



The Academy of Central Bedfordshire Risk Assessment form

(V1 – 18/5/20)

Risk Assessment for: Wider reopening of the ACB during the covid 19 pandemic	What are you risk assessing? This risk assessment has been completed in relation to the daily operating of both the ACB's sites and covers all aspects, including the physical environment, and the conduct of both students and staff.	
Establishment: The Academy of Central Bedfordshire (ACB)	Assessment by: Paul Green - Head of School (Kingsland)	Date: 19th May 2020
Risk assessment number/ref: Covid RA 1.1	Approved by Executive Head Teacher and Heads of School: Pete Cohen, Jeremy Dodd and Paul Green	Date: 10th June 2020

Risk Assessment – Social distancing of adults and children at start and end of school day

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of people not social distancing from each other	Parents, staff, children, wider families	<ul style="list-style-type: none"> Parents will receive strict guidance about social distancing within school grounds from the Head Teacher. Staff members will be on duty throughout the area of the school building to be used by students. To ensure guidelines are adhered to strictly. 	High	<ul style="list-style-type: none"> SLT Teaching Staff Pupils Parents

Safety of all on site and space for parents to social distance	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Parent vehicles will not be permitted on site to enable a safe one way system to be put in place (Kingsland). A turning circle in the car park given the narrowness of roads and the plan of the site will be established at (Stotfold). • Parents will be asked to walk to school or park in public car parks and walk the remainder of the way to school to keep the road leading to school uncongested and free of moving cars to increase safety for pupils arriving at school. • Staff cars must be parked in the car park by 9.25a.m. – if staff arrive after this time they must park outside. • Staff cars must not be moved from the car park until after 1.15pm. 	High	<ul style="list-style-type: none"> • SLT • Parents • Teaching Staff
Spread of Covid 19 as a result of people not social distancing from each other at the start of school day	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Start of the day will be extended and staggered to ensure minimum numbers of people onsite at any time. • Different classes of children will be given a 10 minute drop off slot at the start of the day to reduce the number of people entering / leaving school grounds at any time. • One way systems to enter /leave school grounds will be put in place and clearly signposted. In via one entry point and out via right a separate exit point. Cones/ tape in place and arrows to indicate one way system. • Clearly marked lines will be put in place leading to a minimum number of set entrances to the school building. These lines will be two metres apart and these will form the queuing system. • Children are not permitted to leave site once they have arrived to site • Each child will have their temperature taken on entry by the HOS with an infrared thermometer. • Children will wash / sanitise their hands on entry to the school site and then proceed to the temporary student reception and after depositing their personal belongings will re-sanitise their hands on exiting this room. 	High	<ul style="list-style-type: none"> • SLT • Teaching Staff • Pupils • Parents • Site team
Spread of Covid 19 as a result of people not social distancing from each other at the end of school day	Parents, staff, children, wider families	<ul style="list-style-type: none"> • End of day will be extended and staggered to ensure minimum numbers of people onsite at any time. • Different classes of children will be given a 10 minute collection slot at the end of the day to reduce the number of people entering / leaving school grounds at any time. • One way systems to enter /leave school grounds will be put in place and clearly signposted • Clearly marked lines will be put in place leading to a minimum number of set entrances to the school building. These lines will be two metres apart (supermarket style) and these will form the queuing system. 	High	<ul style="list-style-type: none"> • SLT • Teaching Staff • Pupils • Parents • Site team

Spread of Covid 19 as a result of parents needing to collect children early building from main entrance	Parents, staff, children, wider families	<ul style="list-style-type: none"> • If a child needs to be collected early from school parent will be contacted and asked to come to front door • Child will be ready for collection near front door if possible • Parents will be greeted but asked to wait outside front door • If entry into school is absolutely necessary parent will be directed to sanitise hands and maintain 2 metre distance from any adults and children except their own 	High	<ul style="list-style-type: none"> • SLT • Parents
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Risk Assessment – Social Distancing of Pupils

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children being in a classroom with other pupils	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Staff should adhere to strict and regular hand washing routines throughout the day. • It is recognised that it is difficult to expect children to remain 2 metres apart at all times. • To reduce transmission risk children will be in small groups of no more than 3. • Different groups of children will not mix in the school building or the playground. • Each child will have its own specified desk and chair and at a distance of 2m from another child. • Each child will have an individual set of equipment. • Pupils will have 2 books to work in – one lined and one square. These must not be handled by the teachers after initial distribution. • Pupils will also be issued with their own Chromebook. • Wandering /unnecessary movement around the classroom will be discouraged. • Paired and group work will not be possible if children need to share equipment or be closer together. • Outdoor learning should be used as much as possible using the designated outdoor space for each group. 	High	<ul style="list-style-type: none"> • Teaching staff • Pupils
Spread of Covid 19 as a result of children needing to line up with other pupils	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Entry into school each morning will be on arrival at separated intervals. • Entry into school will be from student reception in which a two phase hand cleaning process will take place. Or if the planned student numbers are low an entrance allowing for the use of block 4 (Kingsland) and the eastern side (Stofold) will be established. • Students will move through the one way system in single file adhering to the two meter markers. 	High	<ul style="list-style-type: none"> • SLT • Teaching Staff • Pupils • Site Team

Spread of Covid 19 as a result of children doing PE together	Parents, staff, children, wider families	<ul style="list-style-type: none"> PE should not involve shared equipment between groups. Each group will have a set of equipment for their use only. Spacing between children should be maintained at two meters where possible. PE should be outdoors where possible – walking, running, skipping, exercise routines as above ensuring distances can be maintained, adapted invasion games that omit physical contact. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils
Spread of Covid 19 as a result of eating lunch together if in school for full days	Parents, staff, children, wider families	<ul style="list-style-type: none"> Each class attends the dining room at separate intervals, with students having separate tables to eat from. Handwashing/use of alcohol gel before leaving the classroom and after lunch has been eaten. Seats and tables to be cleaned with antibacterial spray/ and other suitable cleaning products before use by another group 	High	<ul style="list-style-type: none"> Pupils Parents MMS

Risk Assessment – Personal hygiene

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> Hands must be washed on arrival to school via the two stage hand washing process. Hands must be washed / sanitised before leaving the classroom on every occasion including the end of day, visiting the toilet, going to lunch etc. Hands must be washed each time the classroom is re-entered during the day On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins must be emptied at the end of each lesson and end of day. Parents will be given guidance to wash hands before leaving home and when returning home 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Parents
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> Hands must be washed / sanitised on arrival to school via the two stage hand washing process. Hands must be washed / sanitised before leaving any office on every occasion including end of day, visiting toilet, going out to play 	High	<ul style="list-style-type: none"> Admin team Staff working in offices.

