

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

**This recovery plan must be read alongside our Covid-19 Health and Safety Operational Guidance document for staff. That is our detailed planning document. It is in effect a Covid-19 Health and Safety guide.**

Our aims and decision making will be guided by two clear questions:

1. What is the best support that we can provide for our school community?
2. How do we ensure the highest standards of safety?

As we move forwards these simple questions will guide and inform all our decision making. **We will not implement any plan unless we are convinced that it is the right thing to do and we can do it safely. There is not a 'trade-off'.**

This plan has been developed using the following **key principles**.

1. **We believe that it is essential that schools reopen for children when it is safe.** Reports from [UNICEF](#) and [Chartered College of Teaching](#) (amongst others) highlight the damage that school closures will have on the futures of our children. The implications for their well-being and future prosperity is significant. This risk is much higher for our most vulnerable children.
2. **Our school must only open when we are advised that it is safe to do so.** Government have stated that this will only be the case when the safety requirements established by the Department for Education and Public Health England are met. Guidance from Wirral Local Authority must also be considered. This is not an autonomous decision for senior leaders and governors.
3. **Safety plan must be constantly reviewed.** It must be a working document. That is our internal responsibility. Government and Public Health England have also stated that this will kept under constant review using their 5 step Covid Alert Levels. We are also asking Wirral council and Public Health England to raise any local issues. We may have to manage a local outbreak.
4. **Safety of pupils, staff and our community must be considered at all stages.** We must have a plan that aims for safety for all.
5. **Plan must be developed through aim of building consensus.** We will ask for staff, parents and trade associations to contribute to our safety plan through clear processes of consultation. We have done that with our previous safety plans.<sup>9</sup>

COVID Alert Levels		
Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

**STAY ALERT • CONTROL THE VIRUS • SAVE LIVES**

### Overarching Guidance for leaders and governors.

1. Principles outlined above must be evident in all decision making. Our overall aim is to ensure that our decision making is calm and informed.
2. We will be decisive in our decision making. Our community must expect us to respond clearly and with urgency to any safety issues raised. This must include clear 'whistle blowing' procedures.
3. Senior leaders and governors must consider all the advice made available to them. Includes updated guidance for schools from Department of Education:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>.

4. Excellent communication must be evident throughout the planning and implementation of our safety plans. We will work with all teams of staff and welcome input from trade associations, pupils and parents. We will share advice that informs our decision making.
5. Need to build trust in our community. We will open and transparent at all times.

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

### Rationale:

This plan will aim to ensure that we safeguard our community by:

- Always being alert to risk
- Reducing risk through effective organisation and controls.
- Reducing transmission risk by limiting interactions within the school community.

We have practised the pod model in our emergency school and implemented it fully during wider reopening phase from June 1<sup>st</sup>. As we look to re-open the model will be applied more widely to classes.

We have not chosen to use year group pods for the Autumn Term. We feel that the single step of moving from pods of 15 to classes is a challenge that needs to be managed carefully. Implementing more changes would undermine confidence in our staff, pupils and parents.

Simple plan is:

- Our children will be placed in their classes. They will spend their school day in their class. They will see other children and staff but they will live and learn in their class. Their class will be a 'safety bubble' approach. We are not stating that children are in quarantine.
- Each class will have a collapsible structure that allows us to change to:
  - ✚ Pods of 15 with a hybrid learning model
  - ✚ Emergency school measures with remote learning.
- Each class will have allocated staff for teaching and lunchtime supervision. Some classes may be allocated more than one member of staff. This will reduce the possibility of contraction and transmission.
- In their class, everybody will apply the best standards of care that we can. We will have a detailed a rigorous cleaning plan.
- We have a simple model with three clear messages that our children can apply.
  1. **Stay Clean.** We wash our hands regularly and use the hand sanitisers provided.
  2. **Be Hygienic**
    - put tissues in bin.
    - keep hands off each other and your face
    - cough into sleeve or tissue etc.
  3. **Keep a Safe Distance.** Viruses travel. We can stop them moving by keeping a safe distance

**Children, Parents and Staff @**



St George's  
Primary School

**Are Virus Busters**



St George's Virus Busters

**Three important messages are:**

- 1. Stay Clean.** We wash our hands regularly and use the hand sanitisers provided.
- 2. Be Hygienic**
  - put tissues in bin
  - keep hands off each other and your face
  - cough into sleeve or tissue etc.
- 3. Keep a Safe Distance.** Viruses travel. We can stop them moving by keeping a safe distance.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions must be employed to control transmissions.

These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) **Enforcing requirement that people who are ill stay at home.** Minimising contact with individuals who are unwell is a key step to promoting safety. We will ensure that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

- 2) **Robust hand hygiene routines.** Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) **Robust respiratory hygiene routines.** Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) **Excellent cleaning standards.** Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) **Active Engagement with NHS Test and Trace.** This allows us to manage suspected illness quickly and ensure that those at risk are contained as fast as possible.
- 6) **Minimising contact.** Our safety plan will try and maintain 'bubble' approaches throughout the day, including children who attend Dragon Club. We will make alterations to the environment (such as classroom layout) and timetables (such as staggered break times)

### Overcoming Challenges

Achieving the aims outlined above presents many challenges. They include:

- **Very small communal spaces at lower site.** Separate play space and play time for classes will be limited. **Our play zones are highlighted in our safety plan.**
- **Restricted entrances and exits at lower site.** We do not have the space for parents to be on site. Restricting adults on site and maintaining adult social distancing is absolutely crucial in our safety plan. **This means that parents and children will have to adapt to being dropped off and collected at the school gate. It also means that our year groups will have different start and finish times so we can maintain adult social distancing and safely hand over your children. Also need council support with temporary road closure.**

### Parents Visiting School Site

Main are of risk for the school is adult contact. We have to enforce adult social distancing rigorously. Therefore, parental contact on site will be limited.

