mitigate any risk of transmission	Staff may be at additional risk of infection if behavior issues require close contact where social distancing measures cannot be maintained	High	Review individual consistent management plans to ensure they include protective measures share with relevant teachers	By January 2021	Medium

	Provision for children with medical conditions	Current policy may not take account of required protective measures	Medium	Review Supporting Policy	By December 2020	Low
	Updated Behavior Policy in place	Children’s mental health may be impacted by closure and / or return to school leading to an increase in challenging behaviors, which may not be accounted for in current Behavior Policy	High	Revised Behavior Policy and share with staff Review exclusion policy and procedure and share with staff	By December 2020	Medium
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered	Missed learning may mean some children are not ready to access age related expectations Some children may have continued learning throughout closure and without effective challenge may become disengaged. Some children may need social and emotional support to reengage them in their learning	High	Guidance produced and shared that supports teachers to balance social, emotional and mental health needs with filling significant gaps in learning and maintaining high expectations	January 2021	Medium

	<p>Some children may need activities that scaffold and rebuild learning skills</p> <p>Progress through curriculum will need to be accelerated as appropriate so that children are not always playing catch up</p>				
<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with protective measures in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • After School 	<p>Some activities may not be possible to undertake whilst maintaining protective measures</p> <p>Usual organisation of some activities (e.g.) after school would result in mixing of groups</p>	High	<p>Focus on activities that make use of the outdoor area. (timetabled use)</p>	From January 2021	Low
<p>Whole school approach to adapting curriculum including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognizing 'non-curriculum' learning that has been done 	<p>Gaps in learning may impact on children's ability to access age appropriate curriculum</p>	High	<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p>	From January 2021	Medium

<p>Attendance</p>	<p>capturing children achievements/ outcomes</p> <p>Approach to promoting and supporting attendance for all children determined, including those who may be anxious</p>	<p>Children's social, emotional and mental wellbeing may be impacted by closure</p> <p>Children who have been supported by family to continue learning throughout closure may become 'stuck' or bored if expected to repeat learning along with those that have had</p> <p>Usual routines may have been lost and may be difficult to re-establish.</p> <p>Parents /children may be anxious about returning to school</p>		<p>Return to school whole school planning structure implemented focusing on development of basic skills</p> <p>Flexible groupings in place, with additional support, to focus on closing gaps in basic skills</p> <p>Planning provides adequate challenge for those children whose learning has not been impacted by closure</p> <p>Consult with parents for children that we expect full time attendance difficult in January.</p>		
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		Usual support with transport will not be available in January		Regular communication with parents to raise confidence that return to school is safe	From Dec 2020	Medium
		Staggered start and finish times may impact on parents		Consider safe use of Transport to support parents Clear communication with all parents about return to compulsory attendance		
	Approach to support for parents where rates of persistent absence were high before closure.	Parents may need intensive support to establish / re-establish routines	High	Re orientation plan suggested for Easter Term as appropriate	January 2020	Medium
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups	Staff may be unaware about plans for full opening and procedures put in place to keep them safe.	High	Written guidance produced for staff on full opening and shared Confirmation that documents read and understood requested	By Dec22 nd 2020	Low (if all staff read emails, Guidance)

Staff consulted on full opening plans	New requirement within the guidance to consult with staff	High	Risk Assessment shared with staff and comments requested	By 21 st Dec 2020	Low
Board Chairman consulted on full opening plans	New requirement within the guidance to consult with Board Chairman	High	Chairman involved in the planning process (and group meetings) Regular email updates Virtual Governing Body Meetings Risk Assessment published on school website for information	Ongoing By January 2021	Low Low
Risk Assessment published on website	New requirement within the guidance to publish Risk Assessment	Medium	Risk assessment published on school website	By January 2021	Low
Communications with parents: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Attendance • Uniform • Wellbeing/ pastoral Support 	Parents may be unaware about plans for wider opening and procedures put in place to keep them safe	High	Regular communication via website, email and Whats' app messaging School Agreement for full opening details procedures for parents	By 4 th January 2021	Low (if all Parents read School communications)