		<ul style="list-style-type: none"> On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins must be emptied at the end of each lesson and the end of the day. Hands must be washed / sanitised each time any office is re-entered during the day 		
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> A handwashing protocol must be in place for handwashing of all adults and children in school. Handwashing is always preferable and more effective than hand sanitisers. 20 seconds minimum for each occasion hands are washed On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins must be emptied at the end of each lesson and end of the day. Hand washing videos and posters will be shared and displayed in classroom to demonstrate hand washing protocol All children will be supervised with hand washing their hands at wash stations where possible. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Parents Admin team Staff working in offices.
Spread of Covid 19 from people needing to enter school building from main entrance	All adults and children in school	<ul style="list-style-type: none"> Hand sanitisers will be available from dispensers at multiple locations throughout the school. All people entering school from the front door will be directed to use this hand sanitiser before proceeding to enter the school building. 	High	<ul style="list-style-type: none"> Visitors Admin team
Spread of Covid 19 via air borne particles	All adults and children in school	<ul style="list-style-type: none"> On return to school children are reminded of covering their mouth / nose when sneezing and the following respiratory hygiene. Promote the “catch it, bin it, kill it” approach if children / adults cough or sneeze. Remind children/adults to cough into elbow or cover mouth with hand, if a tissue is not available. All used tissues to be disposed of into a bin straight after their use. If children sneeze or cough into hands, prompt them to wash hands immediately. 	High	<ul style="list-style-type: none"> Pupils Staff Admin team Site team
Spread of Covid 19 due to lack of adequate and appropriate cleaning materials	All adults and children in school	<ul style="list-style-type: none"> Cleaners must keep the site manager informed of supply needs (Kingsland) and the HOS (Stoffold). Site manager must keep the School Business Manager and Head Teacher informed of supply needs. In the event that the school runs out of cleaning materials and cannot urgently get supplies, the school will close for a temporary period of time until cleaning materials have been purchased. 	High	<ul style="list-style-type: none"> Site team Cleaners Business Manager / HT

Risk Assessment – Lunchtime

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person	Pupils and staff	<ul style="list-style-type: none"> Each child will be provided with a lunch which they can take with them on departure from school. Lunch will be collected by students as they depart, along with their own belongings. 	High	<ul style="list-style-type: none"> SLT Pupils SLT Teachers
Spread of Covid 19 from shared equipment	Pupils and staff	<ul style="list-style-type: none"> Football will be able to be used – these should be sprayed with antibacterial spray at the end of each lunchtime. Table tennis equipment to be sprayed with antibacterial spray at the end of each lunchtime. 	High	<ul style="list-style-type: none"> SLT Pupils Teachers
Spread of Covid 19 following lunchtime	Pupils and staff	<ul style="list-style-type: none"> Hands must be washed before and after lunchtime following the personal hygiene RA. 	High	<ul style="list-style-type: none"> SLT Pupils Teachers

Risk Assessment – First Aid (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> First aid should be administered by a qualified first aider. PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. Staff member will be provided with PPE to be worn of mask and gloves. First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting Disposable cold compress can be used. Child should hold this in place themselves. 	High	<ul style="list-style-type: none"> First aiders SLT Teaching Staff Pupils

		<ul style="list-style-type: none"> • Child should return to class as quickly as possible. • Parent should be informed of bump to head via a telephone call. • Usual protocol to be followed for recording bumps to head. • Gloves should be bagged and be disposed of immediately. • Staff member administering first aid should wash and dry hands thoroughly 		
Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Staff member administering first aid will need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member will be provided with PPE to be worn of mask., apron and gloves. Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Parent should be informed of injury via a telephone call. • Usual protocol to be followed for recording first aid administered. • Gloves, wipes, tissues etc. used should bagged and be disposed of immediately in a bin, which will then be emptied by the site team. • Staff member administering first aid should wash and dry hands thoroughly. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

<p>Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed</p>	<p>Parents, staff, children, wider families</p>	<ul style="list-style-type: none"> • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Staff member administering first aid will need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member should wear mask, apron and gloves. Staff member should explain to the child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • Staff member should clean the area around nose bleed / hands etc. quickly but calmly. • Staff member should then direct child how and where to pinch nose and how to hold head, following the 3x10 procedure. • Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops. • Child should return to class as quickly as possible. • Parent should be informed of injury via a telephone call. • Usual protocol to be followed for recording first aid administered. • Gloves, apron, wipes, tissues etc. used should be bagged and be disposed of immediately in a bin, which will then be emptied by the site team.. • Staff member administering first aid should wash and dry hands thoroughly. 	<p>High</p>	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils
<p>Spread of Covid 19 as a result of adults needing to administer first aid at lunchtimes</p>	<p>Parents, staff, children, wider families</p>	<ul style="list-style-type: none"> • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Staff member administering first aid should wash and dry hands thoroughly. • Staff member administering first aid will need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member will be provided with PPE to be worn of mask and gloves.. Staff member should explain to the child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting. • Child should be treated in an outside location or in their own classroom where possible. • Parent should be informed of injury via a telephone call. • Usual protocol to be followed for recording first aid administered. • Gloves, wipes, tissues etc. used should bagged and be disposed of immediately in an outside bin. 	<p>High</p>	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

		<ul style="list-style-type: none"> • Staff member administering first aid should wash and dry hands thoroughly. 		
Spread of Covid 19 as a result of adults needing to administer close contact first aid.	Parents, staff, children, wider families	<ul style="list-style-type: none"> • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • For CPR a pocket mask or face shield must be utilised during the process. • In a life saving situation then the initial staff member providing treatment must wear their personal issued gloves and masks. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

Risk Assessment – First Aid (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> • If a child presents with COVID 19 symptoms during the school day the parents must be contacted to collect their child immediately as a matter of urgency. • If the child then needs first aid before collection the following protocols are in place. Parent call is made at the time of commencing first aid by a separate member of staff and not delayed until first aid is completed. • Parent will be informed of injury and first aid on collection of child. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Treatment should be in room 9 (Kingsland) meeting room (Stotfold) with doors and windows open. • First aid given by a qualified first aider • Staff member administering first aid may need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member should wear mask face shield,, apron and gloves. Staff member should explain to child that they are going to put these items on, put on where the child can see them but at 2m distance at this point. Reassure child not to worry. • Cold compress can be used. Child should hold this in place themselves. Cold compress to be disposed of after • Parent should be informed of bump to head via a telephone call. • Usual protocol to be followed for recording bumps to head. • Gloves should be bagged and be disposed of immediately. • Staff member administering first aid should wash and dry hands thoroughly 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils
Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Treatment should be in room 9 (Kingsland) meeting room (Stotfold) with doors and windows open. • First aid given by a qualified first aider • Staff member administering first aid will need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member should wear mask face shield,, apron and gloves. Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting. • Usual protocol to be followed for recording first aid administered. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

		<ul style="list-style-type: none"> Gloves, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin. Staff member administering first aid should wash and dry hands thoroughly. 		
Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed	Parents, staff, children, wider families	<ul style="list-style-type: none"> Treatment should be in room 9 (Kingsland) meeting room (Stofold) with doors and windows open. First aid given by a qualified first aider Staff member administering first aid will need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. Staff member should wear mask face shield, apron and gloves. Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. Staff member should clean the area around nose bleed / hands etc. quickly but calmly. Staff member should then direct child how and where to pinch nose and how to hold head. Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops. Usual protocol to be followed for recording first aid administered. Gloves, apron, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin. Staff member administering first aid should wash and dry hands thoroughly. 	High	<ul style="list-style-type: none"> First aiders SLT Teaching Staff Pupils
Spread of Covid 19 as a result of adults needing to administer close contact first aid.	Parents, staff, children, wider families	<ul style="list-style-type: none"> Treatment should be in room 9 (Kingsland) meeting room (Stofold) with doors and windows open. First aid should be administered by qualified first aider. PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. For CPR a pocket mask or face shield must be utilised during the process. In a life saving situation then the initial staff member providing treatment must wear their personal issued gloves and masks. 	High	<ul style="list-style-type: none"> First aiders SLT Teaching Staff Pupils

Risk Assessment – Unwell child (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness	Parents, staff, children, wider families	<ul style="list-style-type: none"> If a child is unwell during the day, the class teacher needs to make a decision about the child being in school or being sent home. Class teacher must radio SLT to inform them of the situation. SLT member will then immediately phone the parent and arrange collection. SLT member will radio the teacher to inform them of arrangements made. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils SLT

Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness	Parents, staff, children, wider families	<ul style="list-style-type: none"> When a parent/carer arrives at school they will be greeted but asked to wait at least 2 metres away from the front door for their child. When a parent arrives at school, a SLT team member will radio the teacher to send the child plus belongings to the exit point of the school Usual signing out protocols to be maintained. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils SLT First aiders
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness that involves vomiting	Parents, staff, children, wider families	<ul style="list-style-type: none"> Sick bowls / bags to be made available in all classrooms in use. If a child vomits in a classroom the usual procedure of powder being applied will need to happen. SLT member will collect the fluids kit from the medical room and apply powder to the area. At the same time making a request that child's parent is contacted urgently. Site team will be informed immediately to ensure clean up happens as quickly as possible. Child should be directed and supported from a distance to wash hands. Child should make their way to the medical room. Collection protocol as above. All other students to be relocated. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Admin Team First aiders