We will stagger entrance and leaving time to the school to minimise interactions and promote essential adult social distancing. **Only parents of early years' children will enter the school grounds at allocated times for collections.**

**Parents wishing to leave anything at school office will only be allowed to visit the school between 10.00 – 11.00am for essential purposes such as complete registration, leave medication etc.** We will clean the office foyer after this point. Only exception to this will be if a child is ill.

**If your child is late, they will enter the premises on their own via the main offices.**

**Parents can request a meeting with school.** This will be either managed:

- ✚ Remotely
- ✚ Over the phone
- ✚ Meeting outside with adult social distancing

**SLT response to parents/carers will be:**

- ✚ Safeguarding within 24 hours.
- ✚ Pastoral concerns within 48 hours.
- ✚ Curriculum issues within 72 hours
- ✚ Complaints within 5 working days.

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

### Mobilising Staff, Governors and Wider Community

Checklist	Before returning	On return	Ongoing	Actions needed/ thoughts.	Completed
SLT and governors should ensure transparency in relation to guidance. Follow and recheck the appropriate government Covid guidance and updates on all issues.	•		•	<ul style="list-style-type: none"> <li>• DFE guidance is checked daily.</li> <li>• All governors/staff have key links in staff bulletins.</li> <li>• New information will be shared in staff bulletin.</li> <li>• Urgent communication sent by SLT/Mrs Walters before 4pm.</li> <li>• Risk assessment will be continually updated. It is a working document.</li> </ul>	Ongoing Updated daily
Risk assessments carried out as required. All current risk assessments reviewed in light of this guidance. Includes: <ul style="list-style-type: none"> <li>• Operational routines</li> <li>• Cleaning</li> <li>• Catering</li> </ul>	•		•	<ul style="list-style-type: none"> <li>• What are the risk assessments that need completed?</li> <li>• COVID19 Risk Assessment</li> <li>• Classroom Risk Assessments</li> <li>• Vulnerable Staff Risk Assessments</li> </ul>	To be completed by 17 <sup>th</sup> July.
Governor involvement and agreement to the return plan secured	•		•	<ul style="list-style-type: none"> <li>• FGB Summer Meeting</li> <li>• Governors have had updates every 2 weeks.</li> <li>• Chair and HT meet every 2 weeks.</li> <li>• Virtual meeting on 13<sup>th</sup> July.</li> </ul>	Completed by 13 <sup>th</sup> July.
Consultation and creation and review of this plan, procedures and staff responsibilities confirmed	•	•	•	<ul style="list-style-type: none"> <li>• To consult with all staff on possibilities by 10<sup>th</sup> July. Feedback in meetings on 13<sup>th</sup> and 14<sup>th</sup> July.</li> <li>• Sent to trade associations by 13<sup>th</sup> July.</li> <li>• Share version 1 safety plan and risk assessment with parents on 13<sup>th</sup> July.</li> <li>• FAQ for staff created through e-mail.</li> <li>• Staff questionnaire before rtw in Summer.</li> </ul>	Consultation completed and adaptations by 17 <sup>th</sup> July.  Ongoing process.

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

### Mobilising Staff, Governors and Wider Community

Checklist	Before returning	On return	Ongoing	Actions needed/ thoughts.	Completed
<p>Ensure strategic and wellbeing meetings are held with all staff.</p> <p>Make time for all staff to talk to senior leaders about their personal situation if required:</p> <ul style="list-style-type: none"> <li>Thoughts on returning, fears, concerns about returning,</li> <li>what will be easy to accomplish, what will be hard,</li> <li>fatigue (Staff have continued to work),</li> <li>changes in circumstance, retirement, pregnancy, bereavement.</li> <li>additional worries about members of their family and friends.</li> <li>Remind them of any internal support plan/system that is in place</li> <li>Address / discuss ability to return to work.</li> </ul>	•	•	•	<ul style="list-style-type: none"> <li>Team meetings continue via google hangouts.</li> <li>SLT ensure meetings with staff to discuss possibilities and response to strategic plan. Two meetings on 13<sup>th</sup> and 14<sup>th</sup> July.</li> <li>Maintain focus on signposting to essential well-being services.</li> <li>Well-Being services highlighted in staff bulletin.</li> <li>Staff questionnaire before return in summer to identify key issues.</li> </ul>	All staff consulted on two key phases (intent and response to plan) by 14 <sup>th</sup> July
<p>Identify staff who are vulnerable on return to work. Ensure risk assessments in place to support safe return to work. Includes staff who are:</p> <ul style="list-style-type: none"> <li>Designated as extremely clinically vulnerable and shielding is paused from 1<sup>st</sup> August.</li> <li>Those who were previously shielding and that protection has now been removed.</li> <li>Living with someone who is extremely clinically vulnerable</li> <li>Vulnerable due to BAME status, age or their demographics.</li> <li>Vulnerable due to personal circumstances.</li> </ul>	•	•	•	<ul style="list-style-type: none"> <li>HT working on communication strategy with staff shielding and part of HLT.</li> <li>Seeking advice from LA and SAS Daniels on clarity/actions for different groups of staff.</li> <li>All staff not involved in wider opening from June 1<sup>st</sup>. Asked to get medical advice from their clinician to inform risk assessment.</li> <li>Ensure RA and support through phased returns etc.</li> </ul>	Completed by May 18th
<p>Consider options if necessary staffing levels can't be maintained and managing staff illness.</p> <p>Also need a plan if shielding is reinstated (would coincide with other restrictions).</p>	•		•	<ul style="list-style-type: none"> <li>Staffing structure in place.</li> <li>No additional sets in Autumn term. This will release staff.</li> <li>Have 'stand-by' staff protocol for support if required. Include SLT.</li> <li>Last resort would be supply staff.</li> </ul>	Staffing rotas planned and agreed.