<ul style="list-style-type: none"> • Transport • Behavior • Test and Trace • Staggered start and finish times • Expectations when in school and at home (if self-isolating is necessary) 					
<p>On-going regular communication plans determined to ensure parents are kept well-informed</p> <p>Meetings and decisions that need to be taken prioritized</p>	<p>Parents may not be aware of ongoing changes to guidance and procedures</p> <p>Statutory duties may not be carried out due to cancellation of meetings</p>	<p>High</p> <p>High</p>	<p>Regular communication with parents via website, email and Facebook</p> <p>Virtual Governing body meeting held when possible</p> <p>Policies and other Issues agreed via email If possible.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Low (if all parents read school communications)</p> <p>Low</p>

Board Chairman/ Governance	Chairman are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and chairman is clear and understood.	Chairman may not be aware of their accountability and responsibility in the planning process	High	Regular email updates to chairman Chairman to support with, and agree to Senior Leadership plans if necessary	Ongoing	Low
	Chairman prepared for start of the school year (clerking etc)	Need to re-establish meeting structures and ensure all statutory obligations are met Gov. Body membership needs to be finalized – new Governors and changes of role	High	Focus on plans for January including inducting new chairman and dates and structure of Gov Body meetings Ongoing email communication and virtual meetings ahead of January as required	7 th July 2020 Ongoing	Low
School events, including trips	The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips	Some events may compromise social distancing measures if allowed to go ahead. There may be a financial risk if events are cancelled by the school	Medium	Review school calendar and cancel / postpone events as necessary in accordance with terms and conditions for each event	Ongoing	Low

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	School could lose financially if some expenses go unclaimed	High	Separate COVID Cost created to record all additional costs	From 01/04/20	High
		School budget could be negatively impacted by additional and unplanned expenditure	High	Use of personal loans & funds	By 22 nd Dec 2021	High
	Any loss of income understood, including the financial implications Of possibly not restarting	Lunch and Daycare/Nursery may be negatively impacted by lost revenue and / or increased costs, parents fear to send out infants	High	Plans regularly updated to reflect actual costs and income	Ongoing	High
Additional Measures for Nursery/Daycare (in addition to whole school measures)	Nursery needs to be set up as one 'bubble'	Increased risk of infection due to increased number of children in the 'bubble' and difficulty of such young children following social distancing and / or additional protective measures	High	Scrupulous attention to hygiene measures Increase ventilation by keeping windows open whenever possible Doors to remain open where possible & children encouraged to play outside throughout the day	From 4 th January 2021	Medium

<p>Young children need to have safe access to practical and small world equipment</p>	<p>Risk of infection when children are using craft and stationary equipment</p> <p>Risk of infection from repeated use of small play equipment such as animals or building blocks</p>		<p>Small play equipment will be disinfected between each use during the day.</p>	<p>From 4th January 2021</p>	<p>Medium</p>
<p>Consideration given to safe use of outdoor play equipment</p>	<p>Use of outdoor equipment poses infection risk</p>	<p>High</p>	<p>Regular handwashing and application of Hand sanitizer between use of different equipment.</p>	<p>From 4th January 2021</p>	<p>Medium</p>

	Staff required to support physical needs of children such as changing diapers and soiled clothing	Changing diapers puts staff at risk from being in close proximity to children and potentially touching bodily fluids	High	PPE to be used when changing diapers	From 4th January 2021	Medium
	Approach to children bringing in items from home	Toys and comforters could increase risk of infection being bought into Nursery	Medium	Children will be discouraged from bringing in toys or comforters other than in exceptional circumstances e.g. they are unable to settle without. Any items must only be used by that child and will be stored safely in a plastic bag away from other children when not needed.	From 4 th January 2021	Low
	Consideration given to safety of other areas of Nursery site	Front and side gate will be touched by parents as they leave nursery at drop off and pick up time posing risk of infection	High	Front gate will be fixed open to avoid the need to touch.	From 4 th January 2021	Low

		Kitchen area is small and social distancing between adults cannot be maintained	High	staff to enter the kitchen at any time. Enhanced cleaning regime in place	From 1 st September 2020	Low
	Approach to meetings with parents and professionals from other agencies	Auditorium is not big enough to allow for social distancing	High	meetings to be held per Class with window and doors open, open, or via telephone or Zoom where possible	From 22 nd December 2020	Medium