Risk Assessment – Unwell child (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> Parents will be given clear and firm guidance about not sending children to school if they or any family member living within their home have any symptoms that are related to COVID 19. Parents will be asked to take the temperature of their child if ill and not send them to school if it is 37.8 C or above. Reminders will be given weekly to parents about this. 	High	<ul style="list-style-type: none"> Head teacher Parents
Spread of Covid 19 as a result of child presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> Child will be taken to room 9 (Kingsland) and the Meeting Room (Stotfold) immediately with their belongings. An adult will remain just outside the room with them for reassurance. Staff member to wear full PPE face mask, face shield, apron, gloves, PPE kit will be kept by room 9 (Meeting Room) entrance and the main reception (Stotfold) PPE to be put on and removed in line with the current guidance. No entry sign to be placed on the room door and proceeding doors 	High	<ul style="list-style-type: none"> SLT Teaching Staff Pupils First aider

		<ul style="list-style-type: none"> ● Retrieve the two disposable masks- Place over mouth and nose and secure behind ears (hand the second mask to your patient and allow them to carry out the same procedure) ● Retrieve Eye Protection – Remove from packaging and fit firmly over eyes. ● Retrieve Disposable Apron – Place the disposable apron over your head, secure around the waist using straps and tie behind your back. ● Clearing up procedure ● Once the patient has been collected from school, place all disposable items in the small pale blue bag and tie closed. The bag should then be placed in the yellow clinical waste bag within the medical room. ● DO NOT remove the Do Not Enter sticker from the room door, this will be removed once the room has been cleaned and sanitised. ● Please ensure that you then follow the hand washing guidelines. ● Toilet for pupil use if needed will be closed after use and deep cleaned before open for use again. (Site OP Documents to detail which toilet to be used). ● A staff member will be informed via the radio that the parent needs calling for immediate collection of the child from the exit point of the school. ● When parent arrives, the adult supervising child will supervise their exit from this door maintaining distance from parent and child. ● Child must not return to school for at least seven days and be symptom free. Or until a negative test result has been obtained ● Parents will be advised to have their child tested for Covid 19 ● All other children within the same class parents/carers will be contacted regarding the situation, and asked to collect their child asap. The students will be requested to isolate at home until the student who was symptomatic receives a negative test result or until 14days has passed. All staff who have been in contact with this child will be directed to self-isolate until a negative test result or for 14 days. 		
Spread of Covid 19 as a result of child /staff member testing positive with COVID 19	Parents, staff, children, wider families	<ul style="list-style-type: none"> ● If a child tests positive for Covid 19 the rest of the class/group must be sent home and advised to self isolate for 14 days. ● If a staff member tests positive for Covid 19 the rest of the class/group must be sent home and advised to self isolate for 14 days. 	High	<ul style="list-style-type: none"> ● Teaching Staff ● Pupils ● SLT

Spread of Covid 19 as a result of a child coming into school when a family member they live with has COVID 19 symptoms or actual virus.	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Child must be home in isolation and not attend school for 14 days after the family member they live with has presented with symptoms. • If they have not shown symptoms of virus after 14 days they may return to school. • If child has had symptoms they must isolate at home for 7 days and should only return to school when symptom free. • Child may only return when they and all family members are symptom free. • Clear communication on this point will be shared with the whole school community via. letter, email, text, and phone conversations. 	High	<ul style="list-style-type: none"> • Pupils • Parents • SLT
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Risk Assessment – Surface cleaning

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person via door handles/push plates	All adults and children in school	<ul style="list-style-type: none"> • Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way. • Where possible doors will be kept open to reduce the need to touch door handles/ push plates. • Where doors are closed door handles/ push plates to be cleaned before school, lunchtime and end of day. A cleaner will be on site throughout the day undertaking regular cleaning of handles alongside the aforementioned cleaning schedule. Cleaning to extend to area around handle/push plate due to young children touching lower on doors • If a person who is showing symptoms of COVID 19 touches door handle or push plate it must be immediately cleaned and door should not be used until it has been 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • Site team • SLT
Spread of Covid 19 from person to person via surfaces	All adults and children in school	<ul style="list-style-type: none"> • Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way. • Children have a specific table and chair that they use all the time to reduce the risk of spread from child to child. • Staff working in offices should also have one specific desk that they work from. Staff are responsible for cleaning their own desk computer each day, each desk will have its own cleaning products. Due to the fact access to officers will be restricted. • Tables and chairs to be thoroughly cleaned each day after school has closed or before opening the next morning, cleaning staff will clean these items after each lesson. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • Site team • Admin team • Cleaners

		<ul style="list-style-type: none"> Sinks/handwashing stations to be cleaned thoroughly at the end of school day or before opening next morning. 		
Spread of Covid 19 from child to child via shared toilet facilities	All adults and children in school	<ul style="list-style-type: none"> Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way. Toilet facilities to be used one person at a time and cleaned after each person has used them.(Specific toilet facilities will be detailed within the Kingsland and Stotfold Op documents.) Toilets to be deep cleaned each day after school has closed or before opening the next morning. Toilets to have additional cleaning in the middle of the day. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Site team Cleaners SLT
Spread of Covid 19 from adult to adult via shared toilet facilities	All adults in school	<ul style="list-style-type: none"> Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way. Toilets to be deep cleaned each day after school has closed or before opening the next morning. Antibacterial spray and cloths/paper towels to be provided for each cubicle for adults to wipe and disinfect the seat and toilet handle after every use. Outer door will have in use / not in use sign to minimise use to one person at a time. 	High	<ul style="list-style-type: none"> Teaching staff Site team SLT

Risk Assessment – Cleaning / use of equipment

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children sharing commonly used equipment for work	Parents, staff, children, wider families	<ul style="list-style-type: none"> Children will be given an individual named pack of necessary equipment – pencils, pens, erasers, sharpener, colouring pencils, scissors, glue, maths equipment to ensure there is no sharing of this daily use equipment. Pupils will not be given any opportunities in school to share equipment. If there is not enough for one each with no sharing the equipment should not be used. This will apply equally to adults sharing pens etc 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Site team
Spread of Covid 19 from equipment etc travelling between home and school		<ul style="list-style-type: none"> Pupils will not be allowed to bring in pencil cases from home, books or Chromebook.. All personal coats and other belongings will be placed in a storage room at the start of the day, staff supervising this to wear full PPE. Students will wash /sanitise their hands on departing this room. 	High	<ul style="list-style-type: none"> Teaching staff Pupils Parents SLT
Spread of Covid 19 as a result of	Parents, staff, children,	<ul style="list-style-type: none"> Before children use mouse, keyboard of any computer they should be thoroughly wiped with an antibacterial wipe. Use of computers for children will be limited. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Site team

children sharing computers	wider families	<ul style="list-style-type: none"> • Before adults use mouse, keyboard of any computer that is shared with others in school they should be thoroughly wiped with an antibacterial spray. • Surface around computer should also be wiped before use as unlike in classrooms these will be used by more than one child. • At end of use computers should be thoroughly wiped with an antibacterial wipe again. 		
Spread of Covid 19 as a result of teachers needing to touch pupil books to mark	Staff, wider families	<ul style="list-style-type: none"> • Children's books required will be kept on their tables. Teachers will not mark books – teachers will use verbal feedback / pupil self-marking for the majority of pupil work. • Teachers must not handle pupil work books at any time. • Staff will not take any books home. 	High	<ul style="list-style-type: none"> • Teaching staff