Mobilising Staff, Governors and Wider Community					
Checklist	Before returning	On return	Ongoing	Actions needed/ thoughts.	Completed
Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times)	•		•	<ul style="list-style-type: none"> <li>Staff consulted on timetables proposals 18<sup>th</sup> May.</li> <li>AHT work with BC on staffing arrangements if flexibility needed.</li> <li>Part-time staffing classes must have clear protocol to start and complete a day. Avoid daily changes in rota.</li> <li>Senior staff/TAs to be available for welfare breaks over break-time outside classes.</li> </ul>	11 <sup>th</sup> July (ongoing)
Wellbeing of Head teacher and SLT safeguarded.	•		•	<ul style="list-style-type: none"> <li>Regular meetings.</li> <li>Signposting to services.</li> <li>Regular contact with CoG and HT.</li> <li>HT encouraged not to exceed required working hours. Work flexibly when required.</li> </ul>	11 <sup>th</sup> July and ongoing.
Agree staff workload expectations (including for leaders).	•	•	•	<ul style="list-style-type: none"> <li>Agree PPA timetable.</li> <li>Remote learning training provided from Hi-Impact in INSET and staff meetings if we move to restricted practice.</li> </ul>	18 <sup>th</sup> July
<p>Ensure all teams have accessed effective training for new ways of working. Includes:</p> <ul style="list-style-type: none"> <li>Catering team and safety protocols.</li> <li>Cleaning staff and use of PPE/safe working practice</li> <li>Health and Safety management for SLT (Educare)</li> <li>ACEs training (Adverse Childhood Experiences) for all staff.</li> <li>Briefings led with staff on 'safer' teaching practices.</li> </ul>	•	•	•	<ul style="list-style-type: none"> <li>Build on meetings that took place since lockdown with staff meeting and training.</li> <li>SLT lead all teams and arrange training.</li> <li>1-1 support for new staff and staff returning to work.</li> <li></li> </ul>	Completed by 2 <sup>nd</sup> Sept.

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

### Local Authority Guidance

- Risk Assessment and reopening plans will be scrutinised by Local Authority Health and Safety officers.
- School also seek advice from Wirral Public Health and Trade Associations.

Asked schools to apply following scoring system:

### Scoring:

All risk assessments should include scoring. For risk assessments that have been submitted using the Wirral LA risk assessment the scoring for each area should be between 1 -25. Those completing the risk assessment need to be sure that they have scored each area appropriately, and that once the



Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood	Consequence
5 – Very likely	5 – Catastrophic
4 – Likely	4 – Major
3 – Fairly likely	3 – Moderate
2 – Unlikely	2 – Minor
1 – Very unlikely	1 – Insignificant

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Plan is not successful because staff are unprepared.</b></p>	<ul style="list-style-type: none"> <li>▪ Clear communication strategy to equip and enable staff. Led by HT and further support from team leaders and SLT. Staff able to respond to plan, suggestion improvements and seek clarity.</li> <li>▪ When required direct support to be carried out for staff to ensure their mental and physical health is taken into account.</li> <li>▪ Counselling/CBT and well-being services available. Have suite of well-being services through SAS. Also have access to headspace and other services.</li> <li>▪ SLT can provide coaching sessions in to look at anxiety and stress levels to support staff in returning to school.</li> <li>▪ Individual support packages and interventions for staff.</li> <li>▪ Staff questionnaire prior to re-opening plans (also used for wider re-opening in June)</li> <li>▪ Staffing rota to ensure staff are supported and workload manageable.</li> <li>▪ Staff who were shielding supported with return to work plans.</li> <li>▪ Clear control measures for other adults visiting school.</li> <li>▪ Seek collaboration from trade associations for staff support.</li> <li>▪ Provided briefings, online training etc.</li> <li>▪ SLT will work on personalised risk assessments for all staff classified as vulnerable or those who identify as vulnerable. Includes:               <ul style="list-style-type: none"> <li>✚ Extremely critically vulnerable</li> <li>✚ Previously classified as vulnerable</li> <li>✚ Over 60 (UNISON request)</li> <li>✚ BAME staff</li> </ul> </li> <li>▪ Staff also have final questionnaire (1 week before reopening) to raise concerns.</li> </ul>	<ul style="list-style-type: none"> <li>▪ We expect schools and trusts to work closely with parents, staff and unions, as they normally would, when agreeing the best approaches for their circumstances. Where the personal circumstances of parents and/or staff create added concerns, schools and trusts should discuss these, and we have offered advice in this document about how to do this. We want all pupils and staff to be back in schools, and believe the conditions are right for this, but some people will understandably have worries that should be heard and addressed.</li> </ul>	<p>High risk if not followed but control measures are achievable.</p> <p>2 x 3 = 6</p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Transmission is high because test and trace is not implemented effectively.</b></p> <p><b>School will fully support Test and Trace Procedures.</b></p> <p><b>Testing and Identification of Symptom Check in Place to Minimise Impact of Transmission.</b></p>	<ul style="list-style-type: none"> <li>• Contactless thermometers can be used to screen any child/adult with suspected fever.</li> <li>• Contactless thermometers can be used at safe distance to screen groups and maintain random checks.</li> <li>• Staff and children isolated immediately if showing any key Covid-19 symptoms. Cough, fatigue and fever, loss of smell and taste are key indicators.</li> <li>• Isolation Rooms in case of medical incident. Have PPE grab bags in place.               <ul style="list-style-type: none"> <li>a) Dragon Club Office for EYFS</li> <li>b) Identified first aid room in KS1/Year 3-4.</li> <li>c) HT office at top site.</li> </ul> </li> <li>▪ Isolate with compassion if symptoms are apparent.</li> <li>▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 days.</li> <li>• Any member of staff or pupil can be sent for testing by Public health England if showing possible symptoms.</li> <li>• Strictly apply 7-day rule for symptoms and 14 days if symptoms evident to somebody in your family. Unless test prove otherwise.</li> <li>• If somebody tests positively in a class, whole class may have to isolate.</li> <li>• Established a protocol if staff/family member may be at risk due to outbreak due to incident at work. Informed by manager at that workplace. For example, in a nursing home.</li> <li>• Important to note that as part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. DfE Advice states:</li> </ul> <p><b>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</b></p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>▪ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>▪ <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	<p>High risk if not followed but control measures are achievable.</p> <p>2 x 4 = 8</p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

<ul style="list-style-type: none"> <li>• <b>direct close contacts</b> - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• <b>proximity contacts</b> - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• <b>travelling in a small vehicle, like a car, with an infected person</b></li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>	<p>▪</p>
---	----------

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Ensuring that movement within the school is well controlled to minimise risk of transmission.</b></p> <p><b>Clear consideration for use of school environments and different areas.</b></p>	<ul style="list-style-type: none"> <li>Organised school into classes. Decided not to use year group pods for Autumn term. Consider that moving from pods of 15 to classes will be a large enough challenge for staff. Focused on maintaining confidence in measures.</li> <li>Staff will be assigned to different classes. Have allocated teacher, TA and lunchtime supervisor.</li> <li>Established collapsible structure for classes to pods if required. Involve grouping siblings, key worker children and vulnerable children.</li> <li>Staff not allocated to classes</li> <li>Aim to provide support staff for all EYFS and KS1 pods. Support staff allocate for all other pods.</li> <li>Timetable will be staggered to manage safe exit and entry of classes.</li> <li>Dragon Club will maintain year group pods to reduce transmission and contact between pupils.</li> <li>Each class will have allocated lunchtime supervisor or support staff at lunch.</li> <li>Protocols in place to ensure restrictive use of any shared equipment by non-catering staff or pupils. Includes use of tongs, shared condiments etc. If necessary, salads and fruit provided in 'pick up' form.</li> <li>Social distancing maintained at lunchtime using tape for queues, allocated seating space in hall or eating in classes (see timetable)</li> <li>Each class will have rota and play zone for play/lunchtime (see maps). <ul style="list-style-type: none"> <li>Classes will go to toilet before lunchtime starts.</li> <li>After they have eaten.</li> <li>At the start of afternoon lessons.</li> </ul> </li> <li>Water bottles can be refilled safely at outdoor water stations.</li> <li>Advocate toilets visited in classes. Emergency use allowed but will ask children to maintain social distancing in toilets. Younger children should be supervised by allocated TA.</li> <li>SLT will monitor classes/lunchtime.</li> </ul>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>children's ability to distance</li> <li>the lay out of the school</li> <li>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</li> </ul> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p>	<p>High risk if not followed but control measures are achievable.</p> <p>2 x 4 = 8</p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

- All classes will have clear cleanliness controls. Each class has a sink.
  - Pupils will be able to access other areas in controlled manner with cleaning of areas and equipment. Includes ICT equipment.
  - In Early Years class space will be a mixture of seating, floor areas, desks and other learning space. Staff will promote social distancing through an effective use of classroom space.
  - Desks to be moved so best safety measures achieved. All desk organised in straight line or L shapes so seats face forward. No desks face towards each other. Identified high risk.
  - Channels for the teacher to be created behind the desks and perimeter of classrooms for teachers to move
  - Corridors to be marked with tape for pupils to follow. Maintain walking on the left. Established walking maps for all sites.
  - Door closers to be removed and doors to be wedged open at all times including toilet doors (exceptions infant, staff and disabled).
  - Children discouraged from bringing anything from home that is unnecessary. Only a water bottle, coat, bag will be required. Allow a lunch box if necessary
  - One-way circulation to be implemented for corridors when achievable (for example 1<sup>st</sup> floor for Year 3 and 4). See walking maps.
  - Site team to undertake safety check daily. In their absence AHT for unit will do this.
  - Communal learning areas in EYFS and Y1 will be clearly placed on rota. Suggested 45 minutes per class with rigorous cleaning in between of hard surfaces and play equipment. Only needs soap and water.
  - Dining hall use will be restricted. Try to use classrooms when possible. If more than one class is in the hall for lunch, we will separate classes on different tables.
- Shared areas can be used. However, this must be on a rota with cleaning of equipment and desks. Includes:
- ICT suite
  - Science Lab