Risk Assessment – Social Distancing of staff

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of staff being in classroom with pupils	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Staff should adhere to strict and regular handwashing routines throughout the day. • Staff should try to maintain a 2m distance from pupils at all times. • Teaching advice and points should be done at a distance where this is possible. • In classrooms an aisle will be provided to allow for safe movement of staff around the room. 	High	<ul style="list-style-type: none"> • Head teacher • Teaching Staff • Pupils • Parents
Spread of Covid 19 as a result of staff being in classroom with pupil who is distressed	Parents, staff, children, wider families	<ul style="list-style-type: none"> • At times a child may become distressed and a staff member feels the correct course of action is to approach and comfort the child. • This may only happen when you are sure no COVID19 symptoms are present. • If a child has recently been unwell with symptoms of Covid 19 or symptoms are evident then PPE must be used. • Gloves and mask will be provided that can be used. • As soon as the child is calm resume the 2m social distancing. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils
Spread of Covid 19 as a result of staff being in staffroom with other members of staff	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Staff should maintain a 2m distance from each other when using the kitchen facilities. • Staff should wash / sanitise their hands before leaving their own working space (office/classroom) to come into the shared staffroom space. • Sharing of mugs, plates and cutlery may not be the best thing at this time so staff must ensure that all cutlery and crockery are washed or being and use their own items.. • Surfaces should be cleaned with antibacterial spray before use. • Staff must maintain 2m social distance when sitting in the staffroom – 2 empty seats either side as a minimum. • Lunchtime will be staggered for children and for staff to minimise numbers of staff in the staffroom at any point. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • SLT

Spread of Covid 19 as a result of staff meeting gatherings	Parents, staff, children, wider families	<ul style="list-style-type: none"> Staff meetings should be kept to a minimum and should only happen when really necessary to the effective running of the school, where possible all meetings will occur via Google Meet. Where staff do meet in gatherings of 2 or more, the 2m social distance measure must be adhered to in large rooms. 	High	<ul style="list-style-type: none"> Pupils Parents School staff communicating protocols for isolation clearly
Spread of COVID 19 as a result of being in school	Staff Wider families	<ul style="list-style-type: none"> Staff should be aware that home will still remain the safest place to be for some time. Hours in school should be restricted to a minimum. Number of staff in school should be kept to the minimum required for the number of pupils in school. PPA should be taken at home. Staff who work in the school offices will continue to work from home. 	High	<ul style="list-style-type: none"> Teaching staff Admin staff Site team SLT
Spread of COVID 19 as a result of being in school and bringing into staff homes	Staff Wider families	<ul style="list-style-type: none"> Staff should wash hands before leaving the school building and on arriving home. Current guidance states that there is a low risk of staff carrying COVID19 into homes on clothing. Current guidance says that there is low risk of staff carrying COVID in on bodies if handwashing is adhered to . However as an extra precaution staff may wish to shower and place clothes in their washing machine on their return home. 	High	<ul style="list-style-type: none"> Teaching staff SLT Cleaners Site team
Spread of Covid 19 from other people needing to access school.	All staff and pupils	<ul style="list-style-type: none"> Delivery drivers will be asked to leave deliveries outside the front door. If goods need signing for they will be asked to place paperwork, electric device at the door and step away – member of site team will then sign. Post will be placed into the normal post box. Contractors will be seen by site manager maintaining social distancing – if needed to be in school will be restricted to only the area they need to be in and asked to use hand sanitisers provided and will occur outside of the times when students are on-site. Parents will be asked to contact school office by phone or email and asked not to visit school for reasons other than dropping off and collecting children. 	High	<ul style="list-style-type: none"> All staff Site Manager

Risk Assessment – Vulnerable staff / Family members

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
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<p>Danger of catching COVID 19 if you are in very high risk vulnerable group</p>	<p>Staff in very high risk group</p>	<p>People are in the Very High Risk Group if they:</p> <ul style="list-style-type: none"> • have had an organ transplant • are having chemotherapy or antibody treatment for cancer, including immunotherapy • are having an intense course of radiotherapy (radical radiotherapy) for lung cancer • are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) • have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma) • have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine • have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) • have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell) • are taking medicine that makes them much more likely to get infections (such as high doses of steroids) • were born with a serious heart condition and are pregnant <p>You will have had a letter from the NHS These staff members must not be in school and will be working from home and discuss with their line manager and Headteacher before starting to work in school.</p>	<p>High</p>	<ul style="list-style-type: none"> • All Staff
<p>Danger of catching COVID 19 if you are in high risk vulnerable group</p>	<p>Staff in high risk group</p>	<p>People are in the High risk group if they:</p> <ul style="list-style-type: none"> • are 70 or older • are pregnant • have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • have heart disease (such as heart failure) • have diabetes • have chronic kidney disease • have liver disease (such as hepatitis) • have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy) • have a condition that means they have a high risk of getting infections • are taking medicine that can affect the immune system (such as low doses of steroids) • are very obese (a BMI of 40 or above) <p>These staff members must not be in school and will be working from home and discuss with their line manager and Headteacher before starting to work in school.</p>	<p>High</p>	<ul style="list-style-type: none"> • All Staff
<p>Danger of catching COVID 19 if you live with a family member who is in very high risk</p>	<p>Staff who live with someone in very high risk group</p>	<ul style="list-style-type: none"> • If a staff member lives with a member of their family or other person who is in the Very High risk group then they must consider whether it is safe to return to work. • The family member will have had a letter from the NHS • If a staff member thinks they should not be working in school and should be working from home they must discuss with their Head of School. 	<p>High</p>	<ul style="list-style-type: none"> • All Staff

vulnerable group				
Danger of catching COVID 19 if you live with a family member who is in high risk vulnerable group	Staff who live with someone in high risk group	<ul style="list-style-type: none"> • If a staff member lives with a member of their family or other person who is in the High risk group then they must consider whether it is safe to return to work. • If a staff member thinks they should not be working in school and should be working from home they must discuss with their Head of School 	High	<ul style="list-style-type: none"> • All Staff

Risk Assessment – Staff illness

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from staff member who is unwell with non COVID19 symptoms	All staff	<ul style="list-style-type: none"> • If a staff member is unwell and consider their symptoms are COVID19 related (or possibly so) they must take a test as soon as they are able. This can be arranged by The ACB using the employer referral portal. • If they are not COVID 19 related the staff member must decide in the usual way whether they are well enough to be in school / whether illness could be transmitted to others. • If too unwell to be in school staff member must notify their line manager and Head of School and HR Manager, in line with our normal school policy for staff absence. • Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way. 	High	<ul style="list-style-type: none"> • All Staff
Spread of Covid 19 from staff member who is unwell with COVID19 symptoms	All staff	<ul style="list-style-type: none"> • If a staff member is unwell and consider their symptoms are COVID19 related (or possibly so) they must take a test as soon as they are able. This can be arranged by The ACB using the employer referral portal. • If the symptoms are COVID 19 related or the test is positive then the staff member must not come into school and must contact their Head of School immediately.. • Current guidance is 7 days self isolation. • Staff member may return to school after 7 days if symptoms have not developed and the staff member is well. Their family members 	High	<ul style="list-style-type: none"> • All Staff

		including children must self isolate for 14 days. See chart of self isolation.		
Spread of Covid 19 from staff member who lives with someone who is unwell with COVID19 symptoms	All staff	<ul style="list-style-type: none"> • If a staff member lives with a family member who becomes unwell they must consider whether their symptoms are COVID19 related (or possibly so) and a test should be taken if possible. This can be arranged by The ACB using the employer referral portal. • If the symptoms are COVID 19 related or there is a possibility they are then the staff member must not come into school, and must contact their HOS immediately. . • Current guidance is 14 days self isolation. • Staff member may return to school after 14 days if no symptoms have developed and the staff member is well. 	High	<ul style="list-style-type: none"> • All Staff

Risk Assessment – Positive Handling

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from during the application of positive handling techniques	All staff and children.	<ul style="list-style-type: none"> • The HOS school has informed all staff that the use of positive handling will only be used in the most extreme circumstances in which significant harm is likely to be caused. • All students have been risk assessed and students who are highly likely to require support with their behaviour by the use of positive handling will be educated via alternative methods. 	High	<ul style="list-style-type: none"> • All Staff

Risk Assessment – Pupils/Staff Interaction with Animals

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from during staff coming into contact with	All staff and children.	<ul style="list-style-type: none"> • Students and staff will interact with the school animals in line with our normal school policy. • Students will wash /saintaise their hands after being inc contact with the school animals. 	Low	<ul style="list-style-type: none"> • All Staff • Student

the school dogs/animals on the school farm				
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Risk assessment review due: 03/07/2020.