Points to consider and implement:

### How to group children

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools but is particularly difficult in secondary schools.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

	<ul style="list-style-type: none"> <li>• Forest Schools (suggested block use and clothing washed before use by another class)</li> <li>• Outdoor classroom</li> <li>• Unused teaching bays such as 3E, 4E, 5E, 6E</li> <li>• Saxon round house</li> </ul> <p style="text-align: center;"><b>Not supporting any external trips in Autumn Term</b></p>	<p>prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p>	
--	--	--	--

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Measures and not effective because of lack of understanding by pupils.</b></p> <p><b>Pupils are Safeguarded and Supported with New Class and Safety Measures.</b></p>	<ul style="list-style-type: none"> <li>▪ All children supported with induction days. 50% attended school in wider reopening phase. All other children invited to transition days. Also, videos online for families.</li> <li>▪ Staff will support this with transition sessions focused on routines and safety.</li> <li>▪ Children have simple curriculum model provided for hygiene, cleanliness and social distancing.</li> <li>▪ Staff will develop 'recovery curriculum model to focus on MHWB and key learning aims. Supported by Zumos and shared resources through team leaders.</li> <li>▪ Classes will have clear protocols including:               <ol style="list-style-type: none"> <li>a) Each child will have a personal pencil case/tray with key equipment. Wiped and stored at end of day. No personal equipment.</li> <li>b) Water bottles brought into school and remain here. Cleaned at end of each day. Filled at new outdoor water stations.</li> <li>c) Packed lunch boxes cleaned with wipes before lunch.</li> <li>d) Non-essential equipment removed.</li> <li>e) All essential equipment that is used is cleaned daily after use. Examples may include numicon, scissors etc.</li> <li>f) Each class will have access to wash basins, soap and detergent and wipes. Hot water available in each unit.</li> <li>g) Revised behaviour policy addresses children who don't follow rules of class.</li> </ol> </li> </ul>	<p>Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</p>	<p>High risk if not followed but control measures are achievable.</p> <p>2 x 4= 8</p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Excellent Safety and Hygiene Must Be Secured in the Environment.</b></p>	<ul style="list-style-type: none"> <li>▪ Classes will limit transmission risk in classrooms.</li> <li>▪ Deep clean of all areas before school recommences.</li> <li>▪ Rigorous 3 times a day cleaning schedule in school. Daily clean of all surfaces in classes. Bins regularly emptied. Toilets cleaned at midday. Invested in an additional 20 hours cleaning time.</li> <li>▪ Lidded bins in place for tissues etc</li> <li>▪ Classroom storage kept to a minimum to ensure cleaning is carried out fully. Cupboards and storage trays used.</li> <li>▪ Decisions made on safest way to store coats and bags etc.</li> <li>▪ Hygiene controls will include handwashing minimum:               <ul style="list-style-type: none"> <li>✚ On entry</li> <li>✚ Before break</li> <li>✚ After Break</li> <li>✚ Before Lunch</li> <li>✚ After Lunch</li> <li>✚ End of Day</li> </ul> </li> <li>• All classes will have sinks, spare basins and hand washing facilities. Additional sanitisers will be provided on entry, exit and around the school for staff and d pupils.</li> <li>• Also installed outdoor handwashing sinks for pupils in EYFS, lower site and upper site.</li> <li>• All classes will have tissues with lidded bin for catch it, kill it, bin it approach.</li> <li>• All classes and key areas will have washing up liquid, basins and towels to maintain cleanliness. Also have disinfectant wipes for equipment that should not be overly wet such as phones, keyboards, I-pads etc.</li> <li>• All doors will be opened to reduce transmission.</li> <li>• All classes will be encouraged to ventilate as much as possible.</li> <li>• Clear signs for 'virus busting' in all areas. Toilets will have hand washing signs.</li> <li>• Contractors and visitors will have to read and sign agreement to follow hygiene, cleanliness and social distancing guidance.</li> </ul>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>• supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul>	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>2 x 4 = 8</b></p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

	<ul style="list-style-type: none"> <li>• Clear cleaning rotas in place with Covid-19 standards.</li> <li>• All staff have training on cleaning standards.</li> <li>• If any child struggles with hygiene measures due to SEND needs, school will work on a risk assessment to mitigate risk to others.</li> <li>• Bought a disinfectant fogging machine for deep cleans and responding to any Covid-19 incidents in school.</li> </ul> <p><b>Outdoor Space</b></p> <ul style="list-style-type: none"> <li>▪ Up to 8 different play zones created on both sites. See maps. Play areas allocated in EYFS for lunchtime</li> <li>▪ Strictly timetabled for use by AHTS in their unit.</li> <li>▪ Classes will remain in designated zones.</li> <li>▪ Play equipment cleaned by pupils and staff at end of session. MDAs do this at lunchtime.</li> <li>▪ Where lessons and weather permit, learning is to take place outside, teachers should maximise outdoor education possibilities.</li> <li>▪ Outdoor equipment, however, should not be used unless sufficient cleaning of the equipment can be completed after any activity.</li> <li>▪ Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside.</li> </ul>	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates</p> <p>Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> </ul>	
<p><b>Making appropriate curriculum choices to minimise risk</b></p>	<ul style="list-style-type: none"> <li>▪ Ensured that P.E is non-contact P.E with high physical exercise but limited contact. When possible lessons will be outside or in well ventilated halls.</li> <li>▪ Stopped singing lessons or use of shared brass or woodwind instruments.</li> <li>▪ No assemblies.</li> <li>▪ Encouraging class based intervention or intervention within class bubbles to minimise transmission.</li> <li>▪ Continuous provision</li> </ul>		

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Safety and Welfare for Staff</b></p>	<ul style="list-style-type: none"> <li>▪ Sanitisers on entry and exit.</li> <li>▪ Sanitisers available in all key areas.</li> <li>▪ Staff will have access to hand washing,</li> <li>▪ Recommend that staff create personal zone in their classroom with tape markers.</li> <li>▪ Staff given training and guidance on 'safer' teaching approaches such as maintaining standing positions, no face to face contact, feedback from side on position etc.</li> <li>▪ Welfare facilities are regularly cleaned.</li> <li>▪ Staff all had training on appropriate hygiene measures.</li> <li>▪ Staff will be given free lunches to limit use of high-risk area such as staff cooking in numbers for staffroom. Outdoor tables provided.</li> <li>• Toilet areas regularly cleaned for staff (three times a day).</li> <li>• Staff asked not to handle children's books for 24 hours. Marking limited to extended writing after 24 hours. Where possible do not take marking/schoolwork home to limit any potential contamination spread.</li> <li>• Teachers and staff should make sure they wash their hands and surfaces, before and after handling pupils' books.</li> <li>▪ Staff given spare lanyards so they can be wiped and cleaned.</li> <li>▪ Staff will have access to PPE. Only be used with safety protocol in place for each member of staff or teams if appropriate. Fully recognise that misuse of PPE can increase (not diminish) risk. No face coverings permitted as per DfE advice.</li> <li>▪ Children will not wear PPE as per DfE guidelines it can increase risk of infection because hands are constantly touching their face.</li> <li>▪ Clear protocols and grab bags for PPE in first aid/intimate care.</li> <li>▪ Each class will have PPE grab bag.</li> <li>▪ Kitchen staff will use distance at serving counter to maintain safety distance.</li> <li>▪ Adult interaction is highest risk:</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clear guidance on PPE. Not recommended without clear guidance for use and disposal.</li> <li>▪ DfE do not recommend face coverings.</li> <li>▪ Expected that schools safeguard staff and risk assess,</li> <li>▪ Staff should have ability to feedback and consult with senior staff and governors on safety plans.</li> </ul>	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>2 x4 = 8</b></p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

	<ul style="list-style-type: none"> <li>• Office staff will have safety barrier to maintain adult social distancing.</li> <li>• Office areas have intercoms to avoid face to face communication with visitors, deliveries etc.</li> <li>• Space controlled in staffrooms to maintain social distancing.</li> <li>• Staff should model social distancing at all times.</li> <li>• Limited allowance for other adults to visit the school. Includes limiting parents. Chosen to:             <ol style="list-style-type: none"> <li>1. Have protocol for key workers in school such as Educational Psychologists, Speech and Language workers, social workers etc.</li> <li>2. Contractors only allowed on site with children and staff for emergencies. At all other times they will work outside normal hours or in isolated areas with strict social distancing and supervision.</li> <li>3. Use supply staff as a last resort. If they are used, they will be supported with a full induction.</li> <li>4. Established a volunteer protocol for use of ITT placements, allocated volunteers for classes etc.</li> <li>5. Not to have peripatetic teachers in school for Autumn Term.</li> </ol> </li> <li>• Clear protocols in place to ensure safe entry collection of pupils without compromising social distancing. See maps and timetable.</li> <li>• Risk assessments will be reviewed at planning stage with all staff and then weekly within team meetings.</li> <li>• Clear 'whistle blowing' protocol introduced in relation to Covid-19 management.</li> <li>• Staff meetings maintained with year group or remotely. Maintain social distancing.</li> <li>• Return to work meetings, LoA requests. DSL referrals etc all managed remotely.</li> </ul>		
--	---	--	--

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Movement-Parents. Risk of adult transmission.</b></p> <p><b>Adult social distancing is vital.</b></p>	<ul style="list-style-type: none"> <li>Parents should not enter the school building Except for office visits at designated times.</li> <li>Clear staggered start and exit routines and use of outdoor space including St George's Road to maintain distance for staff.</li> <li>Only one parent should drop off and collect children.</li> <li>Space for class collection identified. Parents advised to maintain social distancing.</li> <li>School staff only zones for teachers to stand in and release pupils.</li> <li>Remote communication expectations established for families.</li> </ul> <p>Class teachers will respond to general enquiries within 72 hours by phone or e-mail.</p> <p>SLT response.</p> <ul style="list-style-type: none"> <li>✚ Safeguarding within 24 hours.</li> <li>✚ Pastoral concerns within 48 hours.</li> <li>✚ Curriculum issues within 72 hours</li> <li>✚ Complaints within 5 working days.</li> </ul> <ul style="list-style-type: none"> <li>Parents will have designated time to visit school office. <b>Parents wishing to leave anything at school office will only be allowed to visit the school between 10.00 – 11.00am for essential purposes such as complete registration, leave medication etc.</b> We will clean the office foyer after this point. Only exception to this will be if a child is ill.</li> <li><b>If a child is late, they will enter the premises on their own via the main offices.</b></li> </ul>	<p>Minimise visits to school and ensure social distancing.</p>	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>1 x 4= 4</b></p>
<p><b>Working Hours Controlled for safety at work. Includes access to building</b></p>	<ul style="list-style-type: none"> <li>Staff should only enter the school site between 8am and 4pm. Exception made for SLT only and staff meeting times (limited to team for social distancing).</li> <li>Cleaner in and extra cleaning in middle of day.</li> <li>Caretakers on site before 8.00am and after 4.00pm.</li> <li>Staff cannot park in lower site car park. Access point. Use RAFA Car Park or Sheridan's Pub Car Park.</li> </ul>	<p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p>	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>2 x 4= 8</b></p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