Checklist for Phase One Opening

Prior to opening				
Staff considerations				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Staff who are medically extremely vulnerable have been identified and have been advised to rigorously follow shielding measures and to stay at home. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable		Staff who are classified as MEV have been identified and provided with the required advice regarding home working.	None	None
Staff who are clinically vulnerable have been identified and are supported to work at home where possible. Where this is not possible are offered the safest possible on-site roles, 2 metres apart from other people. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable		Staff who are classified as CV have been identified and provided with the required advice regarding home working.	None	None
Risk assessments have been carefully completed in consultation with any clinically vulnerable staff member who chooses to take on roles that don't allow for safe distancing. Whether this risk is acceptable has been discussed with them.		The ACB does not have any members of staff to which this statement applies.	None	None
Staff living with a clinically extremely vulnerable person have been advised to only attend the setting if stringent social distancing can be adhered to. Consideration is given, on a case by case basis, to changing role, work location etc. as applicable to enable social distancing.		Staff to whom this applies will continue to work from home, during phase 1 return.	None	None
Determined staffing thresholds for opening/ remaining open have been agreed with governors: enabling small pupil groups (3 max.); limiting changes in staff for each pupil group.		Staffing thresholds have been assessed and a phase one wide opening plan has been created.	None	None
Staff have been informed of self-isolation requirements (in the event that they or a member of their household is symptomatic for COVID-19 and / or has been tested positive for COVID-19) and testing arrangements (in the event that they or a member of their household displays symptoms of coronavirus).		Staff have been made aware of this information.	None	None

The school is able to draw on appropriately qualified staff in nearby schools should a key person be absent. E.g. SENCo, DSL, Finance Manager		The ACB has all the required access to support of key roles.	None	None
There is appropriate cover in terms of appointed persons / emergency first aid at work trained staff / first aid at work trained staff and staff with a paediatric first aid qualification as determined by the school's first aid needs assessment.		Sufficient and appropriately trained first aiders are on each site.	None	None
Contingency plans are in place should a member of staff be taken ill e.g. staff cover.		Due to the small number of staff available for phase one opening, staff absence makes it probable that a temporary closure of the affected site would occur.	None	None
The school has assessed the impact of the crisis on individual staff and can support them signposting them to support e.g. bereavement, anxiety.		Staff have access to the appropriate support services if required.	None	None
The school has the processes and means to support staff well-being and manage anxieties on reopening.		Staff will be supported on an individual basis.	ELT and SLT to raise with HOS any member of staff requiring support in relation to this aspect.	None
Consideration given as to when the school will allow external visitors and who will be permitted in the early stages e.g. contractors, LA personnel, external agencies supporting children etc.		No external visitors to be permitted on site until phase three.	ACB Staff to communicate with external agencies when phase three is planned to take effect.	None
Pupil/ Parent Considerations				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
The school is aware of those pupils who are clinically extremely vulnerable. They are not expected to return to school and can be supported to learn at home. *See Note 1		Students who are classified as MEV have been identified and provided with the required advice regarding studying from home.	None	None
The school has communicated with parents of shielded and clinically vulnerable pupils to continue to follow medical advice re. the vulnerable child or their siblings attending school.		All parents and carers with children within this category have been liaised with.	Ongoing communication between the parent/carers and the ACB to be undertaken to ensure the appropriate supportive measure are in place.	None
Awareness of the impact of the crisis on individual pupils / families.		Regular contact with all families results in the ACB being aware of	Contact levels to be maintained.	None

		the current impact on our wider families.		
An updated list of key worker families/ vulnerable pupils who will still need a school place.		A list of students within this category.	PG to maintain weekly assessment of students with CBC Children Services (TC)	TC to continue to meet with PG regularly.
The school has communicated with parents re. supporting their child's readiness to return to school.		Parents have been communicated with regularly.	None	None
The school's behaviour policy being reviewed, amended and communicated to pupils, parents and staff (in line with Annex A of https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles)		Behaviour Policy Addendum has been created.	None	None
The reintegration of pupils with EHCPs has been thought through and planned for individuals. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people		Each student has been individually assessed and their return planned into phase 1,2 or 3.	None	None
PPE needs have been assessed in terms of standard requirements (e.g. for cleaning, pupils care, etc.) and emergency requirements (e.g. where a pupil / member of staff becomes ill with coronavirus symptoms whilst on site) with appropriate stock ordered as required and maintained in line with: 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		Appropriate stocks of PPE are in place for these circumstances. PPE usage is detailed with the OP document	None	None
Where PPE might be used (ie First aid staff), has appropriate training been given to allow this to be used safely?		Training resources have been sourced.	None	None
Pupils have been organised into small, consistent groups, 3max, with 1 teacher or TA (working under a teacher's		All students have been assessed and grouped accordingly for on-site provision and were	None	None

direction) and will be kept separated from others. *See note 2		appropriate access to EP or the Virtual School has/will be maintained.		
Children of critical workers or vulnerable pupils still attending the setting have been organised into groups of 3 max, with one member of staff. *See note 2		All students have been assessed and grouped accordingly for on-site provision and were appropriate access to EP or the Virtual School has/will be maintained.	None	None
If it is not possible to achieve small groups of 15 pupils max. this has been discussed with the LA.	N/A	N/A	N/A	N/A
If there are options, the school has a rationale for prioritising pupils returning to school.		An assessment criteria has been used to assess the most suitable form of provision for each student.	If a student's circumstance change they will be reassessed.	None
Plans are in place for groups to return, if necessary, prioritising places for priority groups as per Government Guidance. *See note 3		A three-stage phased return plan has been created. Each phase will occur in line with national guidance with regard to social distancing.	PG to monitor national guidance in order to initiate the necessary phase of action.	None
Plans are in place to supplement learning for secondary pupils with face to face support.		All students have the opportunity to face to face support.	None	None
Individual arrangements, following risk assessment, have been made for pupils in prioritised groups who need continued shielding.		All students have been assessed and appropriate provision put in place.	None	None
Provision for early years children has been planned so that small groups are kept together and mixing in larger groups is avoided.	N/A	N/A	N/A	N/A
Drop off/ pick up protocols, minimising adult contact, have been written and communicated to parents/carers, including: only 1 parent to attend the site; staggered/ allocated drop off/ pick up times; distancing measures; gathering at gates and doors is not allowed; attending the site by pre-arranged appointment only. Signage is in place as appropriate to reinforce/ remind people of the messages.		Plan has been created for this to take place, as detailed in the OP. Information in relation to drop off and collection has been shared with parents and carers.	None	N/A

Decisions have been made about allowing lettings, including before or after school care provision, ensuring safety, social distancing and cleaning.		There will be no use of the school outside of its planned activity.	None	None
Physical/ Environmental/ Logistical Considerations (some overlap with Health and Safety)				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Safe entrances/ exits for staff and pupils are determined such as staggered times/ one or multiple entrance or exit points. E.g. use of fire exit doors that open to fresh air utilised as primary entry/ exit points to reduce internal circulation and help separate groups.		A one-way system has been created and where possible students and staff will transition through the school via external routes.	None	None
Entry and exit arrangements have been communicated/ marked out and will be supervised. Where needed, there are instructions and/ or floor markings (in terms of circulation route or travel direction) e.g. one way systems, always walking close to the left hand wall (from your perspective) when walking down corridors not designated as one-way.		Appropriate signs are in place to help inform all users of the one system and to assist with 2m distancing.	Covid student expectations to be detailed as part of the home school agreement. Covid staff expectations to be detailed as part of the staff training package for those staff on site.	None
The maximum number of pupils to be physically in the building at any time has been determined, to enable distancing as per the guidance.		This has been calculated.	None	None
Rooms designated for use have been determined, will be used as consistently as possible by each group, with appropriate cleaning in between use should the group change. *See note 4		This has been planned for with cleaning schedules increased.	None	None
All unnecessary furniture/ items have been removed from those rooms to be used and stored elsewhere if possible.		Where possible this has been achieved.	None	None
Furniture is appropriately set-up to enable pupils to be socially distanced as much as possible and to be 2 meters apart in secondary schools, whilst taking into account circulation routes and emergency egress needs. Markings are in place where these are helpful e.g. seating places, designated carpet places etc.		This has been achieved.	None	None

Arrangements are in place to reduce movement around the building. *See note 5		A one-way system has been created and a timetable that reduces movement and time in the school building has been created.	None	None
Further alterations made to timetables that minimise mixing and contact e.g. class assemblies instead of whole school, breaktimes.		In phase one the timetable achieves this and no physical assemblies have been factored in. All students will be invited to attend the virtual celebration assemblies.	Assemblies will be planned for when the social distancing protocols are further reduced.	None
Reduced capacity is stipulated for shared spaces (including the staff room). Groups will not mix in these areas and adequate cleaning in between groups' using them is ensured.		This factor has been planned for. and is detailed in the operating document (OP)	None	None
Arrangements are in place to help limit the number of children using the toilets at any one time.		A system of single-use system has been created, with the toilet being cleaned between each use, and is detailed in the operating document (OP)	None	None
Resources designated for use have been determined, and will be used as consistently as possible by a group, with appropriate cleaning in between use should the group change.		This has been planned for and is detailed in the OP.	None	None
All soft furnishings, soft toys and toys or equipment that cannot be easily cleaned have been removed.		This has been achieved.	None	None
Shared resources taken home and the exchange of these between pupils will be limited/ removed. E.g. reading books, library books.		This has been planned not to occur and is detailed in the OP.	None	None
Use of outdoor spaces will be maximised. These areas and activities have been subject to suitable and sufficient risk assessment and planned to enable groups to be separated and safe practices adhered to.		This has been planned not to occur and is detailed in the OP.	None	None
The use of outdoor equipment will be avoided unless it can be cleaned between groups and not used by groups simultaneously.		This has been planned not to occur and is detailed in the OP.	None	None

Dining arrangements ensure children remain in their groups, groups are separated and appropriate hygiene arrangements to be in place e.g. staggered timings/ hand cleaning/ cleaning between sittings etc.		This has been planned not to occur and is detailed in the OP.	None	None
Where appropriate separation and cleaning cannot be ensured, arrangements have been made for food to be taken to pupils in their classrooms.	N/A	N/A	N/A	N/A
Transport				
The school is encouraging walking/ cycling.		Where possible this will be encouraged.	None	N/A
The providers' arrangements have been checked re. cleaning arrangements, vehicle size and number, space utilisation to allow for social distancing, users not sitting face to face, etc. and the expectations not to attend work if the member of staff or anyone in their household is exhibiting Coronavirus symptoms.		This has been planned for confirmation has been obtained from County that these aspects are in place.	None	N?A
Changes have been communicated to transport providers re. start/ finish times etc.		This has been achieved.	None	N/A
Appropriate actions have been taken to reduce risks if social distancing is not possible e.g. a child with complex needs cannot fasten a seat belt independently.	N/A	N/A	N/A	N/A
Cleaning and hygiene				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
There are sufficient hand cleaning stations around the site and sufficient stocks of soap/ hand sanitiser.		This is in place.	None	None
Objects and surfaces considered likely to be frequently touched / touched by multiple people have been identified in all areas.		This has been assessed and a regular cleaning rota has been created.	None	None
There are sufficient cleaning staff available, ensuring cleaning between sessions/ change overs of pupil groups/ deep cleans as required.		A cleaner will be on site throughout the day in order to ensure these areas and items are cleaned after each use.	None	None

Additional cleaning requirements have been assessed and additional hours allocated accordingly.		This has been planned to occur and is detailed in the OP.	None	None
Cleaning protocols and expectations are revised (e.g. revised frequency and to include frequently touched surfaces, furniture, equipment and resources).		This has been planned to occur and is detailed in the OP.	None	None
Arrangements have been made for bins containing tissues to be emptied throughout the day.		This has been planned to occur and is detailed in the OP.	None	None
Avoid the use of cloths for washing or drying e.g. use paper towels.		This has been planned to occur and is detailed in the OP.	None	None
Adequate stocks of cleaning and hygiene materials and PPE (where required) have been ordered and delivered prior to opening (including additional stocks of tissues and paper towels if needed).		Sufficient materials are in stock.	Site agent to keep stock maintained through liaison with school business manager and Head of School	None
Relevant staff know procedures for re-ordering and the thresholds for re-ordering.		This is planned for.	None	None
Site agent or other named person is responsible for monitoring and reporting stock levels of cleaning and hygiene materials.		This is planned for and is the responsibility of NO (Kingsland) and JD (Stotfold).	None	None
Health and Safety Considerations (Some overlap with physical/ environmental/ logistical considerations)				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
All statutory requirements for fire safety continue to be met in full e.g. Fire risk assessment and emergency evacuation arrangements reviewed to take into account any changes in use and layout of the building (N.B.: where schools don't have the internal expertise to do so, they should consult their schools fire risk assessment provider).		Addendum has been made to the fire evacuation process regarding the gathering of Keyworker groups.	None	None

Relevant changes have been made to usual safety procedures and risk assessments and communicated to all staff e.g. evacuation procedures, named people within policies.		All staff have been given access to the risk assessment document.	None	None
There are written procedures (including named responsible people), should a case of COVID19 be suspected or confirmed. There is a record of the training given to those people in the correct and safe use of PPE in these specific circumstances (putting on, taking off, disposing, what circumstances they wear specific items, etc.).		All staff have received the required training in relation to this category.	None	None
Plans detail when a school might need to be closed/ can remain open in part e.g. if a deep clean is needed.		This has been planned for.	None	None
PPE needs have been assessed in line with the guidance, any required PPE obtained and there is a plan for maintaining this. *See note 6		This category has been fully planned for.	None	None
Health & Safety compliance checks have been undertaken. e.g. fire alarm / detection / fighting equipment, emergency lighting, legionella checks, flushing, descaling, etc. (and recommissioning of systems where required – schools should check their water safety risk assessment / management plan for actions required and / or contact their risk assessor for advice as required). Could also signpost to the Govt guidance where schools are reopening after a lengthy closure.		All required checks and reopening procedures have been undertaken by the Kingsland site agent.	None	None
Review undertaken of premises aspects and equipment subject to statutory inspection, maintenance, testing etc. (e.g. fixed electrical, PAT, gas systems, pressure systems, lifts and lifting equipment, ventilation systems, etc., and remedial actions prioritised and scheduled accordingly.)		All inspection for these items has been undertaken in line with our normal schedule.	None	None
Communications				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?