	<ul style="list-style-type: none"> <li>No manual signing in. Use their fob.</li> <li>Extensive suite of mental health and well being services available for staff.</li> </ul>	All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school.	
<b>Toilet Facilities Guidance</b>	<ul style="list-style-type: none"> <li>Pupils should only enter according to number of spaces and cubicles/spaces. Maintain social distancing when washing their hands.</li> <li>Most visits will be in allocated classrooms</li> <li>For younger children adult should accompany pupil to toilet to support management of hand washing and ensure distancing,</li> <li>Door wedges can be used to keep the doors semi open to ensure privacy but keep ventilation.</li> </ul>	Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>2 x 4 = 8</b></p>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>PPE should be worn (gloves and masks) when dealing with a first aid incident. Created 50 grab and go PPE bags have extensive stocks in reserve.</li> <li>Establish first aid safety packs, guidance and appropriate training for nominated staff.</li> <li>Individual teachers / middays (with first aid online training) should administer basic first aid in the first instance.</li> <li>Serious injuries should be seen by a fully trained first aider.</li> <li>Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn).</li> <li>CR to update first aid list in light of recent training.</li> <li>Middays to radio into the office for a first aider to attend an outside incident after moving child to a designated space on the field, not send the child in.</li> </ul>	Clear guidance on infection control provided.	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>2 x 4 = 8</b></p>
<b>Cleaning</b>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Toilets will be deep cleaned during the day with a checklist to sign off</li> <li>Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.</li> <li>Tables and contact points must be cleaned regularly.</li> </ul>	<ul style="list-style-type: none"> <li>putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</li> <li>more frequent cleaning of rooms / shared areas that are used by different groups</li> </ul>	<p><b>High risk if not followed but plan is achievable.</b></p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

	<ul style="list-style-type: none"> <li>▪ Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</li> <li>▪ No toys can be brought from home.</li> <li>▪ Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.</li> <li>▪ Tablets should be wiped several times daily and between use. If possible, avoid children sharing tablets. Teachers to bring to charger station in staffroom when required. Class bubble colours to identify tablets.</li> <li>▪ Contact points should be cleaned by cleaner at least two times daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.             <ul style="list-style-type: none"> <li>✚ Bins must be emptied before they are full and at least once daily.</li> <li>✚ Cleaner to only enter the building when all staff and pupils have exited.</li> <li>✚ Cleaner to wear long gloves. Wear PPE in toilets and then dispose.</li> <li>✚ Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.</li> <li>✚ Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</li> </ul> </li> </ul> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>▪ <b>Reception:</b> Malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.</li> <li>▪ <b>Reception:</b> Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years' providers) and where possible, children should be discouraged from sharing these.</li> <li>▪ <b>Reception:</b> Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable</li> </ul>	<ul style="list-style-type: none"> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>▪</li> </ul>	<p><b>2 x 4=8</b></p>
--	--	---	-----------------------

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

	<p>toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.</p> <ul style="list-style-type: none"> <li>▪ <b>Infants and Juniors:</b> Desks should be wiped regularly.</li> <li>▪ <b>Infants and Juniors:</b> Teachers should have a spray bottle and clothe (disposable)</li> <li>▪ Any objects the children touch should be cleaned once use has finished.</li> </ul>		
<p>Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads</p>	<p>Review school fire risk assessment to reflect any changes that have been made. We have added appendices for new evacuation points. All classes have updated fire risk routes.</p> <p>Ensure fire drill in week 2 to practise new routines and ensure that they work.</p> <p>Before additional pupils are re-introduced, make sure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.</p> <p>Installing easy release props including magnetic holders.</p> <p>Remind all staff of their responsibility not to increase the risk of fire in the workplace: by keeping combustible materials to the minimal, turning off electrical equipment when not in use and at the end of the day.</p>	<p>Gov.uk has provided relevant guidance to the query of wedging open fire doors at the following link: <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#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-from-1-june">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#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-from-1-june</a>. The guidance states prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	<p><b>5 x 1 = 5</b> <b>Controls are all in place and tested.</b></p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Premises Checks Maintained for Essential Safety (outside Covid-19)</b></p>	<p><b>Emergency Plan</b></p> <p>School Emergency Plan will be applied throughout Covid-19. Will ensure that this is applicable in the event of a Covid-19 outbreak.</p> <p><b>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</b></p> <ul style="list-style-type: none"> <li>▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.</li> </ul> <p><b>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</b></p> <ul style="list-style-type: none"> <li>▪ Hot water generation servicing to continue in line with manufacturers' criteria.</li> <li>▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.</li> <li>▪ Regularly check hot water generation for functionality and if required, temperature recording</li> <li>▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.</li> </ul> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>▪ Do not isolate gas supplies to boilers and hot water generation</li> <li>▪ To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.</li> <li>▪ Continue planned gas safety checks including gas detection/interlocking Fire safety</li> <li>▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.</li> </ul>	<p>We do not consider it necessary for schools to make significant adaptations to their site to enable them to welcome all children back to school. We also do not think schools will need to deliver any of their education on other sites (such as community centres / village halls) because class sizes can return to normal and spaces used by more than one class or group can be cleaned between use. Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional wash basins. This will be at the discretion of individual schools, based on their particular circumstances.</p> <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on <a href="#">Legionella risks during the coronavirus outbreak</a>.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services</p>	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>2 x 4=8</b></p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

- Carry out weekly checks of alarms systems, call points, and emergency lighting.
- Carry out regular hazard spotting to identify escape route obstructions.
- Check that all fire doors are operational. Fire drills should continue to be held as normal.

### **Kitchen equipment that holds water, for example dishwashers and combination ovens**

- Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.

### **Security**

- All areas of the school should be kept secure.
- Access to certain closed areas should only be possible by relevant staff – for example science laboratories, chemical stores and IT rooms.
- Check that access control and lockdown systems are operational.

### **Ventilation**

- All systems to remain energised in normal operating mode.
- Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.
- Where possible, occupied room windows should be open.
- Ventilation to chemical stores should remain operational.

### **Other points to consider**

- Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.
- For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc.
- Update your keyholder information.

Engineers' guidance on [emerging from lockdown](#).

Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#).

In classrooms, it will be important that schools improve ventilation (for example, by opening windows).

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

- |  |   |  |  |
|--|---|--|--|
|  | <ul style="list-style-type: none"><li>▪ Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.</li><li>▪ Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li></ul> |  |  |
|--|---|--|--|

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

Identified Risk	Control Measures Required for Phased Re-opening.	DfE Guidance	RAG RATING
<p><b>Shielding and clinically vulnerable children</b></p>	<ul style="list-style-type: none"> <li>Ensure that SENDCO engages fully with all children who had been advised to shield.</li> <li>Write risk assessments for children, staff and parents if needed.</li> <li>Ensure support for any pupils clinically unable to attend school. Includes staff who are:</li> </ul>	<p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p>	
<p><b>Supporting staff who feel vulnerable and mitigating risks to staff who were previously shielding and clinically or extremely critically vulnerable</b></p>	<ul style="list-style-type: none"> <li>Constantly review guidance and support for shielding staff to promote safety, wellbeing and clarity.</li> <li>Ensure RA for all vulnerable staff returning to school. <b>Initial precedent in Summer Term was that these staff were not in ANY phase 1 delivery.</b></li> <li>Ensure that we review need for shielding for these staff if there are local or national restrictions.</li> </ul> <p>Ensure RA:</p> <ul style="list-style-type: none"> <li>Recognise that <b>BAME</b> staff may have increased risk and will work through 1-1 risk assessment for any staff.</li> <li>Designated as extremely clinically vulnerable and shielding is paused from 1<sup>st</sup> August.</li> <li>Those who were previously shielding and that protection has now been removed.</li> <li>Living with someone who is extremely clinically vulnerable</li> <li>Vulnerable due to BAME status, age or their demographics. Vulnerable due to personal circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent (see below).</li> <li>some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical</li> </ul>	<p><b>High risk if not followed but plan is achievable.</b></p> <p><b>1 x 5=5</b></p>

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).

Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

Advice for those who are [clinically-vulnerable, including pregnant women](#), is available.

Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#).

School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

## Restoration Plan and Risk Assessment for Whole School Re-Opening September 2020

<p><b>Dispensing medicines to children.</b></p>	<ul style="list-style-type: none"> <li>Children with Health care Plans will have allocated staff in place to administer this. Will be risk assessed. PPE provided if needed.</li> <li>Other children will have support staff allocated to their class.</li> <li>That member of support staff will administer in line with school policies.</li> </ul>		<p><b>Low Risk. Measures in place.</b></p> <p><b>1 x 3.</b></p>
<p><b>Transport Risks</b></p>	<ul style="list-style-type: none"> <li>No staff using public transport but would provide masks if needed.</li> <li>Work with LA on assistance travel arrangements for pupils if needed.</li> <li>Mini-Bus out of action until Covid-19 restrictions removed.</li> <li>Staggered entrances to assist travel arrangements.</li> <li>Road closures in place for safety and encourage walking and cycling.</li> </ul>	<p>Social distancing has significantly reduced available transport capacity. DfE guidance sets out a new framework for supporting transport to and from schools from the autumn term. We are applying this.</p>	<p><b>Low Risk. Measures in place.</b></p> <p><b>1 x 3.</b></p>
<p><b>Being Prepared to manage in event of local or national Covid-19 restrictions.</b></p>	<ul style="list-style-type: none"> <li>Developed a collapsible structure that can smoothly move from classes to pods or emergency school measures if required.</li> <li>Groups siblings, key worker children and vulnerable pupils.</li> <li>Ensured online learning systems in place with staff training for all year groups.</li> <li>These will be used in school, so children are familiar. We will use ILD, See-Saw and Google Classroom. Link to Oak Academy resources, BBC Online resources etc.</li> <li>Provide printed resources if needed for pupils.</li> </ul>	<p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of key workers and providing remote education for all other pupils.</p>	<p><b>Low Risk. Measures in place.</b></p> <p><b>1 x 1</b></p>