Staff consulted and communicated with re. plans and this risk assessment e.g. keeping groups within the one room as far as possible, not mixing groups, cohorting (staff and pupils) , cleaning protocols, limiting numbers of pupils using toilets at one time, use of resources/ equipment etc.		All staff have had all information shared with them. Staff have been able to raise any questions.	None	None
Remind staff, parents and pupils of the hand cleaning advice and to clean hands frequently throughout the day. posters and signage are in place to encourage / remind about personal hygiene, 'catch it, bin it, kill it', distancing, etc. Also, posters and signage to indicate areas which are closed off, one way systems put in place (where possible to try and limit people coming face to face in corridors and circulation areas), etc.		Appropriate signage is in place.	None	None
The risk assessment, plans and protocols have been discussed with staff and any training needs identified.		All staff have had all information shared with them. Staff have been able to raise any questions.	None	None
Ensure all staff are aware of the guidance and the school's planned procedures r.e. 'What Happens if Someone Becomes Unwell at an Education or Childcare Setting'? https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings		All staff have had all information shared with them. Staff have been able to raise any questions.	None	None
The school has instructed parents not to enter the setting, or to send their child into the setting, if they or a member of their household is displaying Coronavirus symptoms.		This information is detailed within the letter and home school agreement to be sent to parents.	None	None
Protocols for attending the site, drop off, pick up and not gathering at gates or doors have been communicated to staff and parents.		This information is detailed with the letter and home school agreement to be sent to parents.	None	None
Communications to staff and to parents about procedures should they, or a member of their household, have Coronavirus symptoms. . COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable		This information is detailed with the letter and home school agreement to be sent to parents.	None	None

Parents and staff made aware of the best way to communicate with teachers/ staff.		This information is detailed with the letter and home school agreement to be sent to parents.	None	None
Communications with parents of vulnerable children needing PPE about the arrangements in place to ensure safety when providing personal/ care needs.		This information is detailed with the letter and home school agreement to be sent to parents.	To be detailed within the parent/carer letter and home school agreement.	None
Communication with any contractors attending site e.g. caterers, cleaners, other contractors to fulfil statutory testing maintenance tasks, planned (or delayed and rescheduled) construction / building works, etc. School will need to communicate with them to discuss plans for any works in light of new restrictions and processes in place within the school.		A plan for this category has been established.	The required communication with regard to working practices will be had with any contractors.	None
Communication with the transport providers/ LA re. transport arrangements and plans conveyed to parents.		The school has received confirmation from CBC transport that the necessary covid secure procedures are in place.	None	None
Provide parents with the guidance on safe travel.		This information is detailed with the letter and home school agreement to be sent to parents/cares.	None	None
Communication with lettings or before and after school providers about plans and arrangements.	N/A	N/A	N/A	N/A
When open				
Staff considerations				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Arrangements for those staff in the extremely vulnerable group and unable to attend work.		Staff members within this category have been informed to work from home.	Review each staff member's circumstances as the guidance changes.	None

Clear and regular communication links with those staff shielding/ not attending the setting.		All leaders have a cohort of staff to speak with weekly.	This process to continue until the school returns to a fully open status.	None
Maintaining sufficient staff to deploy in the school, enabling social distancing for staff and pupils.		This has been planned for as part of the OP.	Review staff levels as the guidance changes.	
Ensure the same teacher/ other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising some rotation of specialist secondary staff.		Within the OP the rotation of staff has been reduced to a minimum.	None	None
Staff have been informed about H&S guidance and updates to policy e.g. arrangements to manage first aid or if you/ another adult/ a child becomes ill.		This has been planned for as part of the OP.	None	None
There is a reliable means to keep staff informed and updated about the school's risk assessment and actions and procedures arising from this.		All staff have access to the relevant documents, all staff can communicate specific questions to PG.	None	None
Staff are aware of PPE guidance and any need for PPE.		Training in relation to this category is planned to occur prior to phase one opening.	None	None
Staff workload, providing for pupils learning in school and at home has been taken into account.		This has been planned for as part of the OP.	None	None
Staff are aware of, and supported in the use of, the bereavement policy/ support available and how to access this for themselves, pupils or families.		This has been planned for as part of the OP.	None	None
Recruitment processes have been determined, continuing to enable safer recruitment.		A virtual recruitment policy has been created and this policy has been used and has allowed for colleagues to be recruited to the ACB in line with the safer recruitment requirements.	None	None
Staff induction processes are updated re. new policy/ procedures alongside required checks.		The OP is in place and ready to be used as part of our induction process.	None	None
Extend or revisit any staff contracts or processes impacted by the current situation, communicating any changes to staff e.g. timescales.		The appropriate communication in respect of this category has occurred.	None	None

Pupils				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Pupils know where the hand cleaning stations are and to use them frequently.		Hand cleaning stations are detailed within the OP. The home school agreement requires parent/carers have clearly explained to their child the importance of maintaining regular hand washing.	Students to be made aware of handwashing locations on their first day back.	None
Where possible keep pupils 2m apart. Brief transitory contact is low risk e.g. passing in corridors.		Classrooms have been set up allowing for two-meters distance to be maintained, and movement throughout the school is via a one-way system. The home school agreement requires parents/carers to have clearly explained to their child the importance of maintaining the two meter distance.	Students to be reminded throughout the day of the importance of two meter distancing.	None
Ensure that pupils are in the same small groups at all times each day and that groups are not mixed during the day, or on subsequent days. E.g. assemblies will be in classrooms for only that group, separation at break times etc.		Classes will be kept separate from each other during the reduced school day.	None	None
Pupils know they must stay in the same groups and not mix beyond their own group. *See note 7		The home school agreement requires parents/carers to have clearly explained to their child the importance of not mixing with other students outside of their class.	Students to be informed of the importance of this factor on their first day back.	None
Groups of pupils are based in the same classroom each day and this is cleaned thoroughly before and after any other groups use it.		This aspect has been planned in to the daily cleaning schedule.	None	None
As far as possible, pupils sit in the same place, at the same tables/ desks.		This is planned for within the OP.	Teachers to ensure the seating planned is maintained.	None

Pupils know the protocols for using toilet areas, including to close toilet lids before flushing to prevent contamination via splashing.		This has been planned for within the OP. The home school agreement requires parents/carers to have clearly explained to their child the procedure for using the toilet.	Students to be reminded of the toilet procedures on each visit to the toilet by the member of corridor staff on duty at the time.	None.
Engage parents/ children in resources such as E-Bug and PHE school resources.		Parents/carers and students will be informed of how to access additional online resources.	None	None
Explicitly teach and supervise: handwashing, tissue disposal and toilet flushing.” – from latest guidance released .		Refer above for the specific detailing planning for each of these activities.	None	None

Bins for tissues are emptied throughout the day.		This aspect has been planned in to the daily cleaning schedule.	None	None
Help is available for those pupils who cannot clean their hands independently.		This has currently been assessed as a need not relevant to any of our students. However if needed support will be provided.	None	None
Support for those children who cannot easily understand or remember safety and hygiene measures e.g. social stories, symbols, braille etc.		Bespoke support will be given to students in relation to their own needs so they fully understand the covid procedures and expectations.	None	None

Staff seek to prevent the sharing of stationary and other equipment where possible.		All students will have issued to them their own pack of resources, including IT resources.	None	None
Shared materials and surfaces are cleaned more frequently.		This aspect has been planned in to the daily cleaning schedule.	None	None
Appropriate support for pupils who may have difficulty settling back into school.		Bespoke support packages will be in place for each student with their return.	None	None
Emotional support for pupils who may not be able to return to school yet e.g. health reasons/ in non-returning year groups.		Pastoral support sessions via the virtual ACB will provide students access to this support.	None	None
Managing anxiety e.g. support re. school refusers/ managing elective home education requests or other attendance issues.		The pastoral staff will be the initial intervention in these circumstances. Referrals will be made to the school's CAMHS worker where the circumstance requires a more intense level of support.	None	None
A revised curriculum and planned additional provision for pupils' SEMH on return to school and for those not returning.		This aspect has been planned for as part of the OP.	None	None
Timetables and curriculum adapted to include more socially distant activities where needed.		This aspect has been planned for as part of the OP.	None	None
Plans and activities to help pupils to socially distance and further plans to support SEND pupils to understand this.		This aspect has been planned for as part of the OP.	None	None
Those activities that it would not be possible to do have been identified with a rationale as to why not.		The phase one timetable has assessed which activities can not be included.	None	None
Guidance and arrangements in respect of pupils needing 1:1 or physical handling, communicated clearly to staff, parents and pupils.		The school will not be operating its positive handling policy during phase one opening.	This aspect to be reviewed when the guidance changes.	None

Clear information and communication with pupils who would have been taking exams.		This has occurred.	LD to update parents and students until the results have been published in August.	None
Trained staff, communication processes and resources to provide bereavement support. The availability of which is communicated to parents.		Support services can be accessed and signposted by any member of the school community.		None
SEND Reviews/ actions outstanding for pupils with SEND have been rescheduled appropriately.		Planned meetings will be rescheduled.	LD to check with MN this has been planned for.	None
Arrangements made in respect of any specialist provision on site and communicated to all relevant people.	N/A	N/A	N/A	N/A
Transition				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Intentions/ initial plans for transition have been communicated to parents.		DB is overseeing the transition of pupils to whom this is relevant.	SLT links to support the process of transition where required.	None.
Planning pupil groups on return/ for September with contingencies for continued social distancing.		This has currently not been planned.	This aspect to be planned for during Summer two in light of the relevant guidance at the time.	None
Shared approach across cluster schools to reduce anxiety and ensure smooth transitions to new settings for pupils.	N/A	N/A	N/A	N/A
Creativity in enabling transition activities to support pupils in preparation for September.		DB is overseeing the transition of pupils to whom this is relevant.	SLT links to support the process of transition where required.	None.
Transfer/ receiving of meaningful information to receiving setting/ teacher.		DB is overseeing the transition of pupils to whom this is relevant.	SLT links to support the process of transition where required.	None.
Careers guidance/ work experience arrangements.		This has been planned for.	None	None
Liaison and arrangements for year pupils in exam year groups.		This has been planned for.	None	None
Liaison and arrangements for pupils due to leave school.		A group of staff have been assigned to work with current yr11 students to ensure post 16 transitions placements have been secured.	None	Assist with working with families in which the child is at risk of being NEET.
Safeguarding				

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Any additional risk assessments required to safeguard vulnerable pupils are in place. Will any of these pupils be prioritised for a return?		All students have been assessed and vulnerable students have a bespoke package that provides them with access to supervised education.	None	None
Any necessary changes or addendums have been made to the safeguarding Policy, which has been reviewed for further changes.		The safeguarding addendum has been in place since the start of the summer term, and has been reviewed by the safeguarding governor.	None	None
Governors aware of the interim safeguarding guidance and how this has been included in their policy.		Refer above.	None	None
Ensuring a DSL is available to the school, in person, by phone or virtually in all staffing scenarios, and that staff are aware of these arrangements.		The DSL is contactable during the phase one opening and is supported by the other dDSL's. All staff are aware of how to raise a safeguarding concern.	None	None
Are all staff aware of LA arrangements for contacting the LADO, MASH, social workers.		All staff are aware of how to contact these members of the CBC team.	None	None
Where staff have been deployed/ appointed, they are aware of the safeguarding processes and codes of conduct they should adhere to.		All staff confirmed reading the Safeguarding addendum at the start of Summer 1.	None	None
Safer recruitment processes being adhered to.		Virtual recruitment process adheres to the safer recruitment requirements.	None	None
The SCR is up-to-date and monitored with changes to staffing/ volunteers in the school.		The SCR is being updated in line with our normal procedures.	None	None
Informing relevant staff of any 'need to know' information for pupils.		Twice daily briefings allow this to occur.	None	None
Preparation for a possible increase in disclosures/ concerns on return.		Sufficient dDSL's are in position to deal with an increase in concerns on our return.	None	None

Recording and reporting of incidents during the closure. Any further reporting/ following-up needed?		Normal procedures have continued to be operated for the reporting of concerns.	None	None
Communication with vulnerable families during the closure and on return.		Weekly and twice weekly communication returns will be maintained during phase one opening.	None	None
The e-safety/ online safety policy covers all safeguarding risks for pupils accessing learning at home.		All aspects are covered and additional guidance has been provided to both students, parents and carers on the ACB Dashboard accessible through our website.	None	None
Families' access to support during school closure has been evaluated e.g. food parcels, pastoral support.		All families who require additional support have been provided with the opportunity to access the additional services.	None	None
Families will need on-going engagement/ communication whilst returning to normality have been identified.		Families have been identified and will continue to receive additional support until the ACB returns to fully open status.	None	None
Safeguarding lessons learnt during this crisis?		Impact on dDSL's from the increased and prolonged frequency of contact.	Full review to be undertaken when the ACB returns to fully open status.	None

Governance/ Leadership (Refer to previous sections and decide which aspects Governors should be aware of/ involved in making decisions about e.g. feasibility of staffing)

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Governors' understanding of the ways that the crisis has impacted on staff/ pupils/ the school and their ability to support the school during a transition to normality.		Governors are aware of the points raised within this category.	None	None
Governors are involved in the discussion and planning for reopening.		ACB Governor covid committee is due to review and approve the phase one reopening plan.	Covid committee to be kept informed on phase 2 and phase 3 plans.	None
Governors know how they will support Leaders during phases of reopening and how they will assure themselves of the safety of staff and pupils.		Covid committee approval of phase one OP.	Covid committee to be kept informed on phase 2 and phase 3 plans.	None

What will the determining factors be for the decisions they will need to make?				
Leaders have evaluated what it is feasible for the school to do and how will this be communicated to reassure parents/ other stakeholders/ LA or Trust authorities.		This category is planned for as part of the phase one op.	None	None
Planned reviews to evaluate what is happening on a regular basis.		Phase one opening will be reviewed after a three week period.	None	None
Aspects of governance/ meetings/ reporting that can be put aside to fully enable and support leaders to manage the immediate situation have been identified.		This category is planned for as part of the phase one op.	None	None
Governors/ leaders have determined how they will communicate the intended plan for re-opening the school.		A timescale for the dissemination of the phase one opening planned is in place.	None	None
Financial/ business/ resourcing				
Catering contracts and facilities as pupils begin to return.		This has been planned for as of the phase one op.	None	None
Any financial loss to the school/ ability to claim back losses from the government is known.		The school business manager is tracking all additional costs in relation to the covid pandemic.	1.SM to maintain the additional costs spreadsheet. 2.When/if appropriate the school will reclaim its additional incurred costs.	None
Sufficient cleaning materials.		Plan for as part of the phase one opening plan.	Site agent to maintain sufficient stock within this area.	None
PPE available if appropriate.		Plan for as part of the phase one opening plan.	HOS's to maintain sufficient stock within this area.	None
Learning materials/ resources in stock ready for pupils on return.		Plan for as part of the phase one opening plan.	None	None

*** Notes**

1. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case

of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

2. Additional staff may be placed with each group if required to meet pupils' needs as part of a risk assessment or an EHCP.

3.. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Prop doors, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

5. Reduce movement around the building by accessing rooms directly from outside where possible and considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.

6. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Please also refer to the following Government Guidance when completing the risk assessment:

[guidance on hand cleaning](#)

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak guidance,](#)

[Actions for schools during the coronavirus outbreak.](#)

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Early Years Foundation Stage](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[COVID-19: guidance for households with possible coronavirus infection\)](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

[guidance for special schools, specialist colleges, local authorities and any other settings](